

Hand manual for PhD Programme

Status	Form and Procedure
Admission taken by the Candidate	<ol style="list-style-type: none"> 1. Fill and submit the Form-1 and Form-1A in the Research and Consultancy (R&C) office through Department 2. Fill and submit the Form-2 in the R&C office through Department (Only for Sponsored candidates) 3. Fill and submit the Form-3 in the R&C office through Department (Only for regular candidate only) 4. Fill and submit the Form-3A and Form-3B in the R&C office by all newly joined PhD Scholar 5. Fill Form-21 form Identity card
Recommendation of the Doctoral Committee (DC) by the Department	DC formation recommendation from the department (use Form-4) to R&C office
DC formation for the student	Approved Doctoral Committee (DC) order is issued by the R&C Office
1st DC meeting	<p>The DC meeting can be called by the supervisor for a candidate to take decision on course work or research proposal for the candidate</p> <ol style="list-style-type: none"> 1. For conducting the DC meeting, the supervisor can use Form-18 for obtaining the official approval. 2. For approval of Honorarium to External Experts (If anybody in the DC), use Form-22 3. Attach consent of the DC members for conducting the DC meeting
Post 1st DC meeting	Submit filled Form-4A to R&C Office
Semester Registration by the scholar	<p>The candidate has to do semester registration without failing</p> <ol style="list-style-type: none"> 1. The institute semester registration fee has to be paid by the candidate 2. The Form-5 has to be filled and submitted in R&C office through the department by the candidate for approval
Comprehensive Examination Approval	<ol style="list-style-type: none"> 1. Submit filled Form-7 to R&C Office for getting approval (The approval must be taken 3 months before the proposed date because a minimum of 3 months advance information must be provided to the scholar for well preparedness) 2. For approval of Honorarium to External Experts (If anybody in the DC), use Form-22
Post Comprehensive Examination	<ol style="list-style-type: none"> 1. Submit Filled Form-7B to R&C office 2. Video Recording of the Comprehensive

	Examination (if Online mode of Comprehensive Examination) should be submitted
State-of-The-Seminar Approval	<ol style="list-style-type: none"> 1. Submit filled Form-8 to R&C office for getting approval 2. For approval of Honorarium to External Experts (If anybody in the DC), use Form-22
Post State-of-The-Seminar	<ol style="list-style-type: none"> 1. Submit Filled Form-8A to R&C office 2. Video Recording of the Comprehensive Examination (if Online mode of Comprehensive Examination) should be submitted
Annual Progress Seminar	<ol style="list-style-type: none"> 1. Submit filled Form-10 to R&C office for getting approval 2. For approval of Honorarium to External Experts (If anybody in the DC), use Form-22
Post Annual Progress Seminar	<ol style="list-style-type: none"> 1. Submit Filled Form-10A to R&C office 2. Video Recording of the Comprehensive Examination (if Online mode of Comprehensive Examination) should be submitted
Synopsis Approval	<ol style="list-style-type: none"> 1. Submit filled Form-14 to R&C office for getting approval 2. For approval of Honorarium to External Experts (If anybody in the DC), use Form-22
Post Synopsis Seminar	<ol style="list-style-type: none"> 1. After the Synopsis seminar, the following duly filled forms have to be sent to R&C office <ul style="list-style-type: none"> • Form-14A • Form-15 • Form-15C • Form-15D • Form-15E 2. Synopsis report (hard copies and softcopy) duly signed by all the DC members 3. The number pages of the synopsis Report should be maximum 10 excluding publication detail and references 4. A Draft copy of the thesis duly signed by all the DC members 5. Video Recording of the Synopsis Seminar (if Online mode of synopsis) 6. Submit a Copy of the Circular given by the department for the Comprehensive Examination
Thesis Submission	<ol style="list-style-type: none"> 1. Three hard copies and softcopy of the Thesis (Institute Format) must be submitted within one month from the date of completion of the

	<p>synopsis of the candidate</p> <p>2. R&C office has to issue Form-15B after receiving the Thesis</p>
<p>Post Examination of the Thesis</p>	<p>1. If both Examiners (Indian and Foreign) recommend R1 of the Form – 15A: Step-1: If any minor corrections are asked by the Examiner(s), the appropriate modifications/clarifications/ changes suggested by the examiner(s) have to done and approved by DC. Then the supervisor can apply for Defense viva-voce for the scholar (Form-15G)). Step-2: After approval of the Defense viva-voce for the scholar, supervisor can submit the list of the subject experts (Form-16) Step-3: After approval of the Subject Expert, supervisor can submit for approval for constitution of Defense Viva-Voce (Form-16A)</p> <p>2. If any one of the Examiners (Indian and Foreign) recommends R2 of the Form – 15A: Step-1: If any corrections/ modifications are asked by the Examiner(s), the appropriate modifications/clarifications/ changes suggested by the examiner(s) have to done and approved by DC. Then the supervisor can apply for Defense viva-voce for the scholar (Form-16)). Step-2: Same as Point 1 Step-3: Same as Point 2</p> <p>3. If any one of the Examiners (Indian and Foreign) recommend R3 of the Form – 15A: The supervisor should get DC and competent authority approval on time required to modify the thesis as per the recommendation of the Examiner(s) (Form-15F). Within the approved time frame, the modified thesis, response to the examiner(s) report (s) should be submitted to DC and competent authority approval.</p> <p>4. If any one of the Examiners (Indian and Foreign) recommend R4 of the Form – 15A: The supervisor should get DC and competent authority approval on time required to modify the thesis as per the recommendation of the Examiner(s) (Form-15F). Within the approved time frame, the modified thesis, response to the examiner(s) report (s) should be submitted to DC and competent authority approval. The</p>

	<p>modified thesis shall be sent back to the Examiner (s) for evaluation and recommendation. As per recommendation of the Examiner (s), the Thesis shall be processed.</p> <p>If any one of the Examiners (Indian and Foreign) recommend R5 of the Form – 15A:</p> <p>The supervisor should get DC and competent authority approval on time required to work on the thesis to reach a level of quality thesis.</p>
<p>Defense Viva-voce Approval</p>	<ol style="list-style-type: none"> 1. The Supervisor should circulate all the Examiners' reports, modified Thesis, Response to Examiner's report to the DC members for their approval. 2. First, the supervisor has to submit Response to Examiners' reports, modified thesis by highlighting the modifications, DC consents for Defense approval (Form-15G). 3. Next, the Supervisor has to submit DC recommendation for Subject Expert Approval (Form-16) 4. Supervisor has to submit the Constitution of Defense Viva-Voce board form (Form-16A) for approval 5. For approval of Honorarium to External Experts (If anybody in the DC), use Form-22
<p>Defense Seminar</p>	<ol style="list-style-type: none"> 1. Defense Seminar should be an open seminar 2. A wide circulation of the meeting should be done by the supervisor and the department. 3. Hard copy of the attendance of the attendee in the seminar should be submitted. 4. Submit the duly signed hard copy of the Defense Viva-voce report (Form-17). 5. Minutes of the Defense Viva-voce meeting 6. Submit three final hard copy of the thesis (Institute Format) 7. Submit the softcopy of the final thesis 8. Video Recording of the Defense Seminar (if Online mode of synopsis) 9. Submit a Copy of the Circular given by the department for the Open Defense Seminar
<p>Note: Above steps may be updated as and when required with approval of the competent authority.</p>	