

OFFICE OF THE DEAN : POST GRADUATE STUDIES

No.: PGS/HA/AC-6405

Dated : Jan. 04, 2023

OFFICE-MEMORANDUM

The relevant extract from the minutes of 392nd meeting of the Academic Council held on April 06, 2022 is reproduced below for information and necessary action please.

Item No.: 2022:392:39 Recommendations of the Committee constituted under Chairpersonship of Dean, Technology by P.G. Faculty in its I/2020 meeting held on November 10, 2020

The Academic Council resolved to approve various items under the agenda except item nos. I/2020:4 (1&2), I/2020:7 and I/2020:8(1). Besides the above the following was also resolved :

- If the number of Ph.D. students appearing for oral examination is more than 05 then the examination can be held on two dates by grouping the candidates in the department.
- The words "Rough Bound Thesis" be replaced with "First Draft of Thesis".
- The published research papers from the thesis work shall be the part of Ph.D. thesis.

In view of the resolution passed by Academic Council, the approved items are as below :

Timelines for various Academic Activities of Master's & Ph.D. Students

Activity	Timeline
Synopsis Presentation & Submission	Within 30 days of start of III rd Semester of degree.
Pre-comprehensive	To be conducted after completion of all courses in course programme within 30 days of next registered semester.
Comprehensive (Oral - External)	To be conducted within 30 days of finishing pre-oral
Report Submission of pre-comprehensive, comprehensive, pre-thesis seminar etc.	Within 07 days of the conduct of activity.
Submission of External Examiners Panel for Thesis evaluation & conduct of viva-voce	At least one month prior to the beginning of the semester in which student is expected to submit thesis.
Final Viva-Voce Examination	Master's – Within 45 days from dispatch of thesis from Registrar's office. Ph.D. – Within 75 days from dispatch of thesis from Registrar's office. Registrar office shall send reminder for report after 30 days in case of Master's and 45 days in case of Ph.D. if reports are not received. TA and remuneration bills of examiners should be cleared on arrival for conduct of viva.
Final Thesis Submission	Within 30 days of final viva-voce examination.

Presentation of Synopsis before its submission

- The student should present his/her problem of research/synopsis seminar in the presence of Head of the Department, Advisory Committee, Faculty Members and Research Scholars of his/her major and minor fields of study.
- After successful presentation of synopsis and consensus of Advisory Committee the student will submit the Synopsis through proper channel to Dean, PGS within 07 days of its presentation but not later than the timeline for its submission i.e. within 30 days of start of IIIrd semester of degree.

Sending soft copy of thesis to external examiners for evaluation

- The option of sending the soft copy should be asked from the examiner. If he agrees, soft copy with Watermark of University logo embedded in pdf should be sent.
- The soft copy of the thesis will be provided by concerned advisor to Dean, PGS for onward transmission to Registrar. The Registrar's office will send the soft copy to concerned external examiner.
- The concerned external examiner will send the digitally signed (with scanned signature) thesis evaluation report to Registrar through e-mail.
- The digitally signed (with scanned signature) remuneration bill will be sent to concerned advisor by the external examiner through e-mail who will initiate action on the same. However, advisor shall certify that result and remuneration bill as signed by external examiner has been received in soft copy and printed by him.

Conduct of written preliminary examination (major/minor), Master's/Doctoral Seminar, pre-oral, oral, pre-thesis submission seminar, viva-voce through online mode

- Has been ratified by Academic Council in its 392nd meeting under agenda item no.: 2022:392:31 Ratification of the orders of Hon'ble Vice-Chancellor pertaining to conduct various academic activities related to Master's & Ph.D. students through online mode

Amendment in regulations on Comprehensive Examination

The NOTE at the end of Clause 15 of Chapter-V of Academic Regulations on Post Graduate Studies be amended as below :

Note : The comprehensive examination in respect of Ph.D. programmes be held by grouping the candidates in the departments, on a semester basis. If the number of Ph.D. students appearing for comprehensive examination is more than 05 then the examination can be held on two dates by grouping the candidates in the department. Further a panel of 05 examiners with specialization by the Head of the Department Advisors for every 5 or less students to take comprehensive examination be submitted to Dean, PGS through Dean of the College concerned suggesting two dates in a semester on which the comprehensive examinations be held. The Dean, PGS will finally select the examiners from the list.

Printing of page number in Contents, Table of Title etc. of Thesis while its First Draft of Thesis submission

- The page numbers be affixed/printed at the time of First Draft of Thesis submission along with proper page number in all indexes i.e. list of tables, list of figures etc.

Mentioning ID No. of student instead of previous degree on the cover page(s) of thesis

- The ID No. of the student be mentioned below his/her name on the cover page(s) of the thesis instead of previous obtained degree.

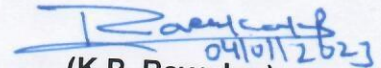
Binding of published research papers from thesis in Ph.D. thesis during First Draft of Thesis submission

- The published research papers from the thesis work will be the part of the Ph.D. thesis and shall be annexed in the thesis at the time of First Draft of Thesis submission.

Inviting external examiners from corporate sectors to conduct viva-voce for Master's thesis evaluation

- An expert from the corporate sector/research institute who is a person of eminence in the relevant field may be invited as external examiner.

The above will be implemented w.e.f. Academic Session 2022-2023.


(K.P. Raverkar)
Dean, PGS

Note : The nomenclature of pre-oral and oral examinations has been revised to pre-comprehensive and comprehensive examinations, respectively vide Registrar's Office-Order no.: REG/Dy.R./2021/1700 dated 17-11-2021.

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6. P.S. to V.C. for kind information of Hon'ble Vice-Chancellor, please.