**Hand manual for PhD Programme**

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| **Status** | **Form and Procedure** |
| **Admission taken by the Candidate** | 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 candidates)
4. Fill and submit the **Form-3A** and **Form-3B** in the R&C office by all newly joined PhD Scholar
5. Fill and submit **Form-21** form Identity card
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| **Recommendation of the Doctoral Committee (DC) by the Department** | DC formation recommendation (**Form-4**) from the department to R&C office within seven days from the date of joining the candidate |
| **DC formation for the student** | Approved Doctoral Committee (DC) order is issued by the R&C Office  |
| **1st DC meeting**  | The DC meeting can be called by the supervisor for a candidate to take decision on course work or research proposal for the candidate1. 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
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| **Post 1st DC meeting** | Submit filled **Form-4A** to R&C Office through the department |
| **Semester Registration by the scholar** | The candidate has to do semester registration without failing1. The institute semester registration fee has to be paid by the candidate
2. The **Form-5** has to be filled and submitted through the department by the candidate for approval
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| **Comprehensive Examination Approval** | 1. Submit filled **Form-7** to R&C Office through the department 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)1. For approval of Honorarium to External Experts (If anybody in the DC), use **Form-22**
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| **Post Comprehensive Examination**  | 1. Submit Filled **Form-7B** to R&C Office through the department
2. Video Recording of the Comprehensive Examination (if Online mode of Comprehensive Examination) should be submitted
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| **State-of-The-Art Seminar Approval** | 1. Submit filled **Form-8** to R&C Office through the department for getting approval
2. For approval of Honorarium to External Experts (If anybody in the DC), use **Form-22**
3. After approval of the State-of-The-Art Seminar,fixthe date of the seminar and a circular (**Form-26**) should be circulated from the department for open seminar
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| **Post State-of-The-Art Seminar** | 1. Submit Filled **Form-8A** to R&C Office through the department
2. Submit the Circular (**Form-26**) circulated for the seminar
3. Video Recording of the Comprehensive Examination (if Online mode of Comprehensive Examination) should be submitted
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| **Annual Progress Seminar** | 1. Submit filled **Form-10** to R&C Office through the department for getting approval
2. For approval of Honorarium to External Experts (If anybody in the DC), use **Form-22**
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| **Post Annual Progress Seminar** | 1. Submit Filled **Form-10A** to R&C Office through the department
2. Video Recording of the Comprehensive Examination (if Online mode of Comprehensive Examination) should be submitted
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| **Synopsis Approval** | 1. Submit filled **Form-14** to R&C Office through the department for getting approval
2. For approval of Honorarium to External Experts (If anybody in the DC), use **Form-22**
3. If there are author(s) other than supervisor(s) and the scholar in the published or unpublished papers shown as supports to the Thesis, then an undertaking **Form -15H** from all the authors other than supervisor(s) and the scholar have to be attached with Form-14.
4. After approval of the Synopsis Seminar, fix the date of the seminar and a circular (**Form-26**) should be circulated from the department for open seminar
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| **Post Synopsis Seminar** | 1. After the Synopsis seminar, the following duly filled forms have to be sent to R&C office through the department
* **Form-14A**
* **Form-15**
* **Form-15C**
* **Form-15E**
* **Form-26**
1. Synopsis report (hard copies and softcopy) duly signed by all the DC members
2. The number pages of the synopsis Report should be maximum 10 excluding publication detail and references
3. A Draft copy of the thesis duly signed by all the DC members
4. Video Recording of the Synopsis Seminar (if Online mode of synopsis)
5. Submit the Circular (**Form-26**) circulated for the seminar
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| **Thesis Submission** | 1. Three hard copies and softcopy of the Thesis (Institute Format) must be submitted within one month from the date of completion of the synopsis of the candidate
2. R&C office has to issue **Form-15B** after receiving the Thesis
3. During the time of thesis submission, scholar must submit **FORM-15D**
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| **Post Examination of the Thesis** | 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 theDefense viva-voce for the scholar, supervisor can submit the list of the subject experts (**Form-16**)**Step-3:** After approval of theSubject Expert, supervisor can submit for approval for constitution of Defense Viva-Voce (**Form-16A**)1. **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 21. **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.
2. **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 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.

**If any one of the Examiners (Indian and Foreign) recommend R5 of the Form – 15A:**  The supervisor should get DC and competent authority approval on time required to work on the thesis to reach a level of quality thesis. |
| **Defense Viva-voce Approval** | 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. After approval of the Defense Viva-Voce, fix the date of the Defense Viva-Voce and a circular (**Form-26**) should be circulated from the department for open seminar
6. For approval of Honorarium to External Experts (If anybody in the DC), use **Form-22**
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| **Defense Seminar** | 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) with attached softcopy in a CD
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 (**Form-26**) given by the department for the Open Defense Seminar
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| **Note: Above steps may be updated as and when required with approval of the competent authority.** |