

Sl. No.	Detail
1.	<ul style="list-style-type: none"> <li>• Activity - Department wise available vacancies for the Academic Year. (Clause 2.)</li> <li>• Action - To start with, Academic Deptt. will enquire with all the HoDs regarding no. of available vacancies for the concerned academic year in their departments. In turn HoDs will estimate the same to Academic Deptt.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Activity - Compilation of vacancies and approval from competent authorities. (Clause 2.)</li> <li>• Action - Academic Department will compile the vacancies in consultation with the Chairman of RDC. Final approval by Hon'ble VC. Note: While intimating available vacancies HoDs have to strictly ensure clause no. 4.</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Activity - Advertisement of vacancies (Clause 2.)</li> <li>• Action - By Academic Department.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• Activity - Scrutiny of applications (Clause 2.)</li> <li>• Action - Academic Deptt. will provide the application forms to HoDs for scrutiny. HoDs will send back the list of eligible candidates.</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Activity - Written examination (Clause 2.)</li> <li>• Action - Academic Department would send the list of eligible candidates to Examination Department. Examination Department in turn would conduct the written examination and would provide the result to Academic Deptt.</li> </ul>
6.	<ul style="list-style-type: none"> <li>• Activity - RDC constitution approval from VC and RDC Notification (Clause 8.)</li> <li>• Action - Concerted HoDs will take necessary action.</li> </ul>
7.	<ul style="list-style-type: none"> <li>• Activity - Interview by panel of Experts (Clause 2.)</li> <li>• Action - Academic Deptt. would provide the results of Ph.D. written examination with other details to the concerned HoDs and interview would be held in RDC.</li> </ul>
8.	<ul style="list-style-type: none"> <li>• Activity - Fee submission and Registration of new candidates (Clause 3.)</li> <li>• Action - Registration by Academic Department. Fee deposition by Account Section.</li> </ul>
9.	<ul style="list-style-type: none"> <li>• Activity - Course work completion and Examination (Clause 5.)</li> <li>• Action - After successful completion of course work, Examination Deptt. will conduct the Examination.</li> </ul>
10.	<ul style="list-style-type: none"> <li>• Activity - Topic, Synopsis approval and Supervisor allotment (Clause 3,4.)</li> <li>• Action - To be finalized in RDC. It is to be emphasized that as per UGC norms, 'Supervisor' is to be regular full time faculty of the University. After every RDC, HoDs will update form no. 10/Research/01 'RDC Status Report' in candidates Research File which is to be kept in Academic Deptt. However, at appropriate stages and as per requirement file movement will be as follows: Academic Deptt. → RDC Cell → Examination Deptt. → Back to Academic Deptt.</li> </ul>
11.	<ul style="list-style-type: none"> <li>• Activity &amp; Action - RDCs continued 1, 2, 3, 4, so on (Clause 8.)</li> <li>Note - Candidates will not be allowed to appear at RDC if their fee is not deposited up till date.</li> </ul>
12.	<ul style="list-style-type: none"> <li>• Activity - Completion of Research work and Publications. (Clause 8.)</li> <li>• Action - To be Checked in RDC.</li> </ul>

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13.	<ul style="list-style-type: none"> <li>• Activity - Pre Ph.D. request &amp; Presentation (Clause 9.)</li> <li>• Action - Candidate would request to RDC for pre Ph.D. presentation. If permitted, Candidate would deliver Pre-Ph.D. presentation in subsequent RDC.</li> </ul>
14.	<ul style="list-style-type: none"> <li>• Activity - Submission of thesis (Clause 9.)</li> <li>• Action - If Pre-Ph.D. presentation found OK, candidate would submit three spiral bound copies along with the CD to Academic Department after clearing all the dues. Certificate from Guide as per clause 9.6 is required.</li> </ul>
15.	<ul style="list-style-type: none"> <li>• Activity - Plagiarism check (Clause 9.)</li> <li>• Action - Academic Deptt. would forward the thesis and CD to RDC cell after checking at their end. RDC cell would check the thesis for plagiarism after verification of plagiarism fee submission.</li> </ul>
16.	<ul style="list-style-type: none"> <li>• Activity - Thesis evaluation (Clause 10.)</li> <li>• Action - If plagiarism stage cleared, RDC cell would send the thesis alongwith candidate research file to Examination Department, who would forward the thesis to the approved Examiners for evaluation. Efforts are to be made by Examination Deptt. that the thesis evaluation process does not take more than 6/7 months time.</li> </ul>
17.	<ul style="list-style-type: none"> <li>• Activity - Examination Sub- Committee meeting for scrutiny of Examiners' reports (Clause 10.)</li> <li>• Action - After receiving all the reports, COE would call the Examination Sub- Committee meeting for scrutiny of the examiner's reports. In case of any comments/clarification/corrections etc, details will be sent to Supervisor through HoD by COE for further necessary action and clarification. Candidate's clarification received through HoD/Supervisor will be sent to Examiner by Examination deptt. for final clearance. Viva Voce will be arranged only after taking final clearance from external Examiner. Copy of the above correspondences will be sent to Chairman-RDC also.</li> </ul>
18.	<ul style="list-style-type: none"> <li>• Activity - Viva-Voce (Clause 10.)</li> <li>• Action - The Viva-Voce of the candidate would be organized by Examination Department. HoD concerned will coordinate for the same. Candidates have to take written clearance of the Viva presentation contents from the Supervisor before final Viva presentation.</li> </ul>
19.	<ul style="list-style-type: none"> <li>• Activity - Examination Sub- Committee meeting &amp; approval by Competent Authority (Clause 10.)</li> <li>• Action - After successful Viva-Voce examination, the Examination Sub-Committee would be called by COE. Minutes of this meeting is to be approved by VC.</li> <li>- Shodhganga Site to be regularly updated by Examination Deptt. I/c Library has to provide feedback for the same to COE on monthly basis with copy to Chairman RDC.</li> </ul>
20.	<ul style="list-style-type: none"> <li>• Activity - Provisional Degree Certificate (Clause 11.)</li> <li>• Action - After the approval of the VC, the candidate would be eligible for Provisional Degree Certificate, which is to be issued by Examination Department.</li> </ul>
21.	<ul style="list-style-type: none"> <li>• Activity - Award of the degree in Convocation (Clause 11.)</li> <li>• Action - The Ph.D. degree would be awarded in the Convocation, subject to the approval of Academic and Executive Council.</li> </ul>

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