

Steps of Ph. D. Thesis Evaluation-Revised, Dated 08.10.2020

1. A soft copy of synopsis is to be sent to the selected Indian and Foreign Examiners seeking their consent to be the examiner. After obtaining consent, the thesis is to be sent for evaluation. If no consent is received within a week, the concerned examiner be changed after sending a reminder and waiting for one more week.
2. Indian examiner should be a Professor in a reputed institute in India. The Foreign examiners may preferably be full Professors or equivalent from reputed institutions in the developed countries.
3. A soft copy of the thesis may only be sent unless the examiner specifically asks for the hard copy (spiral/soft bound). Normally, six weeks be given to the examiner for the thesis evaluation. After six weeks, if the report is not received then, ERP generated reminders are to be sent. The first reminder is to be sent after five weeks from the date of sending the thesis. If still the report is not received, then the second reminder needs to be sent after the 7th week and third reminder after 8th week.
4. If the report is not received after the third reminder, a special reminder be sent by the Dean through the mail and/or phone. If still no response from the examiner is received, the request for consent goes to the next examiner in the panel.
5. If none of the examiners of the panel accepts/responds, the DAC will be requested to submit a fresh panel of examiners.
6. Report from examiner(s) as and when received will be sent to the school to help in timely revision of the thesis. The scholar will submit the revised thesis and a compliance report addressing the comments from both the examiners, to the academic office through DAC, recommended by the Head of School. The revised thesis and the compliance report may be sent to the examiner(s) for review, if necessary. The compliance report and the revised thesis will be placed before the Chairman, Senate with the recommendation of Dean, Academic Affairs for further action.
7. While sending the compliance report and the revised thesis to the examiners for review, unless asked specifically by examiners, only a soft copy be sent to the examiners. Compliance of both the examiners may be sent to both the examiners for their appraisal, if necessary.
8. While sending the compliance, it may be specifically mentioned in the mail that unless the response is received in 10 days it will be assumed that the examiner accepts the compliance/revision in the current form and further action be taken by the academic section.
9. In case one of the two examiners rejects the thesis with the reasons for the rejection, the thesis (unrevised) may be sent to another examiner, Indian or foreign, depending on who rejects it.
10. ERP system is to be improved so that all the stakeholders like the student, supervisor, HoS and DAC members can see the status of the evaluation process. All reminder emails are to be sent from ERP only.

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08/10/2020