

STANDARD OPERATING PROCEDURE (SOP)
RESEARCH SECTION

1. Registration of existing scholars for the next semester

| Action | Time line |
|---|-----------|
| Issue of notice/office order after signature of AR | 5-7 days |
| Issue of notice/office order to the candidate for payment of fees | |
| Payment of fees by the candidates | |
| Submission of the receipt by the candidates in the Department | |
| Submission of the consolidated report by every Department | |
| Consolidation of the fee receipt of all the Departments | |
| Submission of consolidated report to the accounts section | |

2. Issuing of various bonafide and NOC to scholars for bank account, LPG connection, Vehicle registration, for applying for conference/funds, for passport etc

| Action | Time line |
|---|-----------|
| Receipt of application for the certificate | 1-2 days |
| Verifying details of the application with supporting documents | |
| Preparation of the certificate | |
| Getting signature of the AR | |
| Registration of certificate number | |
| Issue of certificate to the concerned scholar after getting his/her receipt | |
| Filing of the paper in the concerned scholar's document | |

3. Maintaining of statistical data of scholars

| Action | Time line |
|--|---|
| Concurrent updation of the data in the soft format | Instant updation of data on occurrence of event |

4. Issuing of various circulars/office orders regarding admissibility of the HRA

| Action | Time line |
|---|-----------|
| Receipt of application for HRA | 1-2 days |
| Verifying the data from the documents | |
| Forwarding the application to the AR for perusal and recommendation | |
| Taking approval of the same from the Dean | |
| Preparation of the draft order/circular and signature of AR | |
| Issuing of the Office Order for admissibility of the HRA | |
| Forwarding of the office order to the concerned Dept for action | |

5. Refund of securities to outgoing students

| Action | Time line |
|--|-----------|
| Receipt of the of NDC dully signed by all | 7-10 days |
| Making annotation in the register for refund of securities | |
| Preparation of the note and signature of AR | |
| Taking approval of the Dean | |
| Forwarding of note and register to the audit section for audit | |

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| Forwarding of the same to accounts for payment | |
| Maintenance of the record | |

6. Enhancement of fellowship after two years

| Action | Time line |
|--|------------------|
| Receipt of the Comprehensive examination (Thesis proposal seminar) | 1-2 days |
| Verify the records of the student | |
| Getting approval of the same from the Dean through AR | |
| Preparation of the office order | |
| Taking signature of the AR | |
| Forwarding of the order to the concerned Department for action | |
| Maintenance of the record and filing of the papers in the concerned file | |

7. Dealing with Director's fellowship

| Action | Time line |
|---|------------------|
| Receipt of the application after approval of the Director | 1-2 days |
| Verify the records of the student | |
| Preparation of letter for offer of Director's fellowship to the scholar | |
| Getting signature of the AR | |
| Sending the letter to the concerned scholar for acceptance and submission of the joining report through channel | |
| Receipt of the joining letter from the concerned Department | |
| Preparation of the office order | |
| Getting signature of the AR | |
| Forwarding of the office order to all concerned | |

8. Conference/Workshop/seminars/short courses by scholars

| Action | Time line |
|---|------------------|
| Receipt of the application | 5-7 days |
| Verify the records of the student | |
| Making Annotation in the marked space regarding conferences/workshops/seminars already attended | |
| Getting signature of the AR | |
| Sending it to the accounts for commitment of the fund | |
| Getting approval of the Dean(Research) | |
| Forwarding of the approved application to the accounts for the payment | |
| Forwarding scanned copy of the approved application to the concerned scholar | |
| Filing of the paper in the concerned file | |

9. RPEC Meeting

| Action | Time line |
|--|------------------|
| Compilation of the agenda | 5-7 days |
| Getting perusal of the AR | |
| Forwarding of the agenda to the (Research) for approval | |
| Arranging the RPEC meeting | |
| Noting down comments of the members for preparation of the minutes of RPEC | |
| Getting perusal of the AR and Dean (Research) | |
| Circulating the MoMs. | |

10. Senate meeting

| Action | Time line |
|--|-----------|
| Compilation of the agenda | 5-7 days |
| Getting perusal of the AR | |
| Forwarding of the agenda to the Academic Section after approval of the Dean | |
| Attending the Senate meeting to note down comments of the members for preparation of the minutes of RPEC | |
| Preparation of the Senate minutes | |
| Getting perusal of the Dean | |
| Forwarding of the minutes to the Academic after approval of the Dean | |

11. Conversion of Fellowship from Institute to project and vice-versa

| Action | Time line |
|--|-----------|
| Receipt of the application from the scholar for conversion | 2-3 days |
| Verify the records of the student | |
| Put up a note for approval through AR | |
| Preparation of the office order | |
| Getting signature of the AR | |
| Forwarding of the office order to all concerned | |
| Filing of papers in the concerned file | |

12. Conversion of Ph.D. course from full-time to part-time

| Action | Time line |
|---|-----------|
| Receipt of the application from the scholar for conversion duly recommended by the DC | 2-3 days |
| Verify the records of the application | |
| Putting up a note for signature of AR and Dean | |
| On approval issue of office order after signature of the AR | |
| Dissemination of the office order to all concerned | |
| Filling the paper in the relevant file | |

13. PhD Admission advertisement:

| Action | Time line |
|--|-----------|
| Seeking approval for advertisement and its financial sanction | 5-7 days |
| Floating of Request For Proposal to the National dailies for advertisement | |
| Receipt and scrutiny of the proposals from the National dailies | |
| Preparation of the Comparative Statement of Tenders and its approval through AR(R) | |
| Order for publication of the advertisement | |

14. Estimating the seats for PhD admissions and marking the same as per reservation in vogue

| Action | Time line |
|--|-----------|
| Request is sent to Head of the departments for vacancy (Category wise) after seeking approval | 5-7 days |
| Receipt of vacancies from the various Departments | |
| Preparation Vacancy details (category wise) department wise | |
| Taking approval of the Competent Authority w.r.t department wise vacancy recommended by respective departments | |

15. Issue of call letter to the shortlisted candidates

| Action | Time line |
|--|-----------|
| Receipt of files from various Departments | 2-3 days |
| Scrutiny of the files | |
| Approval from authority | |
| Preparation of call letters to the candidates as per category and mode of Ph.D. course | |
| Issuance of call letters after Signatures of AR | |

16. Issuing the offer letter

| Action | Time line |
|---|-----------|
| Receipt of the file | 2-3 days |
| Scrutiny of the files | |
| Approval from authority | |
| Preparation of offer letter to the selected candidates | |
| Issue of offer letter to the selected candidates after Signatures of AR | |

17. Collection of fees and reconciliation with the receipts

| Action | Time line |
|--|-----------|
| Prescribing the fees and due dates | 5-7 days |
| Checking the deposit of fees through NET confirmation to the candidate about the receipt | |
| Consolidated receipt to the accounts through AR | |

18. Scrutiny of the testimonials of the candidates

| Action | Time line |
|---|----------------------------|
| At the time of Registration documents verification done of the selected candidates | on the day of registration |
| Report is prepared that no. of students registered for PhD prog. On respective date | |
| Email to concerned department regarding their joining | |

19. Collection of data for courses to be floated by the Departments and preparation of list for website display.

| Action | Time line |
|---|-----------|
| Email to RPEC members for providing Courses to be floated in next semester | 5-7 days |
| Combining of all the courses to be floated for next and upload on the website and broadcast among faculty/ PhD scholars | |

20. Receipt of forms from New scholars joined Doctoral Committee, Course registration, Joining Reports, honor code

| Action | Time line |
|--|-----------|
| Receipt of Form DC Course registration, joining report and honor code | 2-3 days |
| To check the form duly signed by the doctoral committee or not and correct the incomplete form | |
| Approval of The Dean R | |

21. Preparation of course roll list for exams

| Action | Time line |
|---|-----------|
| Receipt of course registration form which should be duly signed by DC, RPEC and HoD | 2-3 days |
| Approval of Dean Research | |
| Preparation of Roll list form exams | |

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| Checking of Roll List | |
| After preparation of roll list and approval of AR the same is forwarded to Academic and IT section for further need at the end | |

22. Assigning mid/end semester exam duties to research scholars

| Action | Time line |
|--|------------------|
| Receipt of Email from Academic section for assigning invigilator duty to research scholars | 1-2 days |
| Checking and preparation for allotting invigilation duty to the scholars | |
| Assigning of Duty | |
| After assigning duty to research scholars email to Academic section for further needful at their end | |

23. Preparation of semester grade sheet

| Action | Time line |
|--|------------------|
| Faculty advisor should submit the result online and submit the duly signed hard copy in research section | 2-3 days |
| IT section prepare the result | |
| Result prepared by IT Section is checked | |
| Printing of Grades sheets after which AR(Res.) sign the Grades | |
| Grades sheet should be forwarded to the respective department for circulating to the respective scholars | |

24. Preparation of monthly scholarship of scholars being sponsored by the CSIR/UGC (online portal)

| Action | Time line |
|--|------------------|
| Email to UGC scholars for submitting Continuation certificate | 2-3 days |
| After receiving of continuation certificate of scholars documents uploaded on website before 15 of every month | |
| Approval of the checker email ID by AR | |

25. Pprovisional degree, transcripts, thesis submission certificate

| Action | Time line |
|--|------------------|
| Request letter received from department for issuing provisional degree/ Thesis submission certificate | 1-2 days |
| Note should be put for approval of issuing provisional degree to Chairman Senate and Chairman BoG | |
| After approval certificate is prepared which duly examined by SA and AR (Res.) and then certificates is given to scholar after signature of AR | |

26. Certificate verification on receipt of requisition from the external agencies

| Action | Time line |
|--|------------------|
| Letter received from external agencies for verification of academic record of students | 1-2 days |
| If they have deposited the verification fees of Rs. 1000/- then verification is processes immediately otherwise letter should be posted to their address for submitting education verification fee of the concerned person | |
| After receipt of fees of Rs.1000/- academic record of student is checked from his personal maintained by research section and duly cross checked by SA Res. Then verified documents posted to respective external agencies after approval of AR. | |

27. Scrutiny of records and preparation of utilization certificates for DST Inspire fellows.

| Action | Time line |
|---|-----------|
| Receipt of Application/letter of the scholar for preparation of UC | 2-3 days |
| Fellowship record is called from respective department regarding his/her fellowship bifurcation | |
| After preparation of UC by research the same is forwarded to Accounts section for verification | |
| After verification of UC the same is Forwarded for signing of authorities | |
| After signing of the authorities the prepared and signed UC is handed over to scholar | |

28. Issuing of various circulars/office orders related to PhD programme

| Action | Time line |
|---|-----------|
| Receipt of application related to change of fellowship | 1-2 days |
| Note put-up to AR for approval of Dean | |
| If same is approved the office order is prepared and circulated among the concerned faculty and scholar | |

29. Maintaining of statistical data of PhD scholars and filing of the papers in the concerned file of the student.

| Action | Time line |
|---|---|
| Maintaining of statistical data of PhD scholars | Instant updation of data on occurrence of event |

30. Reply given to RTI

| Action | Time line |
|--|-----------|
| Receipt of RTI form RTI cell | 3-5 days |
| Preparation of reply for RTI if any information needs to be collected from the respective department it may be forwarded to respective departments | |
| After preparation RTI reply the same is approved by Dean R | |
| After approval the same is forwarded to RTI cell | |

31. Submission of Synopsis, thesis and processing of thesis

| Action | Time line |
|---|------------|
| PhD Scholars submits their synopsis | 30-45 days |
| Receipt of PhD thesis along with list of examiners for thesis evaluation (Indian and Foreign) | |
| After approval of Dean, Research office contacts with examiners and on receipt of consent from the examiner we send the thesis for evaluation | |
| On receipt of the thesis reports a email send to the Doctoral Committee for their recommendation for conduct of oral examination. | |
| On receipt of the recommendations of DC, Research office issues a letter for conducting the oral exam of the scholar to the supervisor | |
| Provisional degree is issued on the request of the student forwarded through supervisor and HoD after the approval of Chairperson Senate and BoG. | |
| The name of the scholars who successfully defended the thesis was put in senate and BoG for the award of final degree. | |