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शैक्षिक विभाग : पूर्वस्नातक शाखा

ACADEMIC SECTION : POST GRADUATE OFFICE

Associate Dean, Academic Affairs
सहायक अधिष्ठाता, शैक्षिक कार्य


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Circular

This is to inform you that the following change in procedures will be implemented effective from Academic Year 2019-20 for the PhD thesis evaluation. This is based on the decisions taken in the 520(2018-19/7th) Senate meeting held on 14/03/2019.

1. Thesis supervisor(s) shall propose a list of external reviewers who are well respected experts in the subject area of the thesis (no distinction between foreign and Indian examiners) as per the existing norms (i.e. at least 6 external names).
2. Three examiners are to be approached for thesis evaluation. However, no distinction is to be made between the examiners from abroad and those from within the country.
3. The three examiners shall be intimated that they may be requested to serve on the PhD thesis oral board (with additional remuneration as per norms) and that by consenting to review the thesis, they are also expressing their willingness to serve on the oral board. In case of examiners from abroad, the participation in the oral board will be over video conferencing.
4. All the reviewers are given 6 weeks time to review the thesis
5. One week before the deadline, a reminder is sent to the referee whose review is awaited.
6. During the correspondence with the referee, in case s/he seeks reasonable additional time to send the review, the deadline is extended as requested (for not more than two weeks).
7. On receipt of two positive reports (category I or II), the third examiner is given a final deadline to submit his/her report. This deadline shall be two weeks from the receipt of the second report or the originally conveyed deadline, whichever is later. The polite reminder shall clearly specify that the given deadline is final and in case we do not hear from him / her, we shall assume that s/he is not in a position to review the thesis and proceed further with the processing of the thesis.
8. If the third report does not arrive by the stipulated deadline, the thesis supervisor is requested to initiate the thesis oral defense with two positive (category I or II) reports, the respective student responses, and the revised thesis. The third referee is thanked for volunteering to review the thesis and politely told that due to time constraints his/her review is no longer needed.

9. The examiners shall be approached (for serving in the thesis oral board) in the order of original prioritization by the Chairperson, Senate. However, preference shall be given to the Indian examiner(s) completing their referee report(s).
10. The third review, received after the deadline (as per Point 7 above) but before the formation of the Oral Board, shall be sent to the supervisor(s) after categorization by SPGC, Chairperson. The supervisor(s), solely at his/her (their) discretion, may choose to take cognizance of the review comments and address the same.
11. In rare circumstances (e.g. third report is critical with allegations of plagiarism), Chairperson, Senate, may direct the supervisors to specifically address the third delayed report, if received before the oral defense.
12. Honorarium shall be paid to the delayed third report, regardless of when it is received.
13. Honorarium for a foreign examiner for participating in the oral board is \$250 + Tax.


(Nisanth N. Nair)

31/07/2019