

Note**SUBJECT: Processing of PhD/ MS (R) Synopsis/ Thesis by CoE regarding**

1. Deputy Registrar (Academics) has been processing PhD/ MS (R) Synopsis/ Thesis till date, on behalf of Controller of Examinations.
2. Recently, Office of CoE has been provided with additional assistant. Therefore, it is proposed to take over this job from Dy Registrar (Academics), with immediate effect.
3. Based on the clearance from the academics section as per the proforma placed opposite, CoE will obtain the Board of Examiners from Vice Chancellor based on the Panel of Examiners recommended by Departmental Research Monitoring Committee (DRMC).
4. CoE will arrange to send the copy of synopsis to the Board of Examiners approved by Vice Chancellor and obtain the acceptance.
5. After obtaining the acceptance from the examiners, CoE will arrange to send the copy of the Thesis to all the examiners.
6. CoE will be in continuous contact with all the examiners and ensure that reports are received from the examiners before the stipulated time.
7. CoE will settle the payment of honorarium and TA/ DA to all the examiners as soon as the reports are received.
8. After the reports from all the examiners are received, CoE shall inform the supervisor for necessary action for final Viva- Voce.
9. CoE will arrange to book the tickets (Air/ Rail/ Road) to the Indian examiner and ensure that he will attend the final Viva- Voce on the date, time and venue recommended by the Chairman, DRMC/ Supervisor.
10. CoE will ensure confidentiality throughout the evaluation process.
11. The hospitality to the members of Viva Voce Committee, however, will be taken care by the concerned department with the necessary approval by Vice Chancellor.
12. Submitted for approval please.

Registrar

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12/12

Vice Chancellor

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12/12

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12/12/2013
(Dr. A. Kumarswamy)
Controller of Examinations
12 Dec 2013