

## **ENROLMENT AND REGISTRATION PROCEDURE FOR NEW PH.D. SCHOLARS**

The procedure to be followed for enrolment and registration effective from the current academic year will be as follows :

### **Step-1 (first week)**

1. Each PhD scholar upon admission will be provided with first two pages of the revised Form-I in duplicate. The scholar will be required to fill this form in duplicate and submit one copy to the Registrar and the other copy to the Head of the Department concerned. The student is also advised to keep a soft copy of the filled form for his records and use in future.
2. The student will be required to report to Registry on a specified date for the purpose of enrolment on the system and completion of documentation. The students shall be required to submit all the documents that have been mentioned in the admission offer letter and get the originals verified before being enrolled on the same day. Deficiencies if any in the document would need to be supported with an undertaking proforma.
3. Registrar upon receipt of the Form-I, page 1 & 2 will authenticate the data and allot of enrolment number. The list of authenticated candidates along with their enrolment numbers will be forwarded by the Registrar to all Directors, Deans and HoDs within three days of enrollment. The files of Ph.D students department wise shall be collected by the Ph.D program coordinators of the departments from the Registry after three days of the date of enrolment.
4. Upon enrolment of Ph.D. scholars, a Ph.D. Scholar Induction Programme would be conducted in the Institute (as per the date and time to be specified by the Dean before the admission process) where in all enrolled Ph.D. scholars would be invited. This induction programme will be organized by Dean (A&R) and Registrar jointly and will be attended by the Vice-Chancellor, Directors, Deans and HoDs.

### **Step-2 (first three weeks)**

5. HoDs on receipt of the file of the scholar along with Form-I will attach pages 3 and 4 of the form and complete the same in steps as numerated below in consultation with the Dean (A&R). They shall maintain a complete record of each Scholar in their department and forward a copy of Form-I page 3 and 4 duly filled and completed to the Registrar for his records in due course of time.
6. After about one week of the induction programme, the enrolled scholars will be invited for a meeting with concerned HoD and Dean (A&R) wherein the candidates' Supervisor(s) and suggested area & topic of research would be decided and recorded on page 3 of Form-I.
7. After finalization of Supervisor(s), meeting of the respective Supervisor(s) concerned HoD and Dean (A&R) will be held to finalize and recommend DPMC members which shall be recorded on page 3 of Form-I and submitted for approval or otherwise of Vice-Chancellor.

8. Upon approval of DPMC, a meeting of the full DPMC will be convened by Supervisor(s), and HoDs in consultation with Dean (A&R) to decide course work to be assigned and this shall be recorded on page 4 of Form-I and thereafter page 3 and 4 of Form-I shall be forwarded to the Registrar by concerned HoDs along with the files of the scholars.
9. Registration of Ph.D. scholars in course work will take place thereafter, as advised by DPMC and recorded on page 4 of Form-I.
10. DPMC while assigning the course work to the Scholar will keep in mind the following:
  - (i) The assignment of the course work shall be strictly in accordance with the PhD ordinance and regulations in force.
  - (ii) The courses would be relevant to the area and topic of the research of the scholar and shall be for the purpose of enhancing the knowledge of the scholar and preparing him/her for research.
  - (iii) A full time scholar should be able to complete the course work assigned within a maximum of first two semesters of their enrolment and sponsored category/part time scholars should finish their assigned course work preferably within first three semesters but in no case beyond four semesters from the date of enrolment.
11. Step-2 shall be coordinated and followed up by the Ph.D program coordinators of the respective departments.