

CIRCULAR

Sub: Methods/Measures for the process of evaluation of M.Phil dissertation/Ph.D thesis

As mandated under Clause 9.9 of UGC Regulations 2016, the competent authority has been pleased to approve the following methods/measures pursuant to discussions held on 11.03.2020 in the meeting with Deans of Schools/Chairpersons of Special Centres on the above subject, in order to ensure smooth and timely completion of the process of evaluation :

| Sl No. | Action | Time Line | Remarks, if any |
|--------|--|--|---|
| 1. | Sending request for the consent of Examiner after receipt of thesis/dissertation from the School/Special Centre | Within seven days from the receipt of PDF of dissertation/thesis duly uploaded by the School/Centre/Special Centre. A system generated SMS should go to the mobile number of the examiner. | The provision for system-generated SMS to the examiner will come into effect after necessary upgradation by CIS in this regard |
| 2. | Sending dissertation/thesis(PDF) to the examiner on receipt of consent | Within seven days from the receipt of such consent | New proforma for making request to examiners for Sl No.1 & 2 for the use of Evaluation Branch |
| 3. | Switching over to the next examiner in the panel in case of non-receipt of consent | Within seven days from the date of sending consent including the date on which such request has been sent. A reminder should be sent to the examiner after 05 days in the event of non receipt of the consent. | |
| 4. | Tentative time to be given to the examiner to evaluate and send back the recommendation and detailed report duly signed by him/her | Six weeks from the date of receipt of dissertation/thesis(PDF) with the existing provision of reminder to the examiner on fortnightly basis | Evaluation report and recommendation proforma duly signed by the examiners to be received via e-mail. Hard copy of these documents no more required. |
| 5. | Switching over to the next examiner in case of non-receipt of evaluation report/recommendation from the examiner | Eight weeks from the date of sending dissertation/thesis | |
| 6. | Dispatch of evaluation report to concerned School/Special Centre received from both the examiners | Three working days from the date of receipt of the second report | |
| 7. | Conduct of Viva-Voce | At the earliest possible time but not later than one month from the date of receipt of the recommendations of the examiners at School/Special Centre from the Evaluation Branch | Deans of the Schools/Chairpersons of the Special Centre shall be responsible for conduct the Viva-voce at the earliest in accordance with Ordinances. |

Further, no permission for holding viva-voce shall be required where the viva-voce is proposed to be held online. In such cases Dean of School/Chairperson of Special Centre shall only intimate the Evaluation Branch invariably prior to conduct of viva-voce. However, permission of the competent authority through Evaluation Branch shall be required where physical presence of the examiner from Delhi/NCR region and/or T.A on this account is required.

This issues with the approval of the competent authority.


(Manoj Kumar Manuj)
Asstt. Registrar(Eval)

To
 All Deans / Chairpersons
 All Chairpersons of Special Centre
 Director, CIS with request to arrange for uploading this circular on the university website and for sending to all faculty members