

PROCEDURES TO BE ADOPTED FOR REGISTRATION OF M.Phil. & Ph.D. RESEARCH STUDENTS

The Board of Management having considered the Memo BM/2021/256/20 noted that the Coordinating Committee at its meeting held on 21.05.2021 recommended the following steps proposed to be adopted by the PGIA, in order to expedite the process of timely registration of M.Phil. and Ph.D. students and initiation of their research without unnecessary delay in proposal development and burden to interim supervisors;

1. Submission of application together with the concept paper by the student. An application fee (Rs. 1500/-) is charged from the student.
2. Sending documents (application and concept paper) to the relevant Board of Study.
3. Evaluation of the application and the concept paper by the Board of Study for relevance and suitability.
4. Depending on the decision of the Board of Study, student may be invited to present the concept paper to the Board of Study, most preferably prior to the next Board of Study meeting.
5. Appointment of Interim Supervisor by the Board of Study at its next meeting, once the concept paper and eligibility /competency of the student are accepted.
6. Issuance of admission letter to the student as an "Associate Student" as soon as the Interim Supervisor is appointed and asked to make a non-refundable payment of Rs. 25,000/-.
7. Registration of the student as an "Associate Student" once the payment of Rs.25,000/- is completed and assign a registration number. Appointment letter to the Interim Supervisor will be sent with a copy to the student, including relevant rules & regulations.
8. Develop the proposal by the student under the guidance of the Interim Supervisor and present the proposal / revised proposal within 06 months from the date of original registration.
9. The "Associate Studentship" will be automatically cancelled if the student fails to submit a proposal through the Supervisor within the 06 months period given and no refund of payment will be made, unless the student submits (with the recommendation of the Interim Supervisor) a valid reason and request for further extension acceptable to the Board of Study and Board of Management upon which another 06 months will be given for proposal submission.

10. Under exceptional situations, on the recommendation of the Board of Study, Board of Management may grant repeated extensions.
11. The maximum period given for a student to submit an acceptable proposal to the PGIA is 540 days (approximately 18 months) from the date of registration as an Associate Student, beyond which the Associate Studentship will lapse automatically and no refund of payment will be made.
12. Once the proposal is presented and the Board of Study recommended acceptance with minor revisions (without having to present again), the revised proposal must be submitted through the Interim Supervisor to the PGIA within 02 months from the date of presentation.
13. Once the proposal is presented, if the Board of Study recommends major revisions (having to present again), the student will be given 06 more months (not exceeding 18 months from the date of registration) to submit the revised proposal to the PGIA through the Interim Supervisor, upon which Board of Study will schedule another presentation.
14. Once an acceptable proposal presentation is made, the Board of Study may discuss and decide on the suitable panel of Supervisors at the end of the presentation.
15. Once the proposal is accepted, Supervisory Panel must be appointed at the immediately next Board of Study meeting.
16. Effective date of the start of research is the latest date out of the
 - a) revised proposal submission date to the PGIA
 - b) the date of appointment of Supervisors (Board of Study meeting date) or
 - c) the date the first installment of the programme fee is made by the research student.
17. In a special case, when the Supervisors claim that the student has started the research already, the effective date of the beginning of the research can be backdated to the date of revised proposal submission or date of appointment of supervisors, whichever occurs first.
18. If the submission of the acceptable proposal to the PGIA takes place within 03 months from the date of submission of the concept paper, as per the existing rules of PGIA, the effective date of commencement of research could be backdated to the date of concept paper submission.
19. At the time of registration as a proper research student, Rs. 25,000/- fee already paid will be considered for the total programme fee.

20. The programme fee shall be fixed (Rs.350,000/- for Ph.D. and Rs.250,000/- for M.Phil.) without any addition of continuation of registration fees every semester.
21. All research students must meet with their supervisors at least bi-monthly during their first year (on-ground or on-line) and at least twice annually, thereafter.
22. All research students and Supervisors must attend mid-semester progress presentations. An alternative progress presentation date may be arranged by the Board of Study for those who have submitted an acceptable reason for not being able to attend the scheduled presentations.

The BoM approved the steps proposed to be adopted by the PGIA, in order to expedite the process of timely registration of M.Phil. and Ph.D. students and initiation of their research without unnecessary delay in proposal development and burden to interim supervisors.