

Responsibilities of Ph.D. Supervisors

- Supervise Ph.D. scholars allotted by the university as per UGC regulations.
- Attend Departmental committee meeting for interview for Ph.D. admission, PGRB meeting for approval of synopsis, Viva Voce examination for Paper-II of Ph.D. course work etc. as per schedule given in the website.
- Get the Ph.D. joining report filled by the candidate and forward the same to the university through the Head of the department.
- Advise scholars to attend course work/extension lectures, training programs/conferences/seminars etc. beneficial for them.
- Ensure attendance of the candidate during course work/period of fellowship/residential requirement period etc.
- Monitor attendance during Ph.D. course work in Paper-II, help to review literature and prepare review report during course work.
- Maintain and submit monthly attendance report of the candidates under their supervision to the Head of the Department.
- Maintain attendance register, fellowship details, contingency grant stock register etc. of the research scholars under their supervision and produce the same as and when required by the university authorities/audit etc.
- If communication skills of the candidate is not up to the mark, advise the candidate to take language course/attend soft skill classes/Spoken English & English writing skill classes
- Help Ph.D. scholars under their supervision to select research problem and preparation of Ph.D. synopsis.
- Supervisors are required to check the Ph.D. synopsis prepared by their scholar to ensure following:
 - The candidate has written the synopsis after review of important reference books, research papers/articles in the area of research. Ensure that latest research articles are covered in the review
 - The scholar has identified proper research gaps from review of literature
 - Under the section “Research methodology”, the scholar has written all important methodologies/methods/techniques required for carrying out the proposed research work
 - The research problem selected by the scholar/proposed work is relevant. Results from the proposed research work are publishable in good peer reviewed research journals in the subject.
 - The proposed research work can be carried out within three years by a full time research scholar.

- Equipment/facilities required for research work are available with the supervisor.
 - Whether the title of the thesis given in the synopsis is appropriate for the proposed research work
 - Proper citations are made in the review of literature
 - Any other points appropriate for preparation of a good synopsis
- Get six monthly progress report from the Ph.D. scholars and forward the same to the Dean, PG studies
 - Get annual progress report from the research scholars and request Head of the department to arrange date for presentation of annual progress report in front of Departmental committee.
 - Forward Annual progress report through Head of the Department to the university with specific comment about candidate's progress.
 - Give advice to Ph.D. scholars regarding publication of their research work in approved peer reviewed research journals. Supervisors are requested to warn candidates against publishing work in substandard journals published by many institutions/organizations/persons/associations/publishing houses to **merely fulfill the requirement for submission of Ph.D. thesis.** Please discourage such publication in the journals which are not acceptable by the university. **Publication in just any journal which has ISSN number is not sufficient.** The journal must be in the approved list of journals maintained by the university. If a journal is not in the list, the supervisor can recommend them to the university for consideration by PG Research Board provided the journal is reputed, peer reviewed with proper peer review policy well known to subject experts, published regularly, cited by standard abstracting journals or databases etc. This can be done by filling a proforma available on the university website.
 - The Ph.D. scholar must be the first author in the research paper published and presented to the university as a part of the requirement for submission of Ph.D. thesis.
 - Recommend cancellation of registration of research scholars whose progress is not satisfactory or are not carrying out research work regularly or not attending the department even after repeated notices have been issued to them. Please ensure before making recommendation for cancellation of registration that you have warned them about their lapses from time to time.
 - Advise the scholars to complete the research work within the stipulated time period.

- Advise the scholars to present a draft copy of their thesis in front of the departmental committee for their recommendations and revise thesis according to any such recommendations.
- Send a panel of six examiners and abstract/summary of thesis. (Examiners must be drawn from different institutions located in different regions/states, with a minimum of three Professors whose area of research is same as the research area of the thesis). Please give e-mail address and mobile number of examiners failing which dispatch of thesis for evaluation/communication to examiners can result in delay.
- Forward thesis prepared as per format of the university with soft copy in PDF format.
- Arrange Ph.D. Viva Voce as per university rules.