




AcSIR: Path to Ph.D. Degree

An Outline of Student's Steps, Academic & Supervised Research Performance

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- Student Joins Ph.D. Program as per Letter of Offer & pays Semester Fee to AcSIR.
 - Student makes a choice of Supervisor or Accepts the Supervisor Assigned by Lab.
 - **Student is assigned AcSIR Ph.D. Enrolment Number.**
 - Student registers for and passes mandatory courses with scores above threshold level and clearing other requirements such as writing review article, project proposal, work for societal programs etc. as per their procedures of conduct and/or evaluation)
 - Student expresses preparedness for DAC1 & accordingly Supervisor Facilitates DAC1 Meeting.
 - Student clears Comprehensive Exam.
 - Student expresses preparedness about his domain/tentative topic of doctoral Research in consultation with Supervisor. It may be post-some preliminary lab work & its report.
 - Student expresses preparedness for DAC2 and Supervisor accordingly facilitates DAC2 Meeting.
 - **Student carries out research in the lab and regularly reports progress of work (preferably monthly or quarterly reports though supervisor may have one's own way of getting update of progress).**
 - Student expresses preparedness to make a presentation of progress of work and Supervisor accordingly facilitates DAC3 Meeting.

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- Students completes the doctoral thesis research work including implementation of suggestions made at DAC2 and DAC3 meetings, discusses with Supervisor and, if concurred by Supervisor, requests DAC4 (Thesis Seminar/Open Colloquium) and accordingly, Supervisor facilitates conduct of DAC4.
 - **If DAC4 is successful, student proceeds to Writing Ph.D. Thesis.**
 - Thesis work is a guided research carried out under the supervision of the guide, the Thesis draft must be submitted to Supervisor, seen by the later and marked for corrections if any.
 - **The thesis draft has been seen/fully marked by the guide, Student revisits/revises/rewrites his/her doctoral thesis draft in light of the markings, suggestions, comments of the supervisor and submits revised draft for checking (this step may have more than one cycle of actions).**
 - **If the revision(s) in draft and/or responses of the student are upto the satisfaction of the Supervisor, student proceeds for Printing of Thesis and then submission of thesis in compliances of all documents including having regularly paid all Semester Fees.**
 - For thesis submission, a prior publication as at least one research paper in an SCI journal is required.
 - **Student signs the thesis, gets countersigns of Supervisor, gets approval of Director of Lab and Submits to AcSIR (at Lab Level AcSIR Office- Coordinator AcSIR).**
 - Coordinator, AcSIR communicates Supervisor-suggested panel of examiners as well as all other documents as per stipulated Check-List to AcSIR HQ for verification.

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- If found full compliant, AcSIR HQ communicates Panel of Examiners to Respective Dean/Associate Dean for determining examiners from amongst the list or others by his/her own knowledge of relevance.
 - Coordinator sends thesis to examiners for evaluation.
 - If reports recommend acceptance of thesis, Oral Examination Board (OEB) is constituted.
 - Coordinator in consultation with AcSIR HQ schedules Viva-Voce Exam.
 - Successful defence (including addressing/response to questions/ suggestions /explanations/ incorporation of suggestions etc., depending upon their nature) of thesis at Viva-Voce and its approval by the Chairman, Senate (Director, AcSIR) on recommendation of the concerned Dean leads to AcSIR HQ's official process for issuance of Provisional Degree and award of Final degree.

Notes

- (a) *There are some timelines also amongst these steps/stages/step to step step transitions etc. for such and other micro-details extant rules/provisions of AcSIR apply.*
- (b) *Each CSIR Lab/ other AcSIR Unit has an Institutional Academic Committee Chaired by Director of the lab or his/her nominee at the level of Professor to in situ monitor, oversee and improve quality of academic activities/affairs as well as address collateral issues, obstacles minor abbreviations etc., before they can be referred to AcSIR HQ.*
- (c) *All publications out of research work contained in an AcSIR Thesis must have AcSIR as Affiliation of Student as well as of Supervisor (alongwith CSIR affiliation).*
- (d) *IP of thesis work belongs to CSIR but copyright of the thesis rests with AcSIR. Therefore, after successful viva student must assign copyright of the thesis to AcSIR.*
- (e) *Date of award in the degree is the date of approval by the Chairman, Senate.*
- (f) *These are guidelines of abstract nature for understanding of the students and supervisors.*