

**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND  
TECHNOLOGY  
TRIVANDRUM, KERALA, INDIA - 695 011  
Division of Academic Affairs**

<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/001	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Reporting process for students selected for the PhD program and verification of their certificates
- 2. Objective** : Certificate verification of selected students
- 3. Application Format No.** : Form PhD/17
- 4. Reference/orders** : Approved and valid selection list published on the website
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Office of the Division of Academic Affairs (DAA)
  - 5.3. Deputy Registrar (DR)
- 6. Documents to be submitted by the student**
  - 6.1. Proof of age
  - 6.2. Degree certificate
  - 6.3. Post Graduate degree certificate
  - 6.4. Proof of fellowship / financial support
  - 6.5. Other relevant certificates (e.g., No Objection Certificate)
- 7. Processing steps applicable to students**
  - 7.1. Report to DAA with all relevant documents as in # 6
  - 7.2. Collect the list of prospective guides and their area of research available for the current session
  - 7.3. Collect the documents listed in 7.3.1. to 7.3.5.
    - 7.3.1. Format for registration
    - 7.3.2. Eligibility certificate
    - 7.3.3. Bond format (applicable for recipients of institute fellowship)
    - 7.3.4. Note to the security Officer
    - 7.3.5. Invitation for orientation program
- 8. Alternate steps if any** : If the DR is absent then report to DAA
- 9. Time period for processing** : 02 Working days
- 10. Routing** : Student → DAA (Item number 6) → student (Item number 7) → Guides for initial discussion

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**Division of Academic Affairs**

<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/002	
	Version No. & Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Registration process for PhD program
- 2. Objective** : Registration of student for the PhD Program
- 3. Application Format No.** : **Form PhD/01**
- 4. Reference/orders** : Certificates from the research guide and Head of the department
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Prospective guide
  - 5.3. Head of the Department (HOD)
  - 5.4. Office of the Division of Academic Affairs (DAA)
  - 5.5. Deputy Registrar (DR)
  - 5.6. Associate Dean (PhD Program)
  - 5.7. Dean
- 6. Documents to be submitted by the student**
  - 6.1. Registration form.
  - 6.2. Certificate from the guide stating availability of funds to complete the PhD program.
  - 6.3. Fee receipt.
  - 6.4. Two recent passport size photographs.
  - 6.5. Identity proof (Aadhaar card/passport/any photo Identity card issued by the Govt.).
- 7. Processing steps applicable to students**
  - 7.1. Choose the guide from the list available in the website/Division of Academic Affairs.
  - 7.2. Discuss and prepare the research proposal in consultation with the guide and obtain completed registration form (PhD/01).
  - 7.3. Report to DAA with all relevant documents listed in # 6.
  - 7.4. Collect the fee payment form from DAA to remit the fee at cash counter and return the fee receipt to the DAA.
  - 7.5. Collect the joining order from DAA.
  - 7.6. Report to the guide with joining order and return the same signed by the guide to DAA.
  - 7.7. Obtain the final placement order from DAA.
- 8. List of documents to be collected by the student**

- 8.1. Form to remit the fee at cash counter.
- 8.2. Joining order.
- 8.3. Placement Order.
- 8.4. Invitation for the orientation program.
- 8.5. Form for submission to Quality Cell, BMT Wing for orientation training.
- 8.6. Collect the Institute identity card and punching card.

- 9. Alternate steps if any** : If fellowship certificate is not available, provisional admission may be given to eligible students for six months. If the student is unable to submit fellowship certificate during this period, his/her admission is likely to be cancelled.  
*(Applicable to fellowship holders only)*
- 10. Time period for processing at DAA** : 07 Working days after submission of all documents.
- 11. Routing**
- i. Registration form : Student → Guide → HOD → student → DR → Associate Dean (PhD Program) → Dean
  - ii. Fee payment : DAA → student (Item number 7.4) → Cash Counter → Student (fee receipt) → DAA (Fee receipt)
  - iii. Joining order : DAA → Student → Guide → Student → DAA
  - iv. Placement order : DAA → Student → Dean, Associate Dean, Guide, Security and Safety Officer.
  - v. Orientation program : DAA → student
  - vi. Quality system training : DAA → Student → Quality Cell

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/003	
	Version No& Date	1, 20/03/2018
	File Name: DR\Mydocs\SOP\Part I\001\28122017	

- 1. Activity** : Process of availing fellowships from the funding agencies / SCTIMST
- 2. Objective** : Reporting to funding agencies and availing the fellowship from them / SCTIMST
- 3. Application Format** : Prescribed format for execution of bond (applicable to SCTIMST and ICMR fellows)
- 4. Reference/orders** : Institute fellowship rule available in the PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Deputy Registrar (DR)
  - 5.3. Finance and Accounts Division
- 6. Documents to be submitted by the student**
  - 6.1. Reporting format of the concerned funding agency along with covering letter addressed to the Director
  - 6.2. Bond in the specific format (Applicable for institute and ICMR fellows)
- 7. Processing steps applicable to students/DAA**
  - 7.1. Students report to DAA with all relevant documents (listed in # 6)
  - 7.2. Scrutiny of # 7.1 by the DAA
  - 7.3. Initiate the process for activation of the external fellowships by the students
  - 7.4. DAA forward the application for activation of external fellowship to the Director, SCTIMST for endorsement.
  - 7.5. Students collect application endorsed by the director, SCTIMST from DAA and send it to the concerned agency for activation of fellowship.
- 8. Time period for processing** : 14 Working days
- 9. Routing** : Student → DAA (Item number 6) → student (Item number 7.5)

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/004	
	Version No& Date	1, 20/03/2018
	File Name: DR\Mydocs\SOP\Part I\001\28122017	

- 1. Activity** : Review of research proposal by the Doctoral Advisory Committee (DAC)
- 2. Objective** : To get the research proposal approved by the DAC
- 3. Application Format No.** : **Form PhD/18**
- 4. Reference/orders** : PhD Manual of SCTIMST
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC) members
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
- 6. Documents to be submitted to Division of Academic Affairs (DAA) by the student**
  - 6.1. Minutes of the first DAC meeting
  - 6.2. Details of the research plan / approved objectives
  - 6.3. Detailed syllabus
  - 6.4. Seminar topics
  - 6.5. Recommended list of Course work modules
- 7. Processing steps applicable to students**
  - 7.1. Fix a convenient date for DAC meeting in consultation with DAC members.
  - 7.2. Present a detailed research proposal (consisting of background, introduction, status of research in that area, identified gap areas, hypothesis, proposed title, objectives & methodology) along with syllabus and timelines before the DAC.
  - 7.3. Obtain the suggestions on topic selection, methodology and timelines from the DAC and record it in the minutes of the meeting.
  - 7.4. Send the syllabus to the DAC members and revise it based on their inputs.
  - 7.5. Prepare the summary of the research proposal (Form PhD/19, *sub title from b*) and attach the syllabus to the duly filled form.
  - 7.6. Obtain signature from DAC members and submit to DAA
  - 7.7. Submit the following documents to the DAA
    - 7.7.1. Minutes of the first DAC meeting
    - 7.7.2. Syllabus approved by DAC
    - 7.7.3. List of course work approved by DAC
    - 7.7.4. Research proposal approved by DAC

7.7.5. Seminar topics

- 8. Routing** : Student → DAC → student (item # 7.7.1. to # 7.7.5.) → DAA (Item # 6)

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/005	
	Version No& Date	1, 20/03/2018
	File Name: DR\Mydocs\SOP\Part I\001\28122017	

- 1. Activity** : Registration for the course work
- 2. Objective** : To complete the course work to obtain a minimum of 10 credits.
- 3. Application Format No.** : **Form PhD/20**
- 4. Reference/orders** : PhD Manual & Minutes of the first DAC meeting.
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Deputy Registrar (DR)
  - 5.4. MPhil Coordinators
- 6. Documents to be submitted by the student**
  - 6.1. Registration form for course work.
- 7. Processing steps applicable to students**
  - 7.1. Fill in the registration form and obtain all relevant signatures
  - 7.2. Submit # 7.1 to the Division of Academic Affairs(DAA)
  - 7.3. Obtain a copy of the approved form and handover to the MPhil Coordinator
- 8. Time period for processing at DAA** : 02 Working days
- 9. Routing** : Student → MPhil Coordinator → Student → DAA → Student → MPhil Coordinator

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/006	
	Version No& Date	1, 20/03/2018
	File Name: DR\Mydocs\SOP\Part I\001\28122017	

- 1. Activity** : Submission of semi-annual report.
- 2. Objective** : To assess the progress in the work of a PhD student by the Doctoral Advisory Committee (DAC) on a half yearly basis and get it recorded.
- 3. Application Format No.** : Form PhD/08
- 4. Reference/orders** : PhD Manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
- 6. Documents to be submitted by the student**
  - 6.1. Minutes of the DAC meeting conducted
  - 6.2. Semi-annual report
- 7. Processing steps**
  - 7.1. Organize a DAC meeting and present the progress in the work
  - 7.2. Obtain the feedback from the DAC members and prepare minutes of the meeting.
  - 7.3. Minute any deviation from the original research proposal in terms of objectives or methodology.
  - 7.4. Prepare summary of progress made in the required format (Form No PhD/08).
  - 7.5. Get the progress of work assessed by the DAC with respect to the original timeline.
  - 7.6. Obtain a detailed review report by the guide on the form PhD/08.
  - 7.7. Obtain signatures of DAC members.
  - 7.8. Submit documents to the Division of Academic Affairs.
- 11 Routing** : Student → DAC → Student → DR → Associate Dean → Dean

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/007	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Comprehensive Examination
- 2. Objective** : To complete first qualifying examination and fulfills the requirements of PhD program.
- 3. Application Format No.** : **PhD/03**
- 4. Reference/orders** : PhD Manual
  
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
  - 5.6. Director
  
- 6. Documents to be submitted by the student**
  - 6.1. Filled out examination form (PhD/03).
  - 6.2. Fee receipts (Tuition fee for two years and Comprehensive examination fee)
  - 6.3. Completed seminar evaluation forms from DAC members (Six seminars)
  - 6.4. Transcript of Course work (Proof of 12 credits earned)
  
- 7. Processing steps applicable to students**
  - 7.1. Submit the application for comprehensive examination, seminar reports, transcript and fee receipts.
  - 7.2. Receive the comprehensive examination notification from Division of Academic Affairs.
  - 7.3. Write the examination on the specified date and time mentioned in the notification.
  - 7.4. Upon clearing the theory examination (minimum marks required for pass is 60%), prepare for an oral presentation (please see #7.5) before an examination board comprising of external expert and DAC members.
  - 7.5. Present the research proposal briefly comprising of background, objectives, methodology and progress made till date.
  - 7.6. Face the oral examination by responding to the questions raised by the examiners satisfactorily.
  
- 8. Alternate steps if any**
  - 8.1. In case the student fails in the written examination (i.e., in the first attempt) then the oral presentation will be suspended.

- 8.2. Consider re-appearing for the written examination within one year from the date of conducting first written examination.
- 8.3. Remit fee for the repeat examination and submit a fresh application for the conduct of repeat examination.
- 8.4. Repeat steps in #7.2 to #7.6

**9. Time period for processing** : 01 month

**10. Routing** : Student →Guide →Student →DAA →Student

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/008	
	Version No& Date	1, 20/03/2018
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- 1. Activity** : Participation in National/Regional conferences/  
International conferences/Seminars/Symposia/  
Workshops/Training, etc. held in India.
- 2. Objective** : To do the official formalities for participating in  
national and regional  
conferences/seminars/symposia/workshops/training, etc.
- 3. Application Format No.** : **PhD/10**
- 4. Reference/orders** : PhD Manual, Event brochure
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide / Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
  - 5.6. Director
- 6. Documents to be submitted by the student**
  - 6.1. Filled out application form (form no.: PhD/10).
  - 6.2. Director's approval for submission of the abstract.
  - 6.3. A copy of the abstract signed by all the authors.
  - 6.4. Proof of acceptance of the abstract by the organizers of the conference/  
seminar/workshop.
  - 6.5. Brochure of the conference/seminar/workshop.
  - 6.6. Source of fund with relevant proof.
- 7. Processing steps**
  - 7.1. Obtain the signature of the guide and submit the completed application  
form (form no.: PhD/10) to Division of Academic Affairs (DAA) along with  
documents listed in #6.2 to #6.6.
  - 7.2. Receive the sanction order of Leave on Duty (LoD) from DAA.
- 8. Time period for processing at DAA** : 14 Working days
- 9. Routing** : Student → Guide → Student → DR → Associate Dean  
→ Dean → Director → DR → Student (LoD)

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/009	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Participation in international conferences held outside India.
- 2. Objective** : To do the official formalities for participating in conferences held outside India; Processing of application for travel and/or registration for the conference.
- 3. Application Format No.** : **PhD/21**
- 4. Reference/orders** : PhD Manual, Intranet website (order)
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
  - 5.6. Director
- 6. Documents to be submitted by the student**
  - 6.1. Filled out application form (form no.: PhD/21).
  - 6.2. Conference brochure.
  - 6.3. Letter of acceptance of the abstract by the organizers of the conference
  - 6.4. Proof on the mode of presentation.
  - 6.5. Proof of fund availability for travel/registration and other conference expenses.
  - 6.6. Details of travel plan (conference dates and travel dates)
- 7. Processing steps**
  - 7.1. Submit the completed application form after obtaining the signatures of DAC members to DR with all relevant documents listed in #6
  - 7.2. Receive the sanction order from DAA.
- 8. Time period for processing** : 14 Working days

- 9. Routing** : Student →DAC→ DR → Associate Dean  
→Dean→Director → DR → Student (LoD)

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/010	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Obtaining funds for international/travel/ conference expenses, etc.
- 2. Objective** : To process application for obtaining grant from external funding agency/SCTIMST to attend International conferences held abroad.
- 3. Application Format No.** : PhD/23 (for funding from SCTIMST); Relevant formats from appropriate funding agency
- 4. Reference/orders** : PhD Manual, Intranet website (order)
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
  - 5.6. Director
- 6. Documents to be submitted by the student**
  - 6.1. Filled out application form (form no.: PhD/23).
  - 6.2. Conference brochure.
  - 6.3. Letter of acceptance of the abstract by the organizers of the conference
  - 6.4. Full paper duly signed by all authors (for internal funds only).
  - 6.5. Statement from all authors, "Authorizing.....(*name of the presenting author*) as the presenting author".
- 7. Processing steps**
  - 7.1. Submit the completed application form after obtaining the signature of guide to DR with all relevant documents listed in #6
  - 7.2. Receive the sanction order from DAA.
- 8. Time period for processing** : 14 days (for external funding)

180 days (for internal grant)

**9. Routing**

- 9.1. For External Funding : Student → Guide → DR → Associate Dean → Dean → Director → DR → Student (Application recommended by the Director for external funding)
- 9.2. For Internal funding : Student → Guide → DR → Associate Dean → Dean → Foreign travel committee → Director → Dean → DR → Student (fund release/rejection letter) → Copy to Finance Division (if approved).

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/011	
	Version No& Date	1, 20/03/2018
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- 1. Activity** : Communication of research data for publishing in journals / books.
- 2. Objective** : To get permission from the director for publishing the research data in journals/books.
- 3. Application Format No.** : Request form for paper publication available in the intranet site (for **Hospital/ BMT Wing**)
- 4. Reference/orders** : Intranet website (Request for paper publication)
- 5. Personnel involved**
- 5.1. Student
- 5.2. Guide, Co-authors
- 5.3. Associate Dean (R & P Cell)
- 6. Documents to be submitted by the student**
- 6.1. Filled out request form for manuscript submission
- 6.2. Plagiarism check report
- 6.3. A copy of the final draft of the manuscript
- 6.4. Signature of all the authors on the title and abstract pages.
- 7. Processing steps applicable**
- 7.1. Prepare the manuscript according to the journal format
- 7.2. Obtain the plagiarism check using recommended (R&P Cell) software
- 7.3. Complete the relevant internal request form for paper publication.
- 7.4. Submit all the documents to the Research and Publication (R&P) Cell.
- 7.5. Collect the approval of the Director from R&P Cell.
- 8. Time period for processing** :

**9. Routing**

: Student → R & P Cell → Director → R&P Cell →  
Corresponding author

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/012	
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	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Finalizing a title for the PhD thesis
- 2. Objective** : To get the most suitable thesis title approved
- 3. Application Format No.** : **Form PhD/25**
- 4. Reference/orders** : PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
  - 5.6. Deans' Committee (DC)
  - 5.7. Academic Committee (AC)
  - 5.8. Governing Body (GB)
- 6. Documents to be submitted by the student**
  - 6.1. Filled out request in the required format (PhD/25) endorsed by the DAC
- 7. Processing steps**
  - 7.1. Student present complete research data before DAC prior to colloquium
  - 7.2. Assessment of the data by the DAC in relation to the original title
  - 7.3. Request by the student for title change, if required
  - 7.4. DAC discusses the title proposed by the student and its appropriateness to the contents of the thesis
  - 7.5. DAC recommends an appropriate title
  - 7.6. If title change is recommended, fill the form no. PhD/25 and submit to the Division of Academic Affairs (DAA).
- 8. Time period for processing at DAA** : Till governing body approves the minutes of the Academic Committee meeting that discussed the title change.
- 9. Routing** : Student → DAC → Student → DAA → Associate Dean → Dean → DC → AC → GB → Dean → DR → Guide

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/013	
	Version No& Date	1, 20/03/2018
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- 1. Activity** : Conduct of Colloquium
- 2. Objective** : To present compiled research data to internal faculty and students for comments
- 3. Application Format No.** : **Form No.: PhD/26**
- 4. Reference/orders** : PhD manual; Pre-colloquium minutes of Doctoral Advisory Committee (DAC) meeting.
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
- 6. Documents to be submitted by the student**
  - 6.1. Request for colloquium recommended by the DAC
  - 6.2. Minutes of the colloquium
  - 6.3. An attendance record of the audience present at the colloquium
- 7. Processing steps**
  - 7.1. Submit application in the required format (PhD/26) for colloquium to Division of Academic Affairs (DAA).
  - 7.2. Deputy Registrar will forward the same to the Associate Dean for verification and recommendation.
  - 7.3. Associate Dean recommends the application and forwards it to Dean, Academic affairs.
  - 7.4. Dean approves the conduct of colloquium.
  - 7.5. Intimation of the approval goes to student and DAC and publish it in institute intranet website
  - 7.6. PhD student presents the compiled research findings before the invited audience.
  - 7.7. Feedback/comments from the audience are considered by the PhD student and necessary changes may be incorporated in the thesis after consulting DAC.
  - 7.8. Student prepares the minutes of the colloquium, make a record the attendance of the audience, and submit them to DAA.
- 8. Time period for processing** : 07 Working days

**colloquium request at DAA**

- 9. Routing**
- i. Colloquium request : Student → DAC→Student→DR→Associate Dean→Dean→DR→Student, Website, DAC.
  - ii. Colloquium Minutes : Student →DAC→DR→Associate Dean→Student file.

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/014	
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- 1. Activity** : Submission of synopsis
- 2. Objective** : To prepare and submit synopsis for evaluation
- 3. Application Format No.** : **Form PhD/05**
- 4. Reference/orders** : PhD manual, Minutes of the colloquium,  
Format for synopsis submission
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Doctoral Advisory Committee (DAC)
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
- 6. Documents to be submitted by the student**
  - 6.1. Completed application (Form No.: PhD/05) for synopsis submission.
  - 6.2. Four hard copies of synopsis.
  - 6.3. One soft copy of the synopsis.
- 7. Processing steps applicable to students**
  - 7.1. Prepare synopsis as per the **guidelines (refer institute website)**
  - 7.2. If title change has been requested, ensure that title is revised in the synopsis.
  - 7.3. Report to Division of Academic Affairs (DAA) with all relevant documents listed in #6
  - 7.4. Checklist
    - 7.4.1. Colloquium report signed by the DAC
    - 7.4.2. Completed application for synopsis submission
    - 7.4.3. Synopsis submission is within seven working days after the colloquium
- 8. Time period for processing at DAA** : 02 Working days
- 9. Routing** : Student → DAC → Student → DR → Associate Dean → DR → Examiners to obtain consent for thesis evaluation

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/015	
	Version No. & Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Submission of PhD thesis
- 2. Objective** : To write PhD thesis and complete the formalities for thesis evaluation
- 3. Application Format No.** : **Form No. PhD/15**
- 4. Reference/orders** : PhD manual; Guidelines for thesis preparation
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
- 6. Documents to be submitted by the student**
  - 6.1. Completed application in the required format (Form No. PhD/15).
  - 6.2. Fee receipts (tuition and thesis evaluation fee).
  - 6.3. Four soft bound hard copies of thesis.
  - 6.4. Plagiarismcheck report.
- 7. Processing steps applicable to students**
  - 7.1. Prepare the thesis as per the **guidelines** published in the institute website.
  - 7.2. Submit all raw data (lab note book, test reports, images, and any other data in electronic form) to the guide.
  - 7.3. Get the thesis certified by the guide in the prescribed format.
  - 7.4. Obtain the plagiarism check report using recommended (R&P Cell) software.
  - 7.5. Submit the documents listed in #6 to the Division of Academic Affairs (DAA).
- 8. Routing** : Student→Guide→Student→DR→Associate Dean→DR→Examiner→DR

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/016	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Final evaluation of PhD thesis
- 2. Objective** : To present the research work done as part of PhD program in an open forum and its defense
- 3. Reference/orders** : PhD manual; Thesis evaluation reports from the examiners
- 4. Personnel involved**
  - 4.1. Student
  - 4.2. Guide
  - 4.3. External examiner
  - 4.4. Deputy Registrar (DR)
  - 4.5. Associate Dean (PhD Program)
  - 4.6. Dean
  - 4.7. Director
- 5. Documents to be submitted by the student**
  - 5.1. Proof of publication/acceptance for publication of research work in referred indexed journal(s) and participation certificate in national/international conferences.
- 6. Processing steps applicable**
  - 6.1. Student submits proof of acceptance of manuscript(s)/publication of research work in journal(s) and participation certificate in national/international conferences as per the requirement stated in the PhD manual to Division of Academic Affairs (DAA).
  - 6.2. Student obtain notification for PhD open defense from DAA
  - 6.3. Student prepares for the open defense
  - 6.4. Student prepares 5 copies of the 'Appendix V' of the 'Guidelines for thesis preparation' for final approval (refer to institute website).
  - 6.5. DR introduces the examiner
  - 6.6. Guide invites the student to give presentation
  - 6.7. Student presents the research work done before the audience.
  - 6.8. Student defends the research work by responding to the questions
  - 6.9. The examiner recommends/does not recommend the award of PhD degree.
  - 6.10. Student collects the pass/fail notification from DAA.
- 7. Alternate steps if any**

- 7.1. If the defense is unsatisfactory and thesis is not recommended for the award of PhD degree, student may be invited to appear again after 3 months but not exceeding 12 months.
- 7.2. If the student does not qualify in the second attempt, the registration of the student will be terminated.
- 7.3. The candidate pays fee prescribed by the DAA for the second attempt and follows the steps listed in #6.2 to #6.10.

- 8. Routing**
- i. Notification : DAA → Student, Website, Guide
  - ii. Report : Examiners → DR → Associate Dean  
→ Dean → Director → Dean → DR
  - iii. Result : DR → Student, Guide

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/ Stu/017	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Submission of approved PhD thesis
- 2. Objective** : To submit the final version of the hardbound copies of the PhD thesis to the Division of Academic Affairs (DAA).
- 3. Application Format No.** : PhD/15
- 4. Reference/orders** : PhD manual; Notification of the result of open defense
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
- 6. Documents to be submitted by the student**
  - 6.1. Application in the prescribed format (Format No.: PhD/15)
  - 6.2. Three hard bound copies of the thesis (One copy to the guide and 2 copies to DAA).
  - 6.3. One soft copy
- 7. Processing steps applicable to students**
  - 7.1. Incorporate corrections suggested by the thesis examiners
  - 7.2. Submit to the guide for verification
  - 7.3. Print the final version of the thesis in good quality paper and get it hard bound (Preferably, outer cover with navy blue background and white font)
- 8. Routing**
  - i. Student (02 copies) → Guide → Student → DR → Associate Dean → DR → Records
  - ii. Student (01 copy) → Guide

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/018	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Final award of PhD degree certificates
- 2. Objective** : To give away the PhD degree certificates to students who passed the examination.
- 3. Application Format No.** : **PhD/27**
- 4. Reference/orders** : PhD manual; PhD result notification
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Deputy Registrar (DR)
  - 5.3. Associate Dean (PhD Program)
  - 5.4. Dean
  - 5.5. Director
  - 5.6. President of the institute
- 6. Documents to be submitted by the student**
  - 6.1. Completed application for the provisional certificate in the prescribed format (Form No.: PhD/27).
  - 6.2. Completed application (Convocation form) for participation and receipt of original degree certificate during annual convocation.
  - 6.3. No dues certificate(**Common Form No -11**)
- 7. Processing steps by the student**
  - 7.1. For provisional certificate
    - 7.1.1. Notification of the results of PhD opens defense.
    - 7.1.2. Submit the filled out application form (Form No.: PhD/27) to Division of Academic Affairs (DAA).
    - 7.1.3. Submit 'No dues certificate' in the required format (**Common Form No -11**) to DAA.
    - 7.1.4. Issue of provisional certificate by DAA.
  - 7.2. For degree certificate
    - 7.2.1. Notification of the results of PhD opens defense.
    - 7.2.2. Approval of the results of open defense by the academic committee
    - 7.2.3. Notification of the dates of annual convocation in the institute website /personal intimation
    - 7.2.4. Download the application form (format ????), duly filled it and submit to DAA
    - 7.2.5. Remit the required fee for attending the convocation and for the degree certificate

- 7.2.6. Attend the convocation and receive the degree certificate in person
- 7.2.7. Alternatively, submit a request with the required fee for receiving the degree certificate by post
- 7.2.8. DAA dispatch the degree certificate to the address specified in the request form
- 7.3. For equivalency certificate
  - 7.3.1. Apply in the format(PhD/28).
  - 7.3.2. DAA issues equivalency certificate

**8. Time period for processing provisional certificate** : i. 14 working days after publication of results  
ii. 07 days after submission of no dues certificate and application form.

**9. Routing**

- i Provisional certificate : Student→Guide→Student→DR→Associate  
Dean→DR→Student
- ii Convocation form : Student→DAA

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/019	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Application for leave
- 2. Objective** : To explain the procedure for obtaining leave for various purposes

**3. Type of leave**

**3.1. Leave on Duty (LOD)**

- 3.1.1. Maximum days permissible : 07
- 3.1.2. Purpose, applicable : Conference, Seminars, Symposia, Training and Workshop
- 3.1.3. Application Format No. : PhD/10
- 3.1.4. Reference/orders : PhD Manual
- 3.1.5. Personnel involved : Student, guide/Doctoral advisory Committee (DAC), Deputy Registrar (DR), Associate Dean, Dean, Director
- 3.1.6. Documents to be submitted by the student : PhD/10, Director's approval for the abstract submission, conference details and acceptance from organizers
- 3.1.7. Time period for processing at DAA : 14 days
- 3.1.8. Routing
- i. As presenting author: Student → guide → student → DR → Associate Dean → Dean → Director → Dean → DR → Student.
- ii. For attending without paper presentation: Student → DAC → Student → DR → Associate Dean → Dean → Director → Dean → DR → Student

**3.2. Medical Leave**

- 3.2.1. Maximum days permissible : 10 days (Will be Sanctioned by DR) (More than 10 days will be approved by the Director)
- 3.2.2. Purpose, applicable : Sickness
- 3.2.3. Application Format No. : PhD/29
- 3.2.4. Reference/orders : PhD manual
- 3.2.5. Personnel involved : Student, Guide, DR, Director

- 3.2.6. Documents to be submitted by the student : Medical certificate, PhD/29
- 3.2.7. Time period for processing at DAA : 7 days
- 3.2.8. Routing : Student → Guide → Student → DR → Associate Dean → Dean → Director → Dean → DR

### **3.3. Casual Leave**

- 3.3.1. Maximum days permissible : 20 days
- 3.3.2. Purpose, applicable : Personal
- 3.3.3. Application Format No. : Online application
- 3.3.4. Reference/orders : PhD Manual
- 3.3.5. Personnel involved : Student, DR
- 3.3.6. Documents to be submitted by the student : Directly apply through portal
- 3.3.7. Time period for processing at DAA : 7 days
- 3.3.8. Routing : Student → DR

### **3.4. Maternity Leave**

- 3.4.1. Maximum days permissible : 240 days
- 3.4.2. Purpose, applicable : Child birth
- 3.4.3. Application Format No. : PhD/30
- 3.4.4. Reference/orders : PhD manual
- 3.4.5. Personnel involved : Student, Medical Officer, Guide, DR, Associate Dean, Dean, Director
- 3.4.6. Documents to be submitted by the student : Medical certificate, PhD/30
- 3.4.7. Time period for processing at DAA : 14 days
- 3.4.8. Routing : Student → guide → student → DR → Associate Dean → Dean → Director → Dean → DR → Student
- 3.4.9. Special note : For Institute fellows, fellowship will be withheld till the student resumes duty after maternity leave.

### **3.5. Any other leave**

- 3.5.1. Justify the reason and get approval from the Director

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/020	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : PhD student exchange program
- 2. Objective** : To cater student exchange program in a collaborative mode with other organizations
- 3. Application Format No.** : **PhD/31**
- 4. Reference/orders** : Memorandum of Understanding (MoU) stating objectives, duration, proof of financial support and any other applicable points.
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Concerned guides from collaborating institutions
  - 5.3. Executive authorities from collaborating institutions
  - 5.4. Technology business division
  - 5.5. Office of the Division of Academic Affairs (DAA)
  - 5.6. Deputy Registrar (DR)
  - 5.7. Associate Dean (PhD Program)
  - 5.8. Head BMT (if the student/guide reports at BMT Wing)
  - 5.9. Dean
- 6. Documents to be submitted**
  - 6.1. Request from the guide of the visiting student
  - 6.2. Consent from the guiding faculty at SCTIMST
  - 6.3. A copy of MoU
  - 6.4. A brief write-up on the proposed work by the visiting student signed by guides/co-guides
  - 6.5. Details of the budget for the planned activity and proof of fund available for the guide (at SCTIMST) for the above activity.
  - 6.6. Duration of visit
- 7. Processing steps applicable**
  - 7.1. When student exchange is part of a collaborative program, complete the application form number PhD/31.
  - 7.2. When student exchange is not part of a collaborative program, complete the application form number PhD/32.
  - 7.3. Report to DAA with the application and documents listed in #6
  - 7.4. DAA issue placement order, Identity card and attendance register
  - 7.5. Student report to the concerned lab/guide
  - 7.6. Guide will confirm the reporting of the student

- 7.7. Attendance will be recorded by the student and countersigned by the guide
- 7.8. Submit the work completion report (applicable at the completion of the exchange program)
- 7.9. Obtain no dues certificate (Common form) and submit to DAA (applicable at the completion of the exchange program).

**8. Time period for processing at DAA** : Four Weeks

**9. Routing**

- i. At the time of joining : Student → Deputy Registrar → Associate Dean → Dean → Director → Dean → DR → Student, collaborating Institute → Concerned Mentor at SCTIMST
- ii. At the time of leaving : Student (Work completion report and no dues certificate) → Concerned guide → Student → DAA

**10. Note** In the event of discontinuation prior to the agreed duration of work /not joining for the program after processing the application, request for refund of the money transferred will not be entertained.

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/021
	Version No& Date   1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017

- 1. Activity** : Enrolling for institute accommodation
- 2. Objective** : To avail the institute accommodation/House rent allowance (HRA)
- 3. Application Format No.** : Application form No (Available at DAA)
- 4. Reference/orders** : PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Division of Academic Affairs (DAA)
  - 5.3. Hostel Warden/Care taker
  - 5.4. Accounts division
- 6. Documents to be submitted by the student**
  - 6.1. Completed application for hostel accommodation
- 7. Processing steps applicable**
  - 7.1. Fill out the application and get it forwarded through the guide to the Deputy Registrar (DR)
  - 7.2. Eligibility for accommodation shall be checked by DR and if found eligible, the application will be forward to the hostel warden
  - 7.3. Hostel warden allots the room based on the availability
  - 7.4. Student gives a copy of allotment letter to the care taker
  - 7.5. Care taker intimates the hostel occupation details to the DR
  - 7.6. DR intimates the accommodation details of the student to the accounts division for debiting HRA from Institute fellows
  - 7.7. External fellowship holders, who avail campus accommodation, may remit monthly hostel fees and submit the proof of the same for obtaining no dues certificate from DAA.
- 8. Time period for processing at DAA** : 7 working days
- 9. Routing** : Student → DR → Hostel Warden → DAA → Hostel Warden/care taker

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/022	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Recording of the attendance of PhD students
- 2. Objective** : To monitor the attendance of PhD students and alert their guides
- 3. Reference/orders** : PhD manual
- 4. Personnel involved**
  - 5.1. Division of Academic Affairs (DAA)
  - 5.2. Guide
- 5. Processing steps applicable to students**
  - 7.1. By 10<sup>th</sup> of every month DAA process the attendance of the previous month of students and forward it to the guide for their perusal.
- 6. Routing** : DAA → Guide → Student

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/023	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Resigning from the PhD program
- 2. Objective** : To get relieved before completing the PhD program
- 3. Application Format No.** : **PhD/33**
- 4. Reference/orders** : PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Doctoral Advisory Committee (DAC)
  - 5.4. Head of the Department (HOD)
  - 5.5. Deputy Registrar (DR)
  - 5.6. Associate Dean (PhD Program)
  - 5.7. Dean
  - 5.8. Director
- 6. Documents to be submitted by the student**
  - 6.1. Resignation letter stating their intention to resign from the program
- 7. Processing steps applicable**
  - 7.1. Submit the resignation letter to DAA
  - 7.2. Deputy Registrar checks whether the student had discussions with DAC and Students Grievance Redressal Committee (SGRC) regarding the issues, if any, and inform student about these avenues.
  - 7.3. DR forwards the application to the Director through Associate Dean (PhD program) and Dean
  - 7.4. DR issue relieving order to the student after getting approval from the director
- 8. Time period for processing at DAA** : Depends on the reports from various committees
- 9. Routing** Student→Guide→HOD→Student→DAC→DR→Associate Dean→Dean→Director

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/024	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Students Complaints and Grievance redressal committee and procedures
- 2. Objective** : To resolve the students difficulties or problems during the course of their enrolment
- 3. Application Format No.** : Students Grievance Redressal Committee **(SGRC) Form**
- 4. Reference/orders** : PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. SGRC members
- 6. Documents to be submitted by the student**
  - 6.1. Written complaint / difficulties
- 7. Processing steps applicable to students**
  - 7.1. The SGRC will have discussion and will try to resolve the issues
- 8. Time period for processing at DAA** : Depends on the outcome of the meeting
- 9. Routing** : Student → SGRC

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/025	
	Version No& Date	1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017	

- 1. Activity** : Availing Sustenance Allowance
- 2. Objective** : Procedure to avail the sustenance allowance
- 3. Application Format No.** : **PhD/34**
- 4. Reference/orders** : PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Division of Academic Affairs (DAA)
  - 5.4. Deputy Registrar (DR)
  - 5.5. Associate Dean (PhD Program)
  - 5.6. Dean
  - 5.7. Deans Committee (DC)
  - 5.8. Academic Committee (AC)
  - 5.9. Governing Body (GB)
  - 5.10. Director
- 6. Documents to be submitted by the student**
  - 6.1. Application in the required format
- 7. Processing steps applicable**
  - 7.1. The student submit the application to DAA with the recommendations of the guide  
DAA place the application to the DCand then to the ACwithrecommndation for the approval of GB  
Once the GB approved the request, DAA issues an order permitting the student to avail sustenance allowance.
- 8. Time period for processing at DAA** : Till the approval of the application by the GB
- 9. Routing** : Student → DAA →Deans committee→Academic Committee →Governing Body →Dean→DR →Dean→Director →Dean→ DR → Student

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<b>SOP (Students)</b>	Document No: SCT/DAA/SOP/Stu/026
	Version No& Date   1, 20/03/2018
	File Name: DR\My docs\SOP\Part I\001\28122017

- 1. Activity** : Availing extension and extraordinary extension for completing the PhD program
- 2. Objective** : To obtain extension to complete PhD program
- 3. Application Format No.** : **PhD/35**
- 4. Reference/orders** : PhD manual
- 5. Personnel involved**
  - 5.1. Student
  - 5.2. Guide
  - 5.3. Deputy Registrar (DR)
  - 5.4. Associate Dean (PhD Program)
  - 5.5. Dean
  - 5.6. Director
- 6. Documents to be submitted by the student**
  - 6.1. Application in the required format recommended by the guide
- 7. Processing steps applicable**
  - 7.1. The DR checks the eligibility for extension/extraordinary extension by verifying if the student had faced any one of the conditions listed in #7.1.1. to #7.1.9.
    - 7.1.1. Failure of the guide/Doctoral Advisory Committee (DAC) to provide constructive feedback in a timely manner
    - 7.1.2. Chronic medical conditions that prevent the candidate from doing the work
    - 7.1.3. Delay in approvals
    - 7.1.4. Essential equipment breakdown and unavailability of the equipment at other departments
    - 7.1.5. Lack of access to equipment
    - 7.1.6. Change of direction of the research
    - 7.1.7. Delay in experimental work
    - 7.1.8. Unexpected change in the guideship
    - 7.1.9. Any other matters, which the Dean and the Director found genuine
  - 7.2. If there are genuine reasons, DR forwards the application to Deans committee (DC) after getting recommendations from Associate Dean (PhD program) and Dean
  - 7.3. DC forwards the application for the recommendation of Academic committee and the approval of Governing Body (GB)
  - 7.4. Director issues the extension order

**8. Time period for processing at DAA** : Till the approval of the application by the GB

**9. Routing** Student → DAA → DC → AC → GB  
→Director→Dean→ DR →Dean→Director  
→Dean→DR→ Student