

## PROCEDURE TO FOLLOW FOR FINALIZING NAMES OF REVIEWERS OF PHD THESIS

To have uniformity during the process of finalizing names of reviewers of PHD thesis, all Deans-Academic and Conveners BOS are requested to follow the procedure shown below.

1. D/A to send soft copies of synopsis (including list of publications) and list of six reviewers to Convener BOS for short listing 4 reviewers.
2. In parallel, D/A to send the hard copies of following documents to Associate Dean (please do not send softcopy by email as it does not serve any purpose)
  - i. Synopsis (including list of publications)
  - ii. List of 6 examiners sent to BOS
  - iii. Certificate/Mark sheet showing completion of credit courses, credit seminars, OGCE report and all annual progress reports (if not sent earlier)
  - iv. A draft of Rs. 5000/- towards thesis evaluation fee
3. Convener BOS to send 4 short listed reviewers to Assoc Dean by email with a copy mark to AO-III/HBNI
4. Central office to check all documents and if found in order put up the student file to Director HBNI for prioritising the list of 4 reviewers. The prioritised list will be communicated to D/A to continue with the review process. In case list of publication does not show that at least one paper has been published in a good journal, the guide may be advised to wait till this criterion is met.

All Deans-Academic and Conveners BOS are requested to follow this procedure to expedite review process.

BK Dutta