

# GSAC Form 1

## GSAC Composition

1.	Name of the student:		2.	Unit:
3.	S. R. No.:	5.	Regular Ph.D. <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. <input type="checkbox"/> (If Int. Ph.D., name of the Coordinator) .....	
4.	Date of Degree registration:			
6.	Thesis supervisor: (name, unit, and designation)			
7.	Co-supervisor: <i>if applicable</i> (name, unit and designation)			
8.	Internal member 1: (name, unit and designation)			
9.	Internal member 2: (name, unit and designation)			
10.	External member: (name, designation, department, Institution)			
11.	Signature of the Thesis supervisor		Signature of the Co-Supervisor, <i>if applicable</i>	
12.	Forwarded (with remarks, if any):			
13.	Signature of the Unit Chair		Date:	
Note: In case Unit Chair is the Thesis supervisor, a senior Professor may serve as GSAC Chair. For Int. Ph.D. stream, Coordinator(s) will be part of GSAC till the completion of M.S. formalities.				
Note: 1. The formality associated with this form is to be completed during the 1 <sup>st</sup> semester for Ph.D.; for Int. Ph.D. stream, during the 5 <sup>th</sup> semester. 2. The next GSAC formality will be due before the beginning of 3 <sup>rd</sup> semester for Ph.D.; for Int. Ph.D., before the beginning of 6 <sup>th</sup> semester.				

I,....., have noted the contents of the form.

Student's  
signature  
Date:

At the Academic office

Date of submission:

The student is from Int. Ph.D. stream and has passed the Qualifying examination and may be awarded JRF.

☐

The composition of the Graduate Student Advisory Committee as proposed is in order/needs revision for reasons stated below.

Deputy Controller of Examinations

\_\_\_\_\_

Recommended (with remarks, if any):

Dean, Academic Affairs

President

*Note: The Academic Office to send out communication to the GSAC.*



## GSAC Form – 2

### Seeking GSAC inputs by email circulation

Name of the student		S. R. No.:
Unit		Ph.D. <input style="width: 40px;" type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input style="width: 40px;" type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree <input style="width: 40px;" type="checkbox"/>
		Int. Ph.D. <input style="width: 40px;" type="checkbox"/>
Present fellowship	Rs. month /per	(If Int. Ph.D., name of the Coordinator) .....

#### Courses credited in previous semester(s)

Course No.	Title of the Course	Grade
TGPA/CGPA		

#### Courses being credited in forthcoming semester(s) (if applicable)

Course No.	Title of the Course	Credits

<b>Title of the M.S. thesis</b> (applicable to Dual degree and Int. Ph.D. streams)
<i>(can be tentative)</i>
<b>Broad area of the research work</b>

<b>Overall workplan for the next two semesters (pointwise)</b>

I circulated the above information among the GSAC members and the comments received are ☐ attached along with the annual progress report.

I have cleared the applicable fees and other payments till 3<sup>rd</sup> semester (Ph.D.)/6<sup>th</sup> semester (Int. Ph.D.) and the receipt copy is attached. ☐

I have also completed the Fellowship extension formalities as applicable to the funding agency. ☐

**Signature of the student**

**Date:**

**Signature(s) of Thesis supervisor(s)**

**Recommendation for extension of fellowship (Ph.D.) with specific comments on research progress, if any:**

**Signature of the Chair**

**Date:**

Note:

- a. The formality associated with this form is to be completed by Ph.D. students before the beginning of the 3<sup>rd</sup> semester; for Int. Ph.D. stream, before the end of 5<sup>th</sup> semester.
- b. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. GSAC members may send inputs/recommendations, if any, within a week, in the Reply-all mode. The student should submit the form enclosing comments received from GSAC members, to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- c. For a Dual degree registrant, the next step after completing this formality will be at the beginning of 4<sup>th</sup> semester, requesting to schedule M.S. thesis colloquium (Form MS thesis colloquium, not applicable to Regular Ph.D. & Int. Ph.D.). GSAC members are requested to make effort in attending the colloquium.
- d. For both Regular Ph.D. and Dual degree streams, the next GSAC meeting should be scheduled before the beginning of the 5<sup>th</sup> semester; for Int. Ph.D. stream, before the beginning of 9<sup>th</sup> semester.

**GSAC Form – 3a**

### Scheduling of Comprehensive/M.S. thesis viva/GSAC meeting

Name of the student		S. R. No.:	
Unit		Ph.D.	<input type="text"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree	<input type="text"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree	<input type="text"/>
Present fellowship	Rs. /per month	Int. Ph.D. (If Int. Ph.D., name of the Coordinator) .....	
Fellowship- Centre's/CSIR/UGC/INSPIRE/ICMR/DBT/(If others, specify):			

Note: If external funding agency (CSIR, UGC, etc.), JRF-SRF upgradation formalities as per the requirements from the funding agency, are also to be completed during this meeting.

### Courses credited

Course No.	Title of the Course	Grade
TGPA/CGPA		

Note: Data available may be filled in. If a Grade Report is available, the same may be attached with the form, instead of filling up the above table.

<b>Thesis title</b> (can be tentative)

**Proposed date of the viva cum GSAC meeting:**  
(in consultation with GSAC/Unit Chair and members)

**Time:**

Report on the progress made in respect of Thesis work is attached with this form.

I have cleared the applicable fees and other payments till 4<sup>th</sup> semester for Ph.D.; 7<sup>th</sup> semester for Int. Ph. D. and the receipt copy is attached.

**Signature of the student**

**Date:**

**Signature(s) of Thesis supervisor(s)**  
with remarks, if any:

Recommendation with remarks, if any:

**Signature of the Chair**

**Date:**

Note:

- (a) The formality associated with this form is to be completed during the 4<sup>th</sup> semester for Ph.D.; for Int. Ph.D. stream, during 6<sup>th</sup> semester.
- (b) The student should submit the duly filled-in form to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- (c) After completion of exam, duly filled-in Form 3b needs to be submitted to the Academic Office.



## GSAC Form – 3b

### Comprehensive/M.S. thesis viva cum GSAC meeting report

Name of the student		S. R. No.:
Unit		Ph.D. <input style="float: right;" type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
		Int. Ph.D.
		(If Int. Ph.D., name of the Coordinator)
Present fellowship	Rs.                      /per month	.....
Fellowship- Centre's/CSIR/UGC/INSPIRE/ICMR/DBT/(If others, specify):		

#### Deliberations of the Committee

The student made a presentation on the progress of thesis work carried out. The Committee interacted with the student asking several technical questions pertaining to the methodology, results obtained, observations made, data analysis as well as inventive aspects. The Committee also examined the depth of knowledge paying attention to the courses undertaken by the student and credits secured. The examination also included queries related to prospects of the student.

Additional Comments/Observations by the Committee Members (if any):

- 1.
- 2.

#### Recommendation *(to tick the relevant box and strike-off the rest)*

Based on overall performance (the courses, research work, Committee deliberations as well as attendance), the Committee recommends the following:

*Note: Below, a) is applicable to Ph.D., b) to Dual degree; c) to Int. Ph.D. degree and d) for unsatisfactory case (of any stream).*

#### a) Ph.D.

- As presented and on examination, the student performance in this examination was found to be

Very good/ Excellent/ Outstanding

The student has, therefore, successfully completed the viva examination and the GSAC formalities. *Below, tick the relevant box.*

- i) The Ph.D. registration may be confirmed and the student may receive the enhanced scholarship as per norms of the funding agency. ☐  
 Note: The student may be advised to attach with this report, the duly filled-in JRF-SRF upgradation form as applicable to the funding agency.
- ii) The student desires to discontinue Ph. D. at the Centre. A Pre-Ph.D. course certificate may be issued. The Ph.D. registration at the Centre may be cancelled. ☐

- The overall performance is just satisfactory. Further the student is not motivated enough to pursue Ph.D. The student may be given a Pre-Ph.D. course certificate and asked to discontinue. The Ph.D. registration may be cancelled. ☐

**b) Dual degree**

- As presented and on examination, the student performance in this examination was found to be

Very good/ Excellent/ Outstanding

The student has, therefore, successfully completed the viva examination and the GSAC formalities. *Below, tick the relevant box(s).*

- i) The Committee recommends the award of M.S. degree. The student may now continue with the Ph.D. with the SRF term as per norms of the funding agency. ☐  
Note: The student may be advised to attach with this report, the duly filled-in JRF-SRF upgradation form as applicable to the funding agency.
- ii) The Committee recommends the award of M.S. thesis. As the student desires to discontinue Ph. D. at the Centre, the Ph.D. registration may be cancelled. ☐
- The Committee is not satisfied with the M.S. thesis and therefore, does not recommend the award of M.S. degree. However, based on the satisfactory performance in the courses and the motivation/interest shown by the student towards research work, the student may continue as a Regular Ph.D. registrant. ☐
- The Committee does not recommend the award of M.S. thesis and considers the overall performance as just satisfactory. The Ph.D. registration may be cancelled. The student may leave with the Pre-Ph.D. certificate. ☐

**c) Int. Ph.D. degree**

- As presented and on examination, the student performance in this examination was found to be

Very good/ Excellent/ Outstanding

The student has, therefore, successfully completed the M.S. thesis viva examination and the GSAC formalities. The M.S. degree may be awarded. *(tick the relevant one).*

- i) The Ph.D. registration may be confirmed and the student may receive the scholarship as per norms. ☐  
Note: The student may be advised to attach with this report, the duly filled-in JRF extension form as applicable to the funding agency.
- ii) The student desires to discontinue Ph. D. at the Centre. The Ph.D. registration may be cancelled. M.S. degree may be awarded. ☐

**d) for unsatisfactory case (of any stream)**

- As presented and on examination, the performance of the student is found to be not so satisfactory. The student may be allowed to appear for a repeat Comprehensive/M.S. thesis viva within two months from the date of this examination. ☐
- As presented and on examination, the performance of the student is found to be entirely unsatisfactory. It is recommended that the student may be asked to discontinue at the Centre. The Ph.D. registration may be cancelled. ☐



## Signatures

Thesis supervisor(s)		
GSAC Internal member	GSAC Internal member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:
Chair of the Unit/GSAC		
With remarks, if any		

### Note:

- (a) The formality associated with this form is to be completed before the beginning of the 5<sup>th</sup> semester; in case of Int. Ph.D., before the beginning of 7<sup>th</sup> semester.
- (b) A delay in conducting CE is permitted only on valid grounds but with prior approval.
- (c) The student should submit the duly filled-in form, along with attachments as applicable, to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.



## GSAC Form – 4

### Seeking GSAC inputs by email circulation

Name of the student		S. R. No.:
Unit		Ph.D. <input style="float: right;" type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input style="float: right;" type="checkbox"/> M.S. Research - Ph.D. Dual degree <input style="float: right;" type="checkbox"/> Int. Ph.D.
Date of degree registration		
Thesis Supervisor(s)		
Present fellowship	Rs. _____ /per month	
Fellowship- Centre's/CSIR/UGC/INSPIRE/ICMR/DBT/(If others, specify):		

<b>Proposed Thesis Title</b>

<b>Summary of Thesis work progress</b>

<b>Details of Publications and Patents (including those under process at different stages)</b>

<b>Summary of workplan for the following two semesters (pointwise)</b>

I circulated the above information among the GSAC members and the comments received are attached along with the annual progress report.

☐

I have cleared the applicable fees and other payments till 7<sup>th</sup> semester (Ph.D.)/9<sup>th</sup> semester(Int. Ph.D.) and the receipt copy is attached. ☐

I have also completed the Fellowship extension formalities as applicable to the funding agency. ☐

**Signature of the student**

**Date:**

**Signature(s) of Thesis supervisor(s)**

**Recommendation for extension of fellowship (Ph.D.)/ upgradation to SRF (Int. Ph.D.) with specific comments on research progress, if any:**

**Signature of the Chair**

**Date:**

Note:

- a. The formality associated with this form is to be completed before the beginning of the 7<sup>th</sup> semester; for Int. Ph.D. stream, before the beginning of 9<sup>th</sup> semester.
- b. If the Thesis work is completed by now, scheduling of the Thesis colloquium and an early submission of thesis may be taken up.
- c. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasra.c.in) forwarded through the Chair.
- d. The next GSAC meeting should be scheduled before the beginning of the 9<sup>th</sup> semester; for Int. Ph.D. stream, before the beginning of 11<sup>th</sup> semester or 13<sup>th</sup> semester, as applicable. GSAC Form 5 is to be used in both cases.



## GSAC Form – 5

### Seeking GSAC inputs by email circulation

Name of the student		S. R. No.:
Unit		Ph.D. <input style="float: right;" type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Present fellowship	Rs. _____ /per month	Int. Ph.D. <input style="float: right;" type="checkbox"/>

<b>Thesis Title (with revision if any)</b>

<b>Summary of Thesis work progress</b>

<b>Details of Publications and Patents (including those under process at different stages)</b>

<b>Summary of workplan for the remaining period (pointwise)</b>

I circulated the above information among the GSAC members and the comments received are attached along with the annual progress report. ☐

I have cleared the applicable fees and other payments till 9<sup>th</sup> semester for Ph.D./11<sup>th</sup> or 13<sup>th</sup> semester for Int. Ph.D. (as applicable) and the receipt copy is attached. ☐

I have also completed the Fellowship extension formalities as applicable to the funding agency. ☐

**Signature of the student**

**Date:**

**Signature(s) of Thesis supervisor(s)**

**Recommendation for extension of fellowship with specific comments on research progress, if any:**

**Signature of the Chair**

**Date:**

Note:

- a. The formality associated with this form is to be completed before the beginning of the 9<sup>th</sup> semester; for Int. Ph.D. stream, before the beginning of 11<sup>th</sup> semester or 13<sup>th</sup> semester, as applicable.
- b. If the Thesis work is completed by now, scheduling of the Thesis colloquium and an early submission of thesis may be taken up.
- c. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- d. The next scheduled GSAC meeting will be during the Thesis colloquium, which should take place before the beginning of the 11<sup>th</sup> semester, or earlier. A request for scheduling the Thesis colloquium is to be sent during the 10<sup>th</sup> semester; for Int. Ph.D. stream, during the 14<sup>th</sup> semester (Form 6a).
- e. If there be anticipated delay in scheduling the Thesis colloquium, the same is to be communicated at this time.



## GSAC Form – 6a

### Scheduling of Thesis Colloquium/GSAC Meeting

Name of the student		S. R. No.:
Unit		Ph.D. <input style="float: right;" type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Thesis Supervisor(s)		M.S. Research - Ph.D. Dual degree <input style="float: right;" type="checkbox"/>
Present fellowship	Rs. _____ /per month	Int. Ph.D. <input style="float: right;" type="checkbox"/>

<b>Details of Publications and Patents (including those under process at different stages)</b>

Note:

- Delayed colloquium: Conducting Thesis colloquium before the beginning of the 11<sup>th</sup> semester (for Int. Ph.D. stream, before the beginning of 15<sup>th</sup> semester) is highly recommended. If there is an anticipated delay, then proceed to section: **Delayed Thesis colloquium/submission**
- Colloquium close to the deadline: The Ph.D. thesis must be submitted within 10 weeks from the date of the Thesis colloquium (08 weeks from the date of the synopsis submission). If the Thesis colloquium is being held without a delay but close to the deadline, then the Thesis submission date may fall into the following semester. However, for the sake of processing, the case will be treated as the one without any delay. Proceed to fill the sections below.

<b>Thesis colloquium title</b>

**Proposed date of the colloquium:**

**Time:**

*(in consultation with GSAC Chair and members)*

Note: The participation of GSAC members in the thesis colloquium, is optional; however, the members are requested to be present.

I have noted that the synopsis of the thesis in the desired format (Template Synopsis), finalized in consultation with the Thesis supervisor(s), is to be submitted to the Chair within 02 weeks from the date of Thesis colloquium.

I will be sharing a copy of the synopsis with the committee, by email, prior to the colloquium. ☐

I have cleared the applicable fees and other payments till 10<sup>th</sup> semester for Ph.D.; 14<sup>th</sup> semester for Int. Ph.D. and the receipt copy is attached. ☐

**Signature of the student**

**Date:**

**Signature(s) of Thesis supervisor(s)**

**Signature of the Chair**

**Date:**

Note:

- a. The formality associated with this form is recommended to be completed during the 10<sup>th</sup> semester; for Int. Ph.D. stream, during the 14<sup>th</sup> semester.
- b. After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- c. The next formality is Thesis colloquium Report (GSAC Form 6b).

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**Delayed Thesis colloquium/submission**

*(Below is for use, in case of delay in scheduling the Thesis colloquium/submission)*

Note: GSAC meeting is to be held **in-person** to access the progress in pending Thesis research/writing works.

Reasons for delay in scheduling Thesis colloquium/submission

Plan for the pending works

Proposed timeline to complete pending works (preferably within six months)

**GSAC recommendation** *(tick the relevant box)*

The Committee is satisfied with the justifications provided by the student for extending the term. The student has been advised to complete the thesis formalities within the next semester. Financial assistance for a period of 6 months beyond the fellowship term, is recommended. ☐

The Committee is not satisfied with the justifications provided by the student for extending the term. The student has been asked to discontinue the work; the Ph.D. registration may be cancelled. A Research experience certificate may be issued, as appropriate. ☐

Additional comments/recommendations, if any:

**Signatures**

Thesis supervisor(s)		
GSAC Internal member	GSAC Internal member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:
Chair of the Unit/GSAC		
With remarks, if any		

**Acknowledgement**

I have noted the recommendations/inputs of the Committee.

I have cleared the applicable fees and other payments till 10<sup>th</sup> semester for Ph.D.; 14<sup>th</sup> semester for Int. Ph.D. and the receipt copy is attached.

☐

Signature of the Student

Date:

Note:

- The formality associated with this form is to be completed before the beginning of the 11<sup>th</sup> semester; for Int. Ph.D. stream, before the beginning of 15<sup>th</sup> semester.
- After filling-in details as above, the student should send the form by email to the Chair and members of GSAC. Inputs/Recommendations from GSAC members, if any, may be sent within a week in Reply-all mode. The student should submit the form enclosing comments received from GSAC members to the Academic office (academic@jncasr.ac.in) forwarded by the Chair.
- During the extended period, the student may refer to GSAC Form 7 and proceed with the desired formalities.





## GSAC Form – 6b

### Thesis colloquium Report

Name of the student		S. R. No.:
Unit		Ph.D. <input type="checkbox"/>
Date of degree registration		M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/>
Thesis supervisor(s)		M.S. Research - Ph.D. Dual degree <input type="checkbox"/>
Present fellowship	Rs. /per month	Int. Ph.D. <input type="checkbox"/>

#### Summary of the Thesis colloquium

The student made a presentation on the progress of thesis work carried out. Several technical questions were asked pertaining to proposed chapters of the thesis that covered aspects of methodology used, results obtained, observations made, data analysis as well as inventive aspects in comparison to literature.

The synopsis of the proposed Thesis has been received. ☐

#### Recommendation (tick/strike-off as applicable)

- Based on the research work carried out and the performance in the Thesis colloquium, it is recommended that the student may proceed to submit the Thesis within the stipulated period. ☐

Note: The Thesis Supervisor may then forward the soft copy of the synopsis along with the list of examiners *confidentially*, to the Unit Chair for forwarding to [thesiseva@jncasr.ac.in](mailto:thesiseva@jncasr.ac.in). The list of examiners should contain 6 examiners from within India and 6 from abroad. This information should reach the said email, within 02 weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.

If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. An unauthorized delay may require the student to repeat the colloquium or may even lead to cancellation of degree registration.

- The research work and the performance in the Thesis colloquium are found to be unsatisfactory. The Unit Chair recommends that the thesis content may be evaluated in a GSAC meeting and that its recommendations be forwarded for suitable extension. The student may refer to GSAC Form 7 and proceed with the desired formalities including repeating of Thesis colloquium. ☐

Alternate recommendation, if applicable:

#### Signatures

Thesis supervisor(s)
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GSAC Internal Member <i>(if present)</i>	GSAC Internal Member <i>(if present)</i>	GSAC External member <i>(if present)</i>
Name:	Name:	Name:
Signature:	Signature:	Signature:
<p style="text-align: center;">Chair of the Unit/GSAC</p> <p>With remarks, if any</p>		

Note:

- It is recommended that the formality associated with this form be completed before the beginning of the 11<sup>th</sup> semester; for Int. Ph.D. stream, before the beginning of 15<sup>th</sup> semester.



## GSAC Form – 7

### GSAC in-person meeting

(for Ph.D. during 11<sup>th</sup> semester; Int. Ph.D., during 15<sup>th</sup> semester)

GSAC meeting is to be held in-person to assess the progress in Thesis work and pending works. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office before the end of the relevant semester.

Name of the student			S. R. No.:
Unit		Date of degree registration	
Thesis supervisor(s)			
<b>Student status:</b>			
Is the student receiving financial assistance from the Centre for the present semester? <b>Yes/No</b>			
If no, is the student occupying a R&D position at the Centre? <b>Yes/No</b>			
If yes,	Details of the position		Rs. /per month
If no,	present occupation of the student (if the information is available)		Rs. /per month (optional)

**Progress Report** (as per the Template Progress Report) enclosed

☐

**Proposed date of the Thesis colloquium:**

(in consultation with GSAC Chair and members)

**Time:**

<b>Title of Thesis colloquium</b>

<b>Reasons for delay in scheduling the Thesis colloquium</b> (Strike-off, if not applicable)

<b>Plan for the pending works</b> (Strike-off, if not applicable)

<b>Proposed timeline to complete pending works</b> (Strike-off, if not applicable)

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**Recommendation for financial assistance (if applicable) with specific comments on research progress, if any**

Thesis supervisor(s)

Signature(s)

GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:

Chair of the Unit/GSAC

**Recommendation for financial assistance with specific comments on research progress remarks if any:**

Signature:

**Acknowledgement**

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the "student status" information filled as above is correct.

I have cleared the applicable fees and other payments till 12<sup>th</sup> semester for Ph.D.; 16<sup>th</sup> semester for Int. Ph.D. and the receipt copy is attached.

☐

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).

☐

Signature of the Student

Date:

**Note:**

- The student should submit the soft copy of the thesis synopsis (Template Synopsis), finalized in consultation with the Thesis supervisor(s) to the Unit Chair before the date of the Thesis colloquium.

- The Thesis Supervisor(s) is to forward the soft copy of the synopsis and the list of examiners *confidentially*, to the Unit Chair, who sends it to thesiseva@jncasr.ac.in. The list should contain six examiners from within India and six from abroad. This information should reach the said email within two weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.
- The student should share a copy of the synopsis with the committee, by email, within 02 weeks from the date of the colloquium.
- Although the participation of GSAC members during the colloquium is optional, they are requested to be present to further interact with the student and provide critical comments on the thesis work.
- If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request, with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. In the absence of such a request, student may have to repeat the colloquium or may even lead to cancellation of degree registration.
- The next GSAC meeting will be held during 12<sup>th</sup> semester for Ph.D. and 16<sup>th</sup> for Int. Ph.D. (GSAC Form 8).



## GSAC Form – 8

### GSAC in-person meeting

(for Ph.D. during 12<sup>th</sup> semester; Int. Ph.D., during 16<sup>th</sup> semester)

GSAC meeting is to be held in-person to assess the progress in Thesis work and pending works. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office before the end of the relevant semester.

Name of the student			S. R. No.:	
Unit			Date of degree registration	
Thesis supervisor(s)				
<b>Student status:</b>				
Is the student receiving financial assistance from the Centre for the present semester? <b>Yes/No</b>				
If no, is the student occupying a R&D position at the Centre? <b>Yes/No</b>				
If yes,	Details of the position		Rs.	/per month
If no,	present occupation of the student (if the information is available)		Rs.	/per month (optional)

**Progress Report** (as per the Template Progress Report) enclosed

☐

**Proposed date of the Thesis colloquium:**

(in consultation with GSAC Chair and members)

**Time:**

<b>Title of Thesis colloquium</b>
<b>Reasons for delay in scheduling the Thesis colloquium</b> (Strike-off, if not applicable)
<b>Plan for the pending works</b> (Strike-off, if not applicable)
<b>Proposed timeline to complete pending works</b> (Strike-off, if not applicable)

**Recommendation for financial assistance (if applicable) with specific comments on research progress, if any**

Thesis supervisor(s)

Signature(s)

GSAC Internal Member

GSAC Internal Member

GSAC External member

Name:

Name:

Name:

Signature:

Signature:

Signature:

Chair of the Unit/GSAC

**Recommendation for financial assistance with specific comments on research progress remarks if any:**

Signature:

**Acknowledgement**

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the "student status" information filled as above is correct.

I have cleared the applicable fees and other payments till 13<sup>th</sup> semester for Ph.D.; 17<sup>th</sup> semester for Int. Ph.D. and the receipt copy is attached.

☐

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).

☐

Signature of the Student

Date:

**Note:**

- The student should submit the soft copy of the thesis synopsis (Template Synopsis), finalized in consultation with the Thesis supervisor(s) to the Unit Chair before the date of the Thesis colloquium.
- The Thesis Supervisor(s) is to forward the soft copy of the synopsis and the list of examiners *confidentially*, to the Unit Chair, who sends it to thesiseva@jncasr.ac.in. The list should contain six examiners from within India and six from abroad. This information

should reach the said email within two weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.

- The student should share a copy of the synopsis with the committee, by email, within 02 weeks from the date of the colloquium.
- Although the participation of GSAC members during the colloquium is optional, they are requested to be present to further interact with the student and provide critical comments on the thesis work.
- If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request, with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. In the absence of such a request, student may have to repeat the colloquium or may even lead to cancellation of degree registration.
- The next GSAC meeting will be held during 13<sup>th</sup> semester for Ph.D. and 17<sup>th</sup> for Int. Ph.D. (GSAC Form 9).





## GSAC Form – 9

### GSAC in-person meeting

(for Ph.D. during 13<sup>th</sup> semester; Int. Ph.D., during 17<sup>th</sup> semester)

GSAC meeting is to be held in-person to assess the progress in Thesis work and pending works. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office before the end of the relevant semester.

Name of the student		S. R. No.:	
Unit		Date of degree registration	
Thesis supervisor(s)			
<b>Student status:</b>			
Is the student occupying a R&D position at the Centre? <b>Yes/No</b>			
If yes,	Details of the position		Rs. /per month
If no,	submit the duly filled and signed "Request to overstay" form. <input type="checkbox"/>		

**Progress Report** (see the Template Progress Report) enclosed

☐

**Proposed date of the Thesis colloquium:**

(in consultation with GSAC Chair and members)

**Time:**

<b>Title of Thesis colloquium</b>

<b>Reasons for delay in scheduling Thesis colloquium</b> (Strike-off, if not applicable)

<b>Plan for the pending works</b> (Strike-off, if not applicable)

<b>Proposed timeline to complete pending works</b> (Strike-off, if not applicable)

<b>Recommendation with specific comments on research progress, if any:</b>  Thesis supervisor(s)  Signature(s)		
GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:
Chair of the Unit/GSAC  <b>Recommendation with specific comments on research progress, if any:</b>  Signature:		

### Acknowledgement

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the "student status" information filled as above is correct.

I have cleared the applicable fees and other payments till 13<sup>th</sup> semester for Ph.D.; 17<sup>th</sup> semester for Int. Ph.D. and the receipt copy is attached.

☐

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).

☐

Signature of the Student

Date:

### Note:

- The student should submit the soft copy of the thesis synopsis (Template Synopsis), finalized in consultation with the Thesis supervisor(s) to the Unit Chair before the date of the Thesis colloquium.
- The Thesis Supervisor(s) is to forward the soft copy of the synopsis and the list of examiners *confidentially*, to the Unit Chair, who sends it to thesiseva@jncasr.ac.in. The list should contain six examiners from within India and six from abroad. This information

should reach the said email within two weeks from the date of the Thesis colloquium. Any delay may require the student to repeat the colloquium.

- The student should share a copy of the synopsis with the committee, by email, within 02 weeks from the date of the colloquium.
- Although the participation of GSAC members during the colloquium is optional, they are requested to be present to further interact with the student and provide critical comments on the thesis work.
- If there is a delay in thesis submission beyond 10 weeks from the date of the Thesis colloquium, the student may submit a request, with proper justification, to the GSAC and the signed document may be forwarded by the Chair to the Academic Office for further processing. In the absence of such a request, student may have to repeat the colloquium or may even lead to cancellation of degree registration.
- If the thesis is not submitted before the end of the semester, 13<sup>th</sup> for Ph.D. and 17<sup>th</sup> for Int. Ph.D., the degree registration gets cancelled. To request for revoking the cancellation of degree registration, GSAC Form 10 may be used.



## GSAC Form – 10

### GSAC meeting for revoking a cancelled Ph.D. registration

Name of the student		S. R. No.:	
Unit		Date of degree registration	
Thesis Supervisor(s)		Date of cancellation of degree registration	
<b>Student status:</b>			
Is the student occupying a R&D position at the Centre? <b>Yes/No</b>			
If yes,	Details of the position		Rs. /per month
If no,	Is the student self-supporting? <b>Yes/No</b>		
Yes,	the duly filled and signed "Request to overstay" form enclosed <input type="checkbox"/>		
If no,	present occupation of the student (if the information is available)		Rs. /per month (optional)

<b>Title of Thesis colloquium</b>
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**Draft of the Thesis is attached with this form.** ☐

**Proposed date of the Thesis colloquium:**  
(in consultation with GSAC Chair and members)

**Time:**

**Recommendations:**

The Committee has gone through the draft of the thesis and has examined the progress made by the student. Based on the deliberations, the Committee recommends revoking the canceled Ph.D. registration of the student.  
Specific comments, if any:

<b>Recommendation with specific comments on research progress remarks if any</b>		
Thesis supervisor(s)		
Signatures		
GSAC Internal Member	GSAC Internal Member	GSAC External member
Name:	Name:	Name:
Signature:	Signature:	Signature:

Chair of the Unit/GSAC

**Recommendation for financial assistance with specific comments on research progress remarks if any:**

Signature:

**Acknowledgement**

I have noted the recommendations/inputs of the Committee and will follow accordingly. I also acknowledge that the “student status” information filled as above is correct.

I have applied for/secured a new ID card (*applicable if converted to a R&D position*).

☐

Signature of the Student

Date:

**Note:**

- GSAC meeting is to be held in-person to examine the case. Following GSAC meeting, the student should complete the form and submit the same to the Academic Office.
- Upon receipt of approval of revoking of registration, the student should refer to Form 6a and proceed with the formalities.
- In cases where the student chooses to stay outside (not taking up any position at the Centre and not opting for an approved overstay) and completes the required procedures *without* using any facilities of the Centre, no ID card will be issued. In such a scenario, the student may contact the Academic Office for completing the required procedures.



## Template

### Annual Progress Report/Half yearly Report\*

Full name:

Degree registered for:

Date of degree registration

Unit:

Period of report: .....to.....

Thesis title/Broad area of Research:

Thesis Supervisor(s):

The report may be written covering broadly the following aspects of the research work.

- Introduction/Background
- Objective(s)
- Description of the work
- Review of literature
- Results and discussion
- Conclusion
- References

Report may also provide the following information:

- a. Major research output (Publications/patent filed etc.)-
- b. Conferences/Seminars/Workshops attended,
- c. Any changes made to already set objectives,
- d. Plan for the next one year,
- e. Course work exams / Comprehensive exams,
- f. Any other training,
- g. Difficulties or problems encountered.

Note: Discretion to be exercised wherever IPR is involved.

Total word count: 2000 to 2500, Times New Roman font and references in the ACS/Wiley style. Figures/images/tables can be used.

\*On completion of five years, half yearly report is to be submitted for continuation of financial assistance



## Template

## Synopsis

Full name:

Degree registered for:

Date of degree registration:

Unit:

Thesis Title:

Thesis Supervisor(s):

--

### Synopsis

The synopsis should contain the introduction/background, motivation, objectives, scope, and the proposed outline of thesis along with chapter-wise summary of important results and conclusions with relevant citations. The list of publications relevant to the thesis work should be mentioned at the end of the synopsis.

--

### Layout of the synopsis:

1. Introduction/Background
2. Motivation, Objectives and Scope
3. Chapters
  - a. Summary
  - b. Results and Discussion
  - c. Conclusions
4. References (Standard ACS/Wiley format)
5. List of Publications (thesis work)  
*(Do not include manuscripts under submission)*



## Request for overstaying as a self-supporting student/staff

The fellowship given to a student is up to 5 years since registration or till the date of the thesis viva voce, whichever is earlier. Following this date, if desiring to stay for an extended period (beyond 5 working days) on the campus to complete any remaining tasks, the student may rely on limited financial assistance from the Centre, join a project or even self-support. In any case, an update on the student status is important for smooth functioning of the Academic office. This is also applicable to R&D staff (RA, R&D Assistant, Project staff) who report to the Establishment office. In order to formalize the stay, the student/staff should make a request for overstaying with self-support.

1. The request form for overstaying should be submitted at least 5 working days prior to completion of the term- Degree students should submit at the Academic office and Staff, at the Establishment office.
2. The individual should clear all financial dues with regard to Schemes and facilities- advance settlement, CMS contribution, dining hall charges, library late fees etc.
3. Overstaying on campus implies continued access to Centre's facilities. Those staying in the hostel should follow applicable rules for overstaying.
4. Self-supporting implies covering all expenses oneself while paying in advance for each service availed such that under any circumstance, there will be no dues getting accumulated. However, filling up a no-dues form is not required at this stage.
5. Overstaying while self-supporting is allowed for a maximum period of 06 months only on approval of the competent authority. Beyond this term, no-dues formalities are to be followed.
6. It is not applicable to those, who will be leaving within 5 working days following completion of the term/thesis submission/viva voce. However, such individuals should complete the no-dues formalities, secure a relief order and leave within the same period.
7. A fresh ID is to be issued during the self-supporting period.
8. An unauthorized overstay is not permitted and may lead to disciplinary action.

1.	Name of the student/staff:	2.	Unit:
3.	S. R. No./ Staff No. (as applicable)	5.	Ph.D. .... <input type="checkbox"/> M.S. Engg. – Ph.D. Dual degree <input type="checkbox"/> M.S. Research - Ph.D. Dual degree <input type="checkbox"/> Int. Ph.D. .... <input type="checkbox"/> M.S. Engg./M.S. Research .... <input type="checkbox"/>
4.	Date of Degree registration/ Date of joining the Centre (as applicable)		
	Date of thesis submission (if applicable):		



			M.Sc. ....	<input type="checkbox"/>
	Date of thesis viva voce (if applicable):		PGDMS .....	<input type="checkbox"/>
	Date of cancellation of Degree registration (if applicable):		RA .....	<input type="checkbox"/>
			R&D Assistant .....	<input type="checkbox"/>
			Other, specify .....	<input type="checkbox"/>
6.	Details of the support (fellowship/remuneration/financial assistance) receiving at present or last received.			
	Fellowship/remuneration/financial assistance (name it)	Amount/per month (Rs.)	Duration From To	
Note: Students who have migrated to a R&D position (or vice versa) should fill all relevant information.				
8.	At the Academic office (in case of student): This is to certify that there are no financial dues from the student.			
	Signature of the Deputy Controller of Examinations		Date:	
9.	At the Hostel office (in case of student): This is to certify that there are no financial dues from the student.			
	Signature of the Warden:		Date:	
10.	At the Establishment office (in case of R&D staff): This is to certify that there are no financial dues from the staff.			
	Signature of the AAO:		Date:	
11.	At the Accounts section: This is to certify that there are no financial dues from the student/staff.			
	Signature of the AcO:		Date:	
11.	I, ....., have provided the correct information. I have also noted the contents provided by the different offices/section. I will follow all related procedures including requesting for a new ID.			
	Student's signature		Date:	
12.	Forwarded (with remarks, if any):			
	Signature of the Thesis/Research supervisor(s)		Date:	

