

ANNEXURE C

ROLE & RESPONSIBILITIES OF THE MEMBER SECRETARY & SDC

1. The head of Ph.D. Programmes, at the respective Schools/Institute shall be the “Member Secretary” of the School Doctoral Committee (SDC) as a permanent member at all SDC meetings.
2. The Member Secretary shall have a vote.
3. The Member Secretary shall convene the SDC in accordance with approved procedures.
4. The Member Secretary shall arrange/prepare the draft minutes of each meeting of the SDC and submit it to the Chairperson (Dean Research/Vice Dean Research/ Dean) at the school/ Institute & Dean Office of Doctoral Studies (ODS) at university level.
5. If no unanimity appears to exist in respect of decisions of the SDC, the Member Secretary shall facilitate a discussion between the SDC members.
6. If the members do not unanimously agree on a decision of the SDC, the Member Secretary will call for a vote of the members present. In case of a tie, the Chairperson, SDC shall cast his vote to arrive at a final decision.
7. The Member Secretary shall also have the right to make recommendations regarding codes of conduct of the SDC and the resolution of disputes.
8. The quorum at meetings of the SDC shall be one half of the members, including the Member Secretary.
9. The Member Secretary of the respective School shall act as member of the UDC when it convenes and takes decisions relating to a Ph.D. student of the School/Institute.
10. The School Doctoral Committee (SDC) advises the student on research activities and provides subject matter experts/supervisors/ guides/ research advisory committee to the scholars.
11. The School Doctoral Committee (SDC) assesses the student's progress, dissertation and performance through a time-to-time progress report presentation. A full-time PhD student has to give his progress report presentation to SDC every quarter, whereas a part-time PhD student has to give his progress report presentation to SDC in each semester.
12. The School Doctoral Committee (SDC) provides written and verbal feedback at the time of the progress report presentation to the scholar for the betterment of the research work carried out by the candidate.

13. The School Doctoral Committee (SDC) is responsible to hold synopsis presentation for each candidate who has successfully completed the PhD course work.
14. The School Doctoral Committee (SDC) is responsible to hold abstract presentation for each scholar before allowing them to submit their PhD thesis to the Office of Doctoral Studies (ODS).
15. The School Doctoral Committee (SDC) has to check and verify all the required documents before allowing a scholar to submit his/her PhD thesis to the Office of Doctoral Studies (ODS).
16. The committee may provide/ counsel about alternative funding sources and alerts students to job opportunities after graduation.
17. The committee upholds school / institute and university standards for the conduct of doctoral research