



**OFFICE OF THE REGISTRAR
UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA**

USTM/Reg/Notice/2020/50

Date: 17.06.2020

NOTIFICATION

**Guidelines for Ph.D. Programme activities
during COVID-19 pandemic**

Keeping in view the present pandemic situation of COVID-19, the following guidelines have been framed and adopted to conduct the activities of Ph.D programme. Research Scholars who are in different phases of their work shall have to follow the guidelines to complete the subsequent works of their Ph.D. programme. This guideline is adopted in order to facilitate the Ph.D. scholars to continue their research work during the COVID-19 pandemic only.

A) Admission for Academic Session 2020-21:

1. Notification for the Ph.D. Admission for the session 2020-21 may be released by July, 2020.
2. Aspirant candidate shall apply through university online registration portal.
3. The Entrance Test may be conducted through online/physically in adherence to the guidelines issued by the MHRD/State Govt. All health guidelines issued for COVID-19 by the concerned Ministry will be followed for physical entrance test and personal interview.
4. Online entrance test and Personal Interview will be conducted through Skype/Google or such other reliable media.
5. Selected candidate shall take admission through university online admission portal.

B) Guide Allotment & Course Work:

1. Guides will be allotted to the admitted scholars as per the set norms of the Ph.D. guideline of the University.
2. All admitted candidates shall undergo a Course Work equivalent to a minimum of 16 credits which shall be conducted in online mode like Google class room or such other reliable medium.
3. Both sessional examinations as well as final course work examination shall be conducted using online platform.

C) Presentation of Synopsis/progress/pre-submission and viva-voce Examination:

1. The Synopsis/ progress/ pre-submission presentation and viva-voce shall be conducted through Google/Skype or such other reliable platform where the Examiners/Experts/Research Scholars/participants/Students/Faculties who cannot join physically due to restriction of inter-district/inter-state movement may join conveniently through this online platform. Once the presentation is scheduled, the detail information including the necessary links shall be circulated to all concerned.
2. Such research scholars who will not be able to attend the venue physically for the purpose of presentation due to the present pandemic situation may request to the authority for online arrangement.
3. The Synopsis/progress/pre-submission presentation and viva-voce examination shall be hosted at USTM campus or office of the ERD Foundation, sponsor of the University (at Guwahati), based on the present situation and feasibility.
4. DRC/SRC members, scholars, researchers/students participants, staying in Guwahati/near the campus of the university shall attend at the hosting venue at Guwahati. The necessary seating arrangement shall be made for limited number of participants on prior information following all the health safety protocols. All other remaining participants shall join in different presentation/seminar through Skype/Google Meet.
5. Attendance record of both physical and virtual media shall be maintained. Screen shot of presentation of concerned research scholar/presence of experts/examiners/Chairperson, SRC/DRC those who will join through virtual media are to be kept for official record.
6. In all possibilities, necessary health safety measure shall be maintained strictly during the entire session.

D) Procedure for submission of application for various presentations:

The application form shall be made available on the university website. The scholars will have to fill up the form furnishing all the necessary information/attachments and submit to the concerned authority for further necessary action. The scholar will be intimated by e-mail about their schedule of presentation at least one week prior to the stipulated date.

E) For the purpose of evaluation and promotion to the next level, existing Ph.D. guideline of the university shall be strictly followed.

F) A special relaxation of 3 months will be given to all the existing research scholars in the current semester (Jan 2020 – June 2020) for all stages of review due to the COVID-19 pandemic.

G) *The above guidelines will be applicable only during the period of COVID-19 pandemic.*

N.B. :

1. Scholars may contact the following helpline numbers for any assistance/ query/grievance:

Mobile: 86380 51559/ 70029 43146/ 70023 03751

2. In order to address the grievances of students/research scholars, a special grievance redressal cell @ COVID-19 have been constituted. The research scholars may contact the cell for any kind of grievance. The details of the grievance redressal cell are available on the University website.

3. The Research Scholars may submit the applications furnishing all the necessary information/ attachments in the enclosed format.

Sd/-
Registrar

Copy to :

1. P.S. to Vice Chancellor
2. Pro Vice Chanceloor
3. Controller of Examination
4. Academic Registrar
5. Director, IQAC
6. Dy. Director, Research
7. OSD
8. All Deans
9. All HODs - *to inform scholars accordingly*
10. IT Officer – *for uploading on Website*
11. Office file



Registrar



University of Science & Technology, Meghalaya

Application for Ph.D. Presentation

Name of the Scholar Mr. /Ms/:

Enrollment No:

Department:

Date of Application	Topic of PhD:					
	Presentation Applied for: (Please Tick)					
	Synopsis	Progress-I	Progress-II	Progress-III	Progress-IV	Pre-Thesis

School:

Name of Guide:

Name of the Co-Guide (if any):

Date of previous Presentation (if any):

Date of Course work Completion:

Signature of the Scholar