

Scholar relieved from the MS/PhD program on submission of thesis – Reg

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Fri 4/28/2017 5:43 PM

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ACADEMIC SECTION

Ref:

F.ARU/R10/2017

Date: 27.04.2017

CIRCULAR

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As per existing procedure, if the scholar submitted thesis, necessary entry is being made in the Workflow stating that the scholar submitted thesis and relieved from the Institute. However, Workflow is not accessed by CCW. Hence, they are not aware of status change. Therefore the following is proposed on the above subject.

Research Unit of Academic section will call for no dues Certificate from HOD, Librarian, Hostel and Estate Section (if scholar is staying in quarters), within one week time from the date of submission of final thesis giving 21 days time. If no report is received, it will be assumed that there are no dues and accordingly scholar will be relieved from the programme. DR(F&A) will be requested to settle the scholar account. In case the scholar is in need of accommodation, a separate request with due recommendation of guide and HOD is to be addressed to Dean (Students) for appropriate decision. This procedure is come into effect from 01.05.2017.

sd/-

Joint Registrar (Research)

To

All Scholars

Dean (Students)

DR(Admn) / Estate Section