

SOP/ Process flow of PhD program at RUAS

Sl no	Process	Responsibility	Documentation for Audit
1	Finalize PhD regulations and upload on website	OofR	Regulations document
2	PhD call for applications announced on social/ print media	OofR	Advertisement/ Flyer
3	Application	OofAdmissions	Online application form
4	Entrance exam	OofR/ Faculty	Question paper
5	Interview	Dept/ Faculty	Interview report
6	Candidate selected and admitted after fee payment/ Student registration	OofAdmissions/ Finance/ COE	Selection letter/ Portal (email/log in id created)
7	Scholar details added into the database at OofR/ Induction	OofR	Student file/ Online Database
8	Course enrolment	Dept/ Faculty	Announcement of courses
9	Guide allocation (Student/HOD/Supervisor)	Dept/ Faculty	letter from Dean/HoD
10	Setting up doctoral committee	Dept/ Faculty	letter from Dean/HoD
11	PRP 1	Supervisor/ Doc committee	PRP report
12	PRP 2	Supervisor/ Doc committee	PRP report
13	PRP 3	Supervisor/ Doc committee	PRP report
14	PRP 4	Supervisor/ Doc committee	PRP report
15	PRP 5	Supervisor/ Doc committee	PRP report
16	PRP 6	Supervisor/ Doc committee	PRP report
17	Pre-PhD presentation	Supervisor/ Department	Report
18	Thesis submission to OoR along with list of external examiners	Supervisor/ Doc committee	Covering letter with supporting documents
19	Selection of external examiners for thesis review	OofR	Invitations
20	Reviewers comments received	OofR	Reviewers reports
21	Opening of comments by a committee and fixing timeline for response by scholar based on nature of comments	OofR/ Doctoral committee	Meeting minutes
22	Scholar incorporates comments and supervisor approves	Supervisor/ Doc committee	Scholars response report and table of modifications
23	External examiners intimated for their acceptance of changes	OofR	Email
24	Viva Voce	Doctoral committee/ Ext examiners/OofR/CoE	Report
25	Declaration of result within 24 hours	OofR/ CoE	Notification
26	Awarding degree/ Mysore	CoE/ Registrar's office	Certificate