



भा०कृ०अ०प०-भारतीय पशुचिकित्सा अनुसंधान संस्थान  
सम विश्वविद्यालय  
इज्जतनगर-243122 (उ०प्र०) भारत  
ICAR-INDIAN VETERINARY RESEARCH INSTITUTE  
(Deemed University)  
IZATNAGAR-243 122 (UP) INDIA



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## **CIRCULAR**

Sub: **SOP for online thesis submission and evaluation during COVID 19 lockdown**

In pursuance of UGC guidelines and ICAR Advisories regarding measures during COVID19 pandemic, a SOP has been developed keeping in view the Academic Regulations of the Deemed University for online thesis submission and evaluation.

All the Head/Incharges & BOS Chairpersons are requested that while conducting the online Pre-thesis Seminar and final Viva-Voce Examination, the quality and sanctity of academic expectations and integrity of evaluation process should be maintained.

While intimating the Deemed University (Email id [acadsec17@gmail.com](mailto:acadsec17@gmail.com)) about the online Pre-thesis Seminar and final Viva-Voce Examination through a Circular, the link for the same may also be shared for perusal.

The SOP is enclosed herewith for information and circulation among the faculty members for compliance.

This issues with the approval of the Competent Authority.

Encl: As above.

**Controller of Examinations**

### **Copy to:**

1. All the Joint Directors, ICAR-IVRI, Izatnagar/Bengaluru.
2. All the Head Divisions/Incharges & BOS Chairpersons/Station Incharges, ICAR-IVRI, Izatnagar/Mukteswar/Palampur/Kolkata, with the request to kindly circulate the contents of the circular among the faculty.
3. The Incharge, ARIS Cell, ICAR-IVRI, Izatnagar, with the request to kindly upload the circular on the Institute's Website.
4. The Controller of Examinations/Academic Coordinator, ICAR-IVRI, Izatnagar
5. The Chief Hostel Warden, ICAR-IVRI, Izatnagar
6. The PS to the Director, ICAR-IVRI, Izatnagar
7. The PS to the Joint Director (Academic), ICAR-IVRI, Izatnagar
8. The PS to the Registrar, ICAR-IVRI, Izatnagar

## **SOP for online thesis submission and evaluation during COVID 19 lockdown**

The HD & BOS Chairperson, on the recommendation of the SAC, will provide the names of the students who have completed their research work/experiment/ data collection as per the commitment in their ORW and who are in position to submit thesis. On the basis of the recommendations of the HD & BOS Chairperson, the following SOP for online submission of thesis by PG students (MVSc/PhD) have been framed: -

### **Step-I (Online presentation of pre-thesis seminar)**

After completion of the committed work as per approved ORW, duly verified by the SAC Chairperson, the student should submit the the copy of thesis for plagiarism check as per procedure in vogue. The Advisor as well as the student should submit the Plagiarism report and undertaking in PDF form through Email to the Academic Section (Email id [acadsec17@gmail.com](mailto:acadsec17@gmail.com) ). After successful clearance of the thesis from plagiarism Cell, the HD concerned may allow the student to present the findings of the thesis research work before the HD and BOS Chairman, SAC, faculty & students of concerned Division in the form of pre-thesis seminar.

Keeping in view the pandemic situation due to COVID-19 lockdown & as per UGC guidelines and ICAR Advisories each university has to connect to the students through various online tools for their classes, assignments and other related activities, so that there is no time lag in the schedule of academic session. The online pre-thesis seminar may be conducted through various online tools, subject to fulfillment of the conditions as per rule 7.12 & 8.11 of the Academic Regulations: -

### **Guidelines for online submission of thesis by MVSc/PhD students:**

- i) The findings of the thesis research will be presented before the members of the SAC, faculty members and students of concerned discipline in the form of the pre-submission thesis seminar through video Conferencing using electronic means.
- ii) MVSc and PhD students will be eligible to submit their theses only after six months and one year of submission of outline of research work, respectively and the requirement shall be treated as satisfactory in the cases in which a student submits his/ her thesis any time during the 4<sup>th</sup> and 6<sup>th</sup> semester of his/her resident-ship at IVRI for Master's and Doctoral Programme, respectively.



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- iii) Normally, the maximum time limit on regular basis for completion of the Master's programme of studies is four years and for PhD degree it is six years from the date of admission failing which their admission will liable to be cancelled. There is no provision for any extension after completion of the above stipulated period. However, Students availing temporary dropping will complete all the degree requirements including submission of thesis and viva-voce examination within the maximum permissible period of five years in case of MVSc and seven years in case of PhD from the date of admission.

But, as per UGC/ICAR guidelines during pandemic situation due to COVID-19 lockdown, "the Masters or Ph.D. students, whose maximum period for submission of their Dissertation/Thesis prescribed under relevant rules/ regulations of the concerned universities is expired/expiring during the Corona pandemic period, may be allowed to submit their Dissertation/Thesis, including completion of pending formalities, within six months from the date of expiry of regular prescribed period. The extension of six months may also be considered for those students who are yet to submit their Dissertation/ Thesis".

- iv) The PhD scholar admitted during academic session 2015-16 or later must have one accepted research paper from the thesis work preferably in a journal with an Impact factor 1.0 /NAAS rating 6 or one patent is considered essential for maintaining the quality of research work before thesis submission. Proof of this may be submitted alongwith thesis to the Deemed University.
- v) Besides, the following guidelines for online presentation of pre-thesis seminar may also be kept in mind while presentation: -
1. HD and BOS Chairperson will fix a day for pre-thesis Seminar/Final viva-voce examination for which a circular through Email to the SAC members and all related faculty and students for attending online pre-thesis seminar of the student under intimation to the Deemed University (Email id [acadsec17@gmail.com](mailto:acadsec17@gmail.com)).
  2. The Quorum of the SAC meeting for presentation of Pre-thesis Seminar and Final Viva-Voce examination should be ensured by the HD /Chairperson SAC with compulsory presence of Chairperson SAC or Thesis Research Guide. Maximum absence in any case should not exceed one SAC member.
  3. HD & BOS Chairperson should keep the Video recording and attendance record for online presentation of pre-thesis seminar in respect of all the students as a record,



**Controller of Examinations**

to be provided to the University as and when required.

4. SAC Chairperson and HD concerned should certify that all major suggestions as suggested in the seminar have been incorporated in the thesis.

### **Step-II (Online Submission of thesis to the Deemed University for evaluation)**

After successful presentation of online pre-thesis seminar, and incorporation of all major suggestions as discussed in the seminar duly verified by the Chairperson SAC and HD, the Advisor of the student can submit a soft copy of thesis in Word format as well as PDF format alongwith a soft copy of approved ORW and Abstract in PDF format and relevant documents required viz. Proof of publication of research paper, Plagiarism report and undertaking in the prescribed proforma, OGPA card for successful completion of course work, for evaluation by outside examiner to the Academic Section online through Email id [acadsec17@gmail.com](mailto:acadsec17@gmail.com), subject to the following procedure as per the Academic Regulations: -

- a) After Pre-thesis Seminar & on the recommendations of SAC, the Advisor of the student will submit the thesis in Word format as well as PDF format to the University through concerned Head of division in the prescribed proforma (available on institute website) through Email (i.e. [acadsec17@gmail.com](mailto:acadsec17@gmail.com)).
- b) The advisor will suggest a panel of atleast five names of specialists in the particular field along with the thesis of the student to the university alongwith thesis through mail only (i.e. [acadsec17@gmail.com](mailto:acadsec17@gmail.com)). Name of only one retired expert may be included in the panel. It is requested that the Chairman SAC must ensure before proposing the names of experts, that they have the required infrastructure for thesis correction and online viva-voce examination

### **Step-III (online final Viva-Voce examination)**

After accepting the thesis by the university on the basis of outside examiner, the suggestions or any modification made by the external examiner in the evaluation report will be conveyed to the Chairman of SAC and the student will have to check and revise the portion as suggested by the examiner. The online Viva-Voce through various online tools may be conducted by the Chairman SAC and the external examiner appointed by the University in the concerned division as per university regulations and above narrated guidelines mentioned in Step-I (V.1 to 4 above). Recording of the final viva-voce examination must be maintained in the



**Controller of Examinations**

Division as a record in electronic form, to be provided to the university as and when required.

#### **Step-IV (Online submission of final viva-voce report)**

After recommendations of the outside examiner in the final viva-voce examination, the concerned Guide should submit the final viva voce report in the prescribed format duly signed by the Chairman SAC and countersigned HD & BOS Chairperson with the confirmation from all the SAC members that all the suggestion reported by the outside examiner have been incorporated in the final thesis through E mail to the Controller of Examiner (Email id [universityivri@gmail.com](mailto:universityivri@gmail.com) ). The Certificate for successful completion of final viva-voce examination will be issued.

#### **Step-V (Submission of hard bound thesis)**

After successful completion of final viva-voce examination the following procedure may be followed:

The Students, after taking due permission (through Email) from the Deemed University, will submit the copy of the hard bound thesis along with other related papers, documents including no dues certificates as per the proforma available on the institute's website to the academic section for issuing him/ her Provisional degree certificate/ transcript etc. The PDC/Transcript will be issued only after receipt of hard bound thesis and no dues certificate from all concerned. The student will not be paid the last month's scholarship/fellowship without production of a certificate from the Head of division that a copy of the thesis has been received for submission to the Academic section. Re-examination of the student in case of failure in final viva-voce or in case the examiner suggests reviewing the thesis, will be conveyed to the Chairman SAC and the student will have to revise the portion as suggested by the examiner and resubmit the thesis to the Academic section.

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