



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 ORW 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) about the online ORW Seminar 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 ORW 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 are in position to submit the ORW. The following SOP for online submission of ORW by PG students (MVSc/PhD) have been framed: -

Step-I (Online submission of ORW to the SAC Chairperson)

The student must submit the duly corrected word file of written document of Outline of Research Work (ORW) in the prescribed format to the SAC Chairperson after making necessary corrections as suggested by the Chairman/Member, SAC through email.

Step-II (Online presentation of ORW Seminar)

After submission of written document of Outline of Research Work (ORW) in the prescribed format duly verified by the SAC Chairperson, the student should submit the the copy of ORW for plagiarism check as per procedure in vogue. The Advisor as well as the student should submit the Plagiarism report and undertaking in PDF format through email to the Academic Section (email id acadsec17@gmail.com). After successful clearance of the ORW from plagiarism Cell, the HD concerned & BOS Chairperson may allow the student to present the ORW before the HD and BOS Chairman, SAC, faculty & students of concerned Division in the form of online 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 ORW seminar may be conducted through various online tools, subject to fulfillment of the conditions as per rule 7.1 of the Academic Regulations and the following guidelines for online submission of ORW by MVSc/PhD students:

- i) The Chairperson, Student Advisory Committee or The Chairperson, Board of Studies will be the host of presentation of ORW seminar through online platform.**
- ii) The ORW will be presented before the members of the SAC, faculty members and students of concerned disciplines in the form of a seminar through video Conferencing using electronic means.
- iii) MVSc and PhD students will be eligible to submit the ORW in the third Semester of the students' study.
- iv) Besides, the following guidelines for online presentation of ORW seminar may also be kept in mind while presentation: -
 1. HD and BOS Chairperson will fix a date for online ORW Seminar for which a circular, well in advance (atleast 7 days in advance), shall be issued through Email to the SAC members and all related faculty and students for attending online seminar of the

- student under intimation to the Deemed University (email id acadsec17@gmail.com) alongwith the link of the online ORW seminar.
2. The Quorum of the SAC meeting for presentation of ORW Seminar 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 of faculty and students for online presentation of ORW seminar as a record, and the same 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 ORW.
 5. The date of ORW submission shall be treated as the date of receipt of online ORW in the University alongwith all necessary formalities and documents through email (acadsec17@gmail.com).

Step-III (Online Submission of ORW to the Deemed University for evaluation)

After successful presentation of online ORW 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 ORW in Word format as well as PDF and relevant documents required viz. Plagiarism report and undertaking in the prescribed proforma, OGPA card for successful completion of course work and panel of examiners, for evaluation by outside examiner to the Academic Section online through email id acadsec17@gmail.com, subject to the following procedure for ORW submission as per the Academic Regulations: -

- a) After ORW Seminar & on the recommendations of SAC, the Advisor of the student will submit the ORW in Word format as well as PDF format to the University through concerned Head of division in the prescribed proforma through email (i.e. acadsec17@gmail.com).
- b) The advisor will suggest a panel of atleast five names of specialists in the particular field along with the ORW of the student to the university through mail only (i.e. 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 ORW correction.
- c) The Joint Director (Academic) shall appoint examiner for ORW evaluation from the panel or otherwise.
- d) After the approval of the Joint Director (Academic) for nomination of outside examiner for evaluation of ORW, soft copy of ORW will be sent to the outside examiner for evaluation through Email.

Step-IV (Approval of ORW)

After accepting the ORW by the University on the basis of evaluation report of the outside

examiner, the ORW shall be returned to the SAC Chairman through the HD/BOS Chairperson for making changes/modifications in the ORW by the students as suggested by the outside examiner before final approval of ORW. In case SAC does not agree with the comments of the external examiner, a proper justification for the same should be submitted to the Controller of Examinations. If the justification given by the SAC is accepted, the ORW evaluated by the outside examiner shall be approved by the Joint Director (Academic) and an intimation to this effect will be communicated to the SAC Chairman.

Step-V (Submission of hard copy of ORW)

After conveying the final approval of ORW, the Students (on arrival at IVRI), after taking due permission (through email) from the Deemed University, will submit four hard copies of the ORW along with other related papers, documents viz. Circular for conducting ORW Seminar, Plagiarism report and undertaking in the prescribed proforma, OGPA card for successful completion of course work for University record in the personal file of the students.
