

NOTE

Existing procedure for processing Ph.D. Thesis:

1. The Ph.D. Scholar shall submit the hard & soft copies of the synopsis & thesis along with the No Dues acknowledgement to the concerned Supervisor.
2. The Supervisor shall forward the synopsis along with the panel of External examiners to Examination Section through the Head and the Dean for processing the thesis.
3. Upon receipt of Panel of External Examiners and Synopsis, the Examination section forwards the same to Vice-Chancellor for appointment of two external examiners. On appointment of Examiners, the Examination section sends the soft copy of synopsis to the external examiners for acceptance through email. If the examiner declines or does not respond after 10 days, a reminder is sent. If the acceptance is still pending, on 15 day a closure email is sent to the examiner and alternate examiner is approached.
4. On acceptance, Examination Section will send the soft copy of the thesis to the examiner. If desired by the examiner, hard copy will also be sent. On completion of 5th & 6th week, reminders are sent by the exams section if a report is pending. If it is still pending after completion of the 7th week a closure email is sent to the examiner and an alternate examiner is approached.
5. Once all the three reports are received from Supervisor & Examiners, reports are consolidated and sent (in hard copies) to the Dean for conduct of viva-voce. The Dean forwards the same to the Head to the Supervisor.
6. After contacting the viva examiner, the supervisor communicates the date of viva voce to the Exams section. On receipt of the date of Viva voce, circular is issued to the concerned Dept./School.
7. After conducting the Viva-voce, the final report is sent to the Exams section for processing the Result Notification. The Viva-voce report is sent to Vice-Chancellor for approval. Upon approval Result Notification & Provisional Certificate are issued to the concerned Ph.D. scholar when he/she surrenders the ID card.

Existing procedure for processing M.Phil. Dissertation:

1. The M.Phil Scholar submits the hard copies of the dissertation along with the No Dues acknowledgement to the concerned Supervisor.
2. The Supervisor along with the External examiners panel forwards the dissertation to the Head to The Dean. The Dean then forwards the same after verifying to the Exams section for processing the dissertation.
3. The Exams section on receiving the panel and dissertation submits for appointment of external examiner to Vice-Chancellor. On appointment of Examiner the exams section sends the title of dissertation to the external examiner for acceptance. If the acceptance is still pending, on 15 day a closure email is sent to the examiner and alternate examiner is approached.
4. On acceptance, Examination Section will send the soft copy of the thesis to the examiner. If desired by the examiner, hard copy will also be sent. On completion of 2nd & 3rd week reminders are sent by the exams section if a report is pending. If it is still pending, after completion of the 4th week a closure email is sent to the examiner and an alternate examiner is approached.
5. Once all the three reports are received from Supervisor & Examiners, reports are consolidated and sent (in hard copies) to the Dean for conduct of viva-voce. The Dean forwards the same to the Head to the Supervisor.

6. After contacting the viva examiner, the supervisor communicates the date of viva voce to the Exams section. On receipt of the date of Viva voce, circular is issued to the concerned Dept./School.
7. After conducting the Viva-voce, the final report is sent to the Exams section for processing the Result Notification. The Viva-voce report is sent to Vice-Chancellor for approval. Upon approval Result Notification & Provisional Certificate are issued to the concerned M.Phil scholar when he/she surrenders the ID card.

New Procedure (e-Governance) from 1st June, 2020 for the Submission of the Dissertation /Thesis through e-Governance portal (Online):

1. Process for the Thesis Submission requires student to upload the copy of the Synopsis online. The student may submit the copy of thesis along with the synopsis or later, during the time of submission of thesis the student should have no dues obtained and shall pay the thesis submission fees.
2. During the Synopsis submission student is also asked to upload a copy of Course Completion certificate and Plagiarism Report.
3. Post the student submission of the Synopsis the supervisor is required to enter the details of the panel members and verify the files which are uploaded by the student.
4. Supervisor shall also enter the final Thesis title and the school board approval details before forwarding it to the Head/Dean.
5. Head/Dean shall verify the panel of the examiners and forward the same to the office of the CE for further processing.
6. Office of the CE shall verify the details and forward the panel to the Vice-Chancellor for the obtaining the priority for the examiners. Post the priority selection the office of the CE shall send the synopsis of the student to the examiner for the Acceptance through the system in the form of Email.
7. Examiner shall be given a period of 7 days for the acceptance to evaluate, if the confirmation is not received within 7 days the alternate examiner shall be contacted.
8. Examiner shall convey their acceptance using the Link provided in their email. Post the acceptance, the examiner will receive an automatic email with the User credentials.
9. System will wait for all the 3 reports (From External 1, External 2 and Supervisor). once all the reports are received. Office of the CE shall enter the Viva Date into the system.
10. Viva Report shall be filled by the Viva Examiner on the Portal details provided. The report shall be routed through Supervisor, Head, Dean, CE and Vice-Chancellor for the confirmation.
11. Post the Viva Report finalization, the CE office shall publish the result of the student.
12. In case the panel gets exhausted the entire process will get repeated from the supervisor step.



हैदराबाद विश्वविद्यालय || UNIVERSITY OF HYDERABAD

परीक्षा नियंत्रक का कार्यालय / Office of the Controller of Examinations
परीक्षा अनुभाग / Examination Section

UH/Exams/2020/

Date: 27.05.2020

NOTIFICATION

Sub: Online processing of Ph.D./M.Phil. Thesis/Dissertation through E-Governance.

Ref: Vice-Chancellor's approval dt: 26.05.2020

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The evaluation of Ph.D./M.Phil. Thesis/Dissertation is being shifted to online mode w.e.f. **1st June, 2020**. Ph.D./M.Phil scholars need not submit hard copy of the Thesis/Dissertation for evaluation.

Only soft copy of the same need to be submitted in the e-governance portal as per the defined procedure. This will be forwarded by Supervisor/Head/Dean to the Controller of Examinations as explained in the note (Attached).

Complete online Thesis module flowchart and user guide with screen shots is also attached for easy understanding and reference.

Sd/-

Controller of Examinations

Copy to:

All Faculty members (through respective Deans)
OSD to VC/PS to Pro-VC I & II
All Deans/All Directors
All Heads of the Departments/Centres
SO (Exams)
Webmaster
E-governance Cell

Thesis Processing Module

Thesis/Dissertation for the students pursuing Ph.D./M.Phil. degrees requires evaluation by external examiners as well as the internal examiners of the University.

Process for thesis evaluation requires several steps to be followed each of which are given below:

1. Initiation of the Thesis Submission by the Student Student uploads the copy of Thesis and Synopsis along with other required details in the system.

The screenshot shows a student profile page with the following details:

Registration No.	14MCPC21	Batch	2014
Name	PATRICK N	Backlogs	0
Program	Ph.D. (CS)	Research Area	IMAGE PROCESSING
School	School of Computer and Information Sciences	Supervisor	Prof. C.Bhagavathi
Scholarship	Click Here	Hostel & Room	Day Scholar

Below the profile details is a navigation menu with the following buttons:

- Hostel Services
- Course Offered
- De-Registration Form
- Exam Registration
- Hostel Application
- My Attendance
- My Result
- Raise Complaint
- Re-Registration Form
- Semester Registration Form
- Supp/Improvement Exam
- Thesis Submission

Once the details are entered/uploaded by the student,

The screenshot shows the thesis submission form with the following sections:

Program Details:

Program	PH.D. (CS)	Research Area	SOFTWARE REFACTURING
School	School of Computer and Information Sciences	Supervisor	
Scholarship	Click Here	Hostel & Room	Day Scholar

Extension/Re-Registration Details:

Extn Upto: Jun 30, 2020
Extension Order Ref No:

Attachments:

Do you have course work exemption?
 Yes
 No

Choose Attachment Type: Choose File No file chosen
(Max Size: 20 MB, Accepted File Formats: .pdf)

Payable Amount:

Description	Amount
Thesis Fees:	₹1200

Buttons: Pay, Save, Submit

the student shall make the fees payment for the thesis.

*Student Need to pay 1200 Rs for the Submission of the Fees Post the final submission the student application becomes uneditable.

Extension/Re-Registration Details

Extn Upto: Jun 30, 2020
 Extension Order Ref No: 12345

Attachments

#	Attachment Type	File name	Size	Download
1	Synopsis	myCardOffer.pdf	0.25 MB	Download
2	Thesis	myCardOffer.pdf	0.25 MB	Download
3	CourseCompletion	StudentApplication.PNG	0.03 MB	Download

Choose Attachment Type: Choose File No file chosen

(Max Size: 5 MB, Accepted File Formats: .xls, .xlsx, .txt, .pdf, .jpg, .jpeg, .csv, .doc, .docx, .png)

Payable Amount

Description	Amount
Thesis Fees:	₹1200

You have already paid,
your transaction no is:
123

[Submit Thesis](#)

2. Approval/Certification by the Supervisor along with entry of External Members

Attendance Entry >

Feedback Result >

Panel Members >

Raise Complaint >

Result Entry >

Student Registration Applications >

View Courses >

View Student List >

Quick Result Submission

Current Semester: Winter Semester 2020

Attendance Status:

AI493-Deep Learning M.Tech.-AI Credit: 3 Total Hours: 0 Last Attendance Date:	CA553-Computer Graphics and Visualization M.C.A.-CA Credit: 4 Total Hours: 0 Last Attendance Date:	CS353-Computer Graphics I.M.Tech.-CS Credit: 4 Total Hours: 0 Last Attendance Date:	CS493-Deep Learning M.Tech.-CS Credit: 3 Total Hours: 0 Last Attendance Date:
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Supervisor shall nominate 6 External Examiners in case of Ph.D. and 3 In case of M.Phil. and provide their certification as given below:

- Is the Plagiarism in permissible limit.
- Course Work completed by the student.
- All the Examiners Proposed are of Associate Professor Level or Above.
- Not more than two examiners are from Telangana State.
- None of the examiners proposed above has any conflict of interest with the student/supervisor/Department/School.

/

Academic / Ph.D. Dissertation / 14MPC21

Ph.D. Students List

Reg. No.	Name
14MPC11	RAGHU GHANAPURAM
14MPC21	PATRICK N
15MPC08	K RAKESH
16MPC14	SALMAN KH
17MPC06	ROLLA SUBRAHMANYAM
17MPC11	SHADAB AHMAD
17MPC14	G V S V PRASAD BHAVANA
18MPC02	RAGHAVENDRA GOWDA
18MPC08	V PADMA
19MPC02	MADAKA MADHURI LATHA
19MPC10	K NAGESWAR RAO
19MPC12	THULASI GORIPARTHI
19MUPH04	M SUNNY
19MUPH04	M SUNNY

Total Items: 14

Student Details

Reg. No.: 14MPC21 Name: PATRICK N Research Area: -

RAC Members

#	Name	Email	Role
1	C.Bhagavathi	ranjeet@neocript.in	Supervisor

Submission Details

Synopsis Submitted:

Thesis Submission:

Thesis Title:

Please put the Title of the Thesis

Approved By School Board: Yes No

Panel Members

#	Name	Email	Mobile	Address	URL
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Approval by Head/Dean In case of Student from a multidepartment school the application needs to be approved by both Head/Dean otherwise only the dean.

[Approve Result](#)

[Approve Semester Courses](#)

[Attendance](#)

[DRIC Formation](#)

[Final Result Notification](#)

[Float Open Courses](#)

[Foundation Course Report](#)

[Program to Course Mapping](#)

[Raise Complaint](#)

[Reports](#)

[Semester Registration Report](#)

[Student Registration Applications](#)

[Thesis Processing](#)

[View Courses](#)

[View Student List](#)

[Registered Students List](#)

Current Semester: Winter Semester 2020

Semester Registration Status

Sem Reg Approval

SHM	SCIS	CIS	SMS	SEC	SMD
SSS	SLS	SPY	SNAC	SCY	MST
					SEST

Dean's also have the option to send the details of the panel members through email for ratification from the School Board Members.

Settings / Student Dissertation

Thesis Processing Requests

Reg. No.	Student Name	School	Program	Subject	Submission Time	Status	Action	Email	View
14CHPH02	Sudipta Seth	SCY	Ph.D.	Chemistry	27-03-2020 01:08 PM	AR Exam	View	School Board	Timeline
14MPC21	PATRICK N	SCIS	Ph.D.	Computer S...	07-05-2020 02:34 PM	AR Exam	View	School Board	Timeline

Note: System shall trigger an email from the system to the selected SB members their approval/acknowledgement need to be managed by the Dean outside the system. To notify the SB Members dean can click on School board option in the list. The template of the email

which goes to the School Board members is given below

Dear School Memeber,

The request of evaluation of Ph.D. thesis of Mr/Ms. Sudipta Seth (14CHPH02) in the School of Chemistry
The title of the thesis is: **Title of the Thesis.**

Here is the list of Panel Members

- Ms. Urvashi
- Mr. Meet
- Ms. Neha
- Mr. Ram
- Mr. Geet
- Mr. Rahul

Thanks & Regards
School Office
Chemistry School Board
University of Hyderabad

This is a system generated email please do not reply to this. For Any queries Please raise a Complaint in your Login.

Best Regards

UoH eGovernance Helpdesk

Application view for the Dean/Head

The screenshot shows a 'View Application' window with the following sections:

- Student Details:** Reg. No. : 14CHPH02, Name : Sudipta Seth, Research Area : -
- Panel Members:** A table with columns #, Name, Email, and Role. Row 1: # 1, Name Anunay Samanta, Email ranjeet@neoscrypt.in, Role Supervisor.
- Submission Details:** Synopsis Submitted, Thesis Submission. Thesis Title : Approved By School Board :
- Examiners:** A table with columns #, Name, Email, Mobile, and Address. Row 1: # 1, Name urvashi, Email urvashigadwal95@gmail.com, Mobile 1234567891, Address indore. Row 2: # 2, Name meet, Email urvashigadwal95@gmail.com, Mobile 1234567891, Address . Row 3: # 3, Name neha, Email urvashigadwal95@gmail.com, Mobile 1234567891, Address . Each row has a 'Notify Examiner' button.

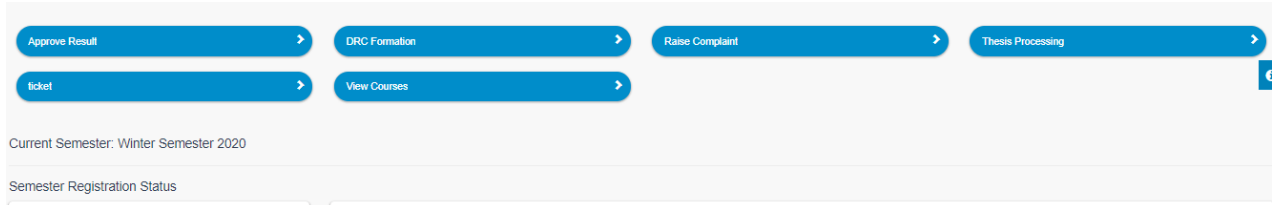
To Approve/Reject the Application Dean can select the Appropriate option.

The screenshot shows the application approval interface with the following elements:

- Attachments Table:**

#	Attachment Type	File name	Size	Download
1	Synopsis	myCardOffer.pdf	259.458 KB	
2	Thesis	myCardOffer.pdf	259.458 KB	
3	CourseCompletion	StudentApplication.PNG	29.886 KB	
- Form:** A text input field with a '+ Add' button and a 'Limit: 500 characters' indicator.
- Previous Remarks:** A text area for entering previous remarks.
- Buttons:** 'Approve' (green) and 'Reject' (red) buttons at the bottom right.

4. CE Office Processing Post the Approval from the Dean the application shall pass through 4 stages in the office of CE D.A. (Examination Branch) -> S.O. (Examination Branch) -> Deputy Registration -> Controller of Examinations The Dealing assistant shall evaluate the application for the completeness and then forward it for further processing



Post the scrutiny from CE office the application shall be available with VC office Login.

5. VC Office VC/VC office shall assign the Priority to the panel members proposed by the supervisor in the Step2 of the process

Submission Details

Thesis Title :Some Title
 Course Exemption :
 Approved By School Board :yes
 Approval Date: 14-05-2020 School Board:SCY - Chemistry

Examiners

Select Priority for all Examiner 1 - 6, Examiner 1,3,5 are for External and Examiner 2,4,6 are for Viva

#	Name	Email	Mobile	Address	Examiner Priority
1	ABCD	vipu2519@gmail.com	9160190408	ABCD1	Select Priority
2	ABCD	vipul@neoscrypt.in	9160190408	sadhsa	Select Priority
3	dksa	aa@gmail.co	9160190000	sad	External 1
4	dsad	d@gmail.com	8888888888	sadsa	External 2
5	dsad	d@gmail.com	9999999999	dsad	External 3
6	dsad	dsad@gmail.com	8888888888	dsad	External 4
					External 5
					External 6
					Select Priority

#	Attachment Type	File name	Size	Download
1	Synopsis	Polycyschedule.pdf	0.26 MB	
2	CourseCompletion	Notification - Suspension of Classes.pdf	0.56 MB	

6. CE office Post the Approval and Priority setting by the VC the SO/DA of the CE office shall communicate with the Examiner through email (This shall be done through the system by Clicking on Notify Examiner in their Login) The email sent shall contain the Details of the student and his/her synopsis in the email. Also a provision for the external examiner to provide acceptance of the evaluation. Once Accepted the system shall automatically trigger an email with the Credentials to the external examiner

Synopsis copy to the Examiner with a provision to Accept and Reject:

Dear aaa,

The Vice Chancellor of University of Hyderabad is pleased to nominate you as an external examiner to evaluate the Ph.D. thesis of Mr/Ms. VIKAS SINGH (15LPPH01) in the School of Life Sciences, School of Life Sciences.

The title of the thesis is: **Study in South Asia part-1.**

[Download Synopsis](#)

Please select 'Yes' to accept our request OR select 'No' if you are unable to accept our request

[YES NO](#)

After receiving your acceptance, we will send you **only a soft copy of the thesis for evaluation in line with the digital initiatives of MHRD/Government of India.** You are requested to send the evaluation report within a maximum period of **four weeks** from the date of receipt of the thesis.

Kindly convey your acceptance within the next 7 days.

A fee of **Rs.3,000/-** shall be paid for evaluation of thesis. In case the thesis is accepted for award of Ph.D. degree, you will be invited as a member of the Viva Voce Board to conduct the Viva Voce examination of the candidate at Hyderabad. TA (Air India- economy class), DA as admissible under the rules of the University and sitting fee of **Rs.1,500/-** will be paid for this purpose.

Post Acceptance Issue of Login Credentials by the System.

Dear **Rk**,

I am to state that the Vice-Chancellor, on behalf of the Academic Council for the University, has nominated you as an external examiner to evaluate the under mentioned thesis of --- in --- for award of Doctor of Philosophy (Ph.D.) in Dept of ---, School.

The title of the thesis entitled "----". A soft copy of synopsis of the above thesis is sent herewith for perusal and acceptance. On receiving the acceptance a hard copy of the full text of the thesis along with CD will be sent. Kindly convey your acceptance within a maximum period of 10 days.

A fee of Rs 3000/- shall be paid for the evaluation of thesis. In case the thesis is accepted for award of Ph.D. degree you will be invited as a member of the Viva Voce Board to conduct the Viva Voce examination of the candidate at Hyderabad. TA (Air India-economy class), DA as admissible under the rules of the University and sitting fee of Rs. 1,500/- will be paid for this purpose.

If the examinership is accepted, the University requires the evaluation report, within a maximum period of six weeks from the date of receipt of thesis by you.

It may please be noted that the examiner is not expected to contact the supervisor of the student even though he/she has academic/personal relations as the evaluation of the thesis is strictly a confidential matter. For any clarifications the Controller of Examination or the Undersigned may be contacted.

A line in reply conveying your acceptance will be highly appreciated.

Use your User Id and Password for to login and complete further registration process.

User Id: **23929136**

Password: **9160190408**

This is a system generated email please do not reply to this. For Any queries Please raise a Complaint in your Login.

Best Regards

UoH eGovernance Helpdesk

7. External Examiner Post the receipt the credentials external examiner can login in his/her account and download the synopsis/thesis. Once the report is ready they can enter the details in the system. Office of the CE can constantly monitor the status of the application.

Examiner Examiner Login

UoH | External Examiner Portal

LOGIN

User Id *

Password *

[FORGOT PASSWORD](#) [LOGIN](#)

Examiner Dashboard

University of Hyderabad BANK DETAILS SIGN OUT

User Id # 98662857

Thesis Review Work

S. Rahamthulla (14SNPT02)
Department of Theatre Arts

supervisor approved title

[DOWNLOAD SYNOPSIS](#) [DOWNLOAD THESIS](#)

[THESIS REPORT](#)

[VIVA REPORT](#)

Examiner Report

Examiner's Report Ph.D Thesis	HOME
Thesis Details <small>supervisor approved title</small> Registration No: 14SNPT02 Name: S. Rahamthulla	
Recommendation <small>The award of the degree to the candidate</small>	
Questions 1. data	
Comments <small>remarks</small>	

Examiner Bank Details

Bank Account Details	HOME
Bank Account Details	
Bank Name *	0 / 100
Bank Account No *	0 / 30
Bank IFSC Code *	0 / 25
Account Type * <input type="radio"/> Saving <input type="radio"/> Current	
<input type="button" value="SUBMIT"/>	

External Examiner to submit their acceptance to evaluate within 7 days from the receipt of the Synopsis Email.

External Examiner shall be given total time is 6 weeks (4 Weeks + 2 Weeks) to submit the report, After 2 weeks every week a reminder shall start going. If the examiner asks for extra time them only 2 more weeks shall be given.

8. Viva Report Processing

Post the receipt of the Three Reports from Both examiners and supervisor, the viva is scheduled.

Post the Receipt of the Report office of the CE can download all the reports.

Reports shall be communicated by CE office to Dean for Viva Scheduling. Once the Date is confirmed the Dealing Assitant in CE office shall enter the Date in the system and generate the Viva Order

After viva the viva report shall be filled up by the External Examiner in the system using the login credentials issued to them

Post Filling of the Viva Report it needs to be acknowledged by Supervisor/Head/Dean/DA/SOExams/DR/CE/VC

Post the Approval of the Report CE office shall generate the Result Notifcation and and verify the Provisional Certificate.

Post verification Student shall be able to download the Provisional Certificate from their Login.

User	Roles/Actions
Student	<ol style="list-style-type: none"> 1. No Dues 2. Upload Synopsis 3. Upload Thesis 4. Course Work Result Notification Issued by CE's office 5. Thesis Submission Fees
Supervisor	<ol style="list-style-type: none"> 1. Course Work Verification 2. Synopsis and Thesis Verification 3. Plagiarism Check 4. Panel of External Examiners 5. Supervisor Thesis Report
Head	<ol style="list-style-type: none"> 1. Verification of the Details Provided by Supervisor
Dean	<ol style="list-style-type: none"> 1. Verification of the Details Provided by Supervisor & HoD
Exams Section	<ol style="list-style-type: none"> 1. Plagiarism Check 2. Verification of Course Work Result Notification 3. Verification of Panel Details 4. Notify External Examiner with Synopsis
AR EXAMS	<ol style="list-style-type: none"> 1. I verify and Forward for further course of action
Deputy Registrar	<ol style="list-style-type: none"> 1. I verify and Forward for further course of action
Controller of Examination	<ol style="list-style-type: none"> 1. I verify and Forward for further course of action
Vice Chancellor	<ol style="list-style-type: none"> 1. Priority for the External Examiner

User	Roles/Actions
External Examiner	<ol style="list-style-type: none">1. Acceptance for Evaluation2. Thesis Report3. Viva Report4. Bank Account Details