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## PhD Scholars Process flow

1st DAC Process flow:

### Doctoral Advisory Committee Constitution

1. Dean of the School in which the research scholar is enrolled.
2. Research Guide.
3. [REDACTED] Co - Guide ( in cases where applicable).
4. One Internal DC member - Nominated within VIT by Academic Research based on the Suggestion from Guide and Dean.
5. Two External DC members - Nominated from Allied Institutions by Academic Research based on the Suggestion from Guide and Dean.



#### Objective:

To approve the research proposal of the candidate  
To prescribe the coursework  
To conduct the CV exam  
To monitor the progress of the scholar  
To approve the synopsis and thesis and recommend the panel of examiners



Who will form the DAC? -  
Guide will form the DAC



#### First DC meeting

To be convened within 3 months of the candidate's registration to finalize the coursework

1. Identify 6 subject matter experts (towards External DAC member) from across IITs/ NITs/ State University/ Research Scientists with PhD from Govt Labs/ Industry and upload in VTOP.
2. NO 2 experts should be from the same Organization.
3. After verification, Dean AR office will choose any 2 experts from External and 1 from Internal (within VIT/ School) to form the DAC.
4. Once order issued, propose the course work for the scholar as per norms. Get pre-approval of proposed course work subjects from Associate Dean and fix the date for DAC in consultation with Research Secretary.
5. Convene the 1<sup>st</sup> DC meeting in consultation with Associate Dean office and seek approval for the course work from DAC members.
6. After the meeting, prepare MoM as per format and get necessary signatures.
7. Upload in VTOP.



# VIT<sup>®</sup>

Vellore Institute of Technology  
(Deemed to be University under section 3 of UGC Act, 1956)

Vellore – 632014, Tamil Nadu, India  
**SCHOOL OF MECHANICAL ENGINEERING**

## Course Work

- All Research scholars need to compulsorily take a minimum of 14 credits as advised by the doctoral committee and to appear for the examinations conducted by the Controller of Examination and complete the same
- An average of a minimum C grade (CGPA of 7.0) in the four courses. If not, the scholar shall repeat one or more courses until he / she achieves the prescribed minimum average.
- The coursework is expected to be completed within 12-18 months from the date of registration.
- Only courses completed after the date of registration will count towards the requirements of course completion.



Courses	Credits
Research Methodology *	4
Research Publication & Ethics*	2
Special Elective -1 (SSC/Guide Paper) \$	3
Special Elective -2 (SSC/Guide Paper) \$	3
Regular PG Course/ School Level Taught course / Online Course %	2
English for Researchers #	0

## **Comprehensive Viva Exam - Process Flow**

***(to take place within 24 months of joining PhD)***

1. Once course work is completed, request for course work Grade Sheet from CoE office.
2. Prepare the syllabus for the CV and get approval from Associate Dean and fix the date for CV based on availability. (Check date with DAC members and Associate Dean office).
3. Send CV syllabus to DAC members.
4. During the CV meeting, scholars need to present their Research work to maximum 15 minutes and allow DAC members to interact with the Scholar.
5. DAC will evaluate the scholar's knowledge and research skills.
6. If scholar PASSED in CV exam, prepare MoM and get necessary approvals from members as per format. Upload in VTOP
7. Should the scholar not pass the examination on the first attempt, they may retake it after a minimum of four months and a maximum of six months.
8. Upon successfully passing the comprehensive examination and completing their curriculum vitae, the scholar can download their Candidacy certificate through their VTOP login.
9. Copy of Candidacy certificate to be submitted to Research Secretary (CV minutes in VTOP will be approved only after submission)



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## **Colloquium Presentation**

(Open Seminar)

1. Self-cross check if criteria is met based on respective PhD regulations.
2. Request for colloquium to be made to Associate Dean via mail from Research Supervisor with details and attaching 1<sup>st</sup> page of published papers.
3. Upon approval, seek date for colloquium from Research Secretary.
4. During colloquium, Presentation to be given for 30 to 40 mins followed by Discussion/ QnA.
5. A minimum of 20 numbers of the audience should be present to start the presentation.
6. Two Subject matter experts will be nominated as Observers to evaluate the research carried out.
7. Once cleared, submit MoM to Associate Dean office for signatures.
8. Upload in VTOP