

Post: Director - Center for Advance Research

Qualifications required

Qualifications and Experiences are as applicable to Professor according to UGC Norms

Job Description

1. Regular meeting of Research board from time to time to be conducted for resolving the various actions.
2. The PhD admissions are to be planned twice in an academic year. E.g. July and January. The advertisement is to be published in local and national newspapers.
3. The required guidelines for conducting the entrance exam comprising of entrance test of candidates and evaluation of research proposals to be planned by inviting the subject experts and research proposal presentation in consultation with Research Board. The admission criteria for SC/ST/OBC and Open category are to be followed as per UGC and GoG guidelines.
4. The candidate's degree certificates, Mark sheets, cast/category certificate, migration certificate etc. are to be verified by the PhD coordinators and records are to be Maintained.
5. Maintain the record of the entrance test results, Research proposal presentation, recording of individual candidates along with experts' comments are to be Maintained.
6. The academic calendar is to be planned every semester.
7. The required course work is to be planned in consultation with the PhD coordinators.
8. The list of supervisors and co-supervisors are to be updated and their eligibility criteria to be resolved in research board meeting.
9. The regular meeting with the PhD coordinators are to be conducted to resolve various problems relevant to the course work, Fee collections, conducting exams and declaration of results.

10. Allocation of Research supervisor prior to 1 st DPC in consultation of PhD coordinators are to be planned as per UGC norms and to be approved by the research Board.

11. The regular doctoral progress evaluation through DPC is to be scheduled every Semester.

12. The record of regular attendance of the research scholars and their doctoral progress committee report along with the presentation recording is to be maintained.

13. In order to allot the relevant course work to the research scholar, the corresponding master's program should be introduced with the teaching scheme.