

ICAR-INDIAN INSTITUTE OF SPICES RESEARCH

MARIKUNNU P O, KOZHIKODE-673 012, KERALA

No. PME/IISR/11(05)14

8th February 2017

CIRCULAR

The undersigned is directed to bring to the kind notice of all concerned the new guidelines introduced for smooth functioning of HRD at the Institute.

1. Selection of Ph.D. candidates would be done twice during a year i.e. during April and September. Candidates interested in joining for Ph.D. may submit their application and will be invited for a presentation before HRD. The selection and allocation of research guide would be done by HRD based on their presentation and availability of vacancy.
2. Signed undertaking standardized by the Institute that they will abide by the rules and regulations of the Institute is to be obtained from the students who are registering for Ph.D. This should be submitted along with the application itself.
3. Bio-safety/ personal safety classes for the newly registered Ph.D. students will be given along with the course work which would be conducted twice a year.
4. Ph.D. scholars would be reviewed every half yearly. First review may be in the second week of March 2017. A brief presentation of maximum five slides is to be presented by each student.
 - i. Slide 1 –Title, objectives, time frame to complete the work
 - ii. Slide 2 – Budget involved for completing the work
 - iii. Slide 3-5 – The essence of work carried out, publications etc.
5. All the Ph.D. students on completion of their Ph.D. work may return all the data registers to the concerned HOD and the thesis along with soft copy to the library. HOD may acknowledge the receipt of data register. A soft copy of the thesis may also be submitted to PME cell.
- a. If any of the Ph.D. students discontinues/ is absent for a period of six months or more without proper approval their registration is deemed to be cancelled from the Institute as they are blocking the vacancy of their guide.
6. A guide can take maximum of only two students at a time. ICAR orders will be strictly followed.
7. A guide should have minimum of three years of service for guiding Ph.D. students. If no eligible guide is available in the Institute, then a main guide from University and a co guide from the Institute may be opted.

This is circulated with the approval of the Director.

Sd/

(E. Jayashree)

Member Secretary, HRD & IDC

Copy to : All HODs for circulation among scientists & Research fellows