

## OFFICE OF DEAN (Research)

(Empowering CRESCENT through Exemplary Research)

### Timeline for RAC Meetings & Submission of Documents

Sl. No.	Responsibility	Nature of Work	Timeline
<b>1<sup>st</sup> &amp; 2<sup>nd</sup> RAC Meeting</b>			
1.	Supervisor	Panel Members for RAC	7 working days
2.	Office of Dean (Research)	Constitution Order for RAC	5 working days
3.	Supervisor	Conduct of 1 <sup>st</sup> RAC Meeting	Within 3 weeks
4.	Scholar	Completion of Courseworks	Within 3 semesters
5.	Supervisor	Conduct of 2 <sup>nd</sup> RAC Meeting – Oral Comprehension	4 <sup>th</sup> semester
<b>Crescent Open Presentation (COP) (Synopsis) Meeting</b>			
6.	Office of Dean (Research)	Processing of COP (Synopsis)	5 working days
7.	Supervisor	Conduct of COP (Synopsis)	15 days
8.	Supervisor	Submission of COP (Synopsis) Documents	3 days
<b>Thesis Submission</b>			
9.	Scholar	Thesis Submission	1 month – 3 month
10.	Office of Dean (Research)	Scrutiny of Thesis	15 working days
11.	Scholar	Thesis submission after scrutiny	10 working days
12.	Office of Dean (Research)	Thesis report sending to the Examiners	5 working days
<b>4<sup>th</sup> RAC Meeting – Thesis Correction Meeting</b>			
13. (a)	Supervisor	Conduct of 4 <sup>th</sup> RAC Meeting, if the Overall assessment : 1 in the thesis evaluation report and Submission of Subject Expert Panel Members for Viva-voce examination	7 working days
13. (b)		Conduct of 4 <sup>th</sup> RAC Meeting, if the Overall assessment : 2a / 2b in the thesis evaluation report and Submission of Subject Expert Panel Members for Viva-voce examination	15 working days
13. (c)		Conduct of 4 <sup>th</sup> RAC Meeting, if the Overall assessment : 3a / 3b in the thesis evaluation report and Submission of Subject Expert Panel Members for Viva-voce examination	45 working days
<b>Viva-voce Examination</b>			
14.	Office of Dean (Research)	Processing of Viva-voce documents	10 working days
15.	Supervisor	Announcement of Viva-voce examination	10 working days
16.	Supervisor	Conduct of Viva-voce examination	15 working days