

Annexure-I

Deans of Schools

1. All regular progress related to provisional registration, constitution of doctoral committee, course work, registration confirmation will be submitted online, the faculty will upload the required supporting documents and forward to Head, Head will forward the same to the Dean. The Dean will approve after verification and issue a letter.
2. All other activities related submission of synopsis, submission of thesis, Viva voce etc., will be submitted online, the concerned faculty will upload the required supporting documents and forward to Head, Head will forward the same to Dean and the Dean forwards to the Controller of examinations after verifications.

Head of the Departments

1. All research scholars details are updated in RAMS. If any research scholar name is not available the Heads are requested to send the consolidated list with the following details to sams@pondiuni.edu.in (Name of the scholar, year of admission, date of admission, research supervisor's name)
2. A uniform registration number will be generated by RAMS Team for all research scholars.
3. For all the research scholars admitted during the year 2018 the research supervisor allocation should be done by the Head of the Department.
4. For the remaining research scholars on roll the individual research supervisor will enable their login after verification of the details
5. All payments should be through online mode (tuition fees, Synopsis fees, thesis fees, extension fees, certificates fees etc.)
6. All regular progress related to provisional registration, constitution of doctoral committee, course work, registration confirmation will be submitted online, the faculty will upload the required supporting documents and forward to Head, Head will forward the same to the Dean. The Dean will approve after verification and issue a letter.
7. All other activities related submission of synopsis, submission of thesis, Viva voce etc., will be submitted online, the concerned faculty will upload the required supporting documents and forward to Head, Head will forward the same to Dean and the Dean forwards to the Controller of examinations after verifications.

Faculty

1. All the research scholars details are updated in RAMS. If any research scholar name is not available the Faculty are requested to inform to the department office and a consolidated list with the following details will be sent by the Heads to sams@pondiuni.edu.in (name of the scholar, year of admission, date of admission, research supervisor's name)
2. For all the research scholars admitted in during year 2018 the research supervisor allocation should be done by the Head of the Department in the RAMS.
3. For the remaining research scholars on roll the individual research supervisor will enable their login after verification of the details
4. All payments should be through online mode (tuition fees, Synopsis fees, thesis fees, extension fees, certificates fees etc.).
5. The research scholar will submit online applications to concerned faculty for provisional registration, submission of synopsis, submission of thesis etc.,
6. All regular progress related to provisional registration, constitution of doctoral committee, course work, registration confirmation will be submitted online, the faculty will upload the required supporting documents and forward to Head, Head will forward the same to the Dean. The Dean will approve after verification and issue a letter.
7. All other activities related submission of synopsis, submission of thesis, Viva voce etc., will be submitted online, the concerned faculty will upload the required supporting documents and forward to Head, Head will forward the same to Dean and the Dean forwards to the Controller of examinations after verifications.

B. Chinn