Doctoral Committee Constitution Tutorial

Procedure for adding external and internal DC members of Ph.D scholars Step 1:

- Login in as college.
- Click on "Research" tab.
- Select status as "Scholar Request Approved by KTU"
- Select academic year as (eg: 2016-17)
- Select session as (eg: July)
- Click on "Search" button.



Step 2:

• Click on <u>Scholar's Name</u>.

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	JULY			-			Searc	h		
	Full Name of Applicant	App No.	Scholar	Field of Research	Discipline/Subject	Working Place	Supervisor	Co-Supervisor	status	Action
	ANU A G	2425	Part time scholar	Ph.D in Engineering/Technology, Architecture	Electrical Engineering	COLLEGE OF ENGINEERING TRIVANDRUM	USHAKUMARI S(KTU- F15055)		Scholar Request Approved by KTU	Ŧ
	Ambily N	2315	Part time scholar	Ph.D in Engineering/Technology, Architecture	Signal and Image Processing	GOVT. ENGINEERING COLLEGE, BARTON HILL	SURESH K(KTU- F25214)		Scholar Request Approved by KTU	Ŧ
	Jaimon Cletus	2228	Part time scholar	Ph.D in Engineering/Technology, Architecture	Mechanical Engineering	COLLEGE OF ENGINEERING TRIVANDRUM	RANJITH S KUMAR(KTU-F15017)		Scholar Request Approved by KTU	¥
	PREM KUMAR J	2204	Full time QIP/with government fellowship	Ph.D in Engineering/Technology, Architecture	MECHANICAL	SREE CHITRA THIRUNAL COLLEGE OF ENGINEERING	RAJEEV VAMADEVAN(KTU- F15253)	KRISHNA KUMAR KOMALANGAN(KTU- F15021)	Scholar Request Approved by KTU	Ŧ
	Jazir S	2105	Part time scholar	Ph.D In Engineering/Technology, Architecture	Wireless Communication	ACE COLLEGE OF ENGINEERING	SURESH K(KTU- F25214)	HARIS P ABDUL KHADIR(KTU-F29462)	Scholar Request Approved by KTU	*

Step3:

• Scroll down and see "Propose Doctoral Committee" button, click on it.

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APJ Abdul Kalam Technolo	gical University	Welcome COLLEGE OF ENGINEERING TRIVANDRUM
		L Personal
	✓ Basic details	
	Gender Female	Relgion Hindu
	Date of Birth 30/05/1981	Cast Ezhava
	Aadhar Number 871509945857	Nationality Indian
	Mother Tongue malayalam	Blood Group O+ve
	Category General	Topic of Examination Electrical and Electronics Engineering
	Contact Details	
	L Guardian Details	
	Qualification Details	

Step 4:

- Add internal and external DC members, by typing the name of DC members and you can see the name on drop down list,
- Select the name from drop down list.
- "Save" and see whether the added DC members are shown in the page.
- Then submit.
- Status of student get changed to "Doctoral Committee Proposed by College".

Step 5:

• If External DC members are not seen in the drop down list, You have to add the external DC members->Go to "Affiliation" tab and click on "Institution Profile" on left side menu.

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Affiliation request	_											
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Step 6:

- New window is opened
- Click on "College officials" on left side menu.

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L Head of Institution					
L Department Heads(HOD)	Government	•	Name of Institution COLLEGE OF ENGINEERING TRIVANDRUM	Start Year of Institution 1939-1940	•
Staff/Faculty	KTU registered academic year	_	Institution Code	Description	_
College Officials	2015-2016	-	TVE	Enter Description	
Current Programs					
Program History	✓ Contact details				
Land					
Building	Address Engineering College P O		Clty/Town Thiruvananthapuram	District	-
Hostel					_
Library					
E-journal Subscriptions	695016		0471-2515502	Mobile Number 9400006407	
Computational Facilities	Fax		Primary Email	Alternative Email	
Other Facilities	0471-2598370		principal@cet.ac.in	ravi@cet.ac.in	
Fee Structure	KTU Email		Website		
	Cet@ktu.edu.in		cet.ac.in		

Step 7:

• Select Category/Committee as "General". You can view the already added "External DC Members.

Step 8:

• If your External DC member is not seen in the list, add the new member by clicking on "add" button on right side.

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 Institution Organisation 	College Officials				+ Add		
Contact	Category/Committee						
Department Heads(HOD)	Category/Committee	Role	Member Name	Contact Number	Email	Action	
Staff/Faculty College Officials	General	External DC Member	Dr T JAYACHANDRAN	9496020020	t_jayachandran@vssc.gov.in		
Current Programs	General	External DC Member	Dr MURALEEDHARAN NAIR K	9447216763	murarode@gmail.com		
Program History Land	General	External DC Member	Dr RAG R L	9446941654	ragrajanl@gmail.com		
S Building	General	External DC Member	Dr ANUP S	9847395059	anup@list.ac.in		
Library	General	External DC Member	Dr ANISH K JOHN	9446100541	anishkjohn@gmail.com	~	
E-journal Subscriptions Computational Facilities	General	External DC Member	Dr Arun Kishore WC	9496254061	wcakishore@cet.ac.in	~	
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Step 9:

• Select committee name as "General"

• Select Committee Role as "External DC member".

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f Organisation	Add College Officials	< Back			
🐱 Contact	Committee Name Committee Role				
L Head of Institution	General External DC Member	•			
L Department Heads(HOD)	Member Name Contact Number	Email			
Staff/Faculty	Profile				
E College Officials	No file selected. Browse				
Surrent Programs					
Program History		Cancel 🗎 Save & Add New 🗸 Save			
• Land					
\$ Building					
A Hostel					
Library					
Æ-journal Subscriptions					
Computational Facilities					
🗡 Other Facilities					
Fee Structure					
🖍 Questionnaire					

• Then add other details, profile and save.

Step 10:

• Then follow the above steps 1, 2, 3 and 4 to add external DC members.