



RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY, JAIS
(An Institute of National Importance Established Under Act of Parliament)
(Jais, Amethi, Uttar Pradesh: 229304, India)

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Office of the Dean
(Academic Affairs)

Ref No.: RGIPT Jais/PG/2019-20/2

7th August 2019

NOTIFICATION

The following guidelines related to the evaluation and monitoring of Ph.D. students is framed for circulation among departments for compliance. The guideline will be effective from the date of issuance and necessary processes as stated below may be initiated at departmental levels with immediate effect.

- A Research Progress Evaluation Committee (RPEC) to be constituted by the thesis supervisor for each PhD student as per the pro forma attached along with the notification.
- The formed RPEC on positive recommendation from the Convener, DPGC and approval from Dean (Academic affairs) will bear the responsibility of monitoring the progress of PhD student.
- At the end of each semester, after completion of coursework and assignment of supervisor, the PhD student will submit a progress report to RPEC and deliver a presentation before the committee highlighting the salient features of research accomplishments in last six months. The first progress report will be submitted by the student after completion of one year.
- The RPEC will review the progress and subsequently fill out the Confidential "Performance evaluation" form attached along with the notification and comment on the overall progress of the student as Satisfactory/Non-satisfactory. The report will be submitted to the office of Dean Academic affairs through Convener, DPGC for approval.
- If the progress is "Satisfactory" the student will continue to get the stipend and increment to SRF after stipulated time period as per the provision of Institute and MHRD.
- If the progress is "Unsatisfactory", the stipend will be stopped with immediate effect and the candidate will be asked to deliver a progress presentation after three months. The reinstatement of stipend will be subjected to reasonable progress by the candidate and positive recommendation from RPEC followed by DPGC.
- If two consecutive reports of RPEC for any student remains "*Unsatisfactory*" then his/her PhD programme will stand terminated.
- Renewal of stipend after completion of four years will be subjected to special recommendation from RPEC and DPGC and may be allowed under extraordinary circumstances for selective candidates with valid justification.

This issues with the approval of Director of the Institute.

U. Ojha

Dean Academic Affairs

U. Ojha
21/8/19



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(Research Progress Evaluation Committee (RPEC) of the Research Scholar)

Name of the Research Scholar : _____

Roll No. : _____

Date of Joining (with Odd/Even Semester) : _____

Area of Research : _____

RPEC (Give the Names)*:

(a) Supervisor (Chairman) _____

(b) Co-Supervisor (if any) (Member) _____

(c) One subject Expert from (Member) _____

the Department

(d) One member from outside (Member) _____

the Department

Supervisor

Approved

Convener, DPGC

(Date & Seal)

Forwarded to the Dean (Academic Affairs)

Dean (Academic Affairs) & Chairman, SPGC

(Date & Seal)

Note: *the committee is constituted by the Supervisor and approved by the DPGC and communicated to the Dean (Academic Affairs) through SPGC



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CONFIDENTIAL

Report of the Research Performance Evaluation Committee

Name of the Research Scholar : _____

Roll No. : _____

Period of Evaluation : _____

Registration Term : _____

Department/Division : _____

A. Main Contribution made by the student during the period of evaluation :

B. Answering of the queries raised by examiners/Performance of the candidate :

C. Final Recommendation of RPEC :

Name and Signature of the RPEC :

1.

2.

3.

4.

Convener, DPGC

Supervisor/Chairperson

Department

Date:



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Form for Renewal of Scholarship to M.Tech./Ph.D. Students

1. Roll No.: _____ 2. Aadhar No.: _____
3. Name (in Block Letters): _____
4. Department of _____
5. Name of Supervisor: _____
6. Date of Registration in the first semester: _____
7. Registration category (Regular, part time, sponsored etc) _____
8. Date of RPEC (last held): _____
9. Have you ever been on semester leave? (If so, give details) _____

UNDERTAKING

I give an undertaking that I will work up to 8 hours per week on jobs related teaching as assigned to me by the department/school during the above period, failing which the Teaching Assistantship may be discontinued for me.

Date: _____

Signature of the Student

(For use in the Office of the Department)

1. Classes/Work assigned to the student in the previous semester _____ hours/Week.
2. The student has done the assigned duties in the previous semester _____ (Yes/No)
3. Recommendation of the Convener, DPGC considering the last progress report for the period from _____ to _____ @ Rs. _____ per month.

Convener, DPGC

Head of Department



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Form for Renewal of Stipend/Teaching Assistantship to M.Tech./Ph.D. Students

1. Roll No.: _____ 2. Aadhar No.: _____
3. Name (in Block Letters): _____
4. Department of _____
5. Name of Supervisor: _____
6. Date of Registration in the first semester: _____
7. Registration category (Regular, part time, sponsored etc) _____
8. Date of RPEC (last held): _____
9. Have you ever been on semester leave? (If so, give details) _____
10. Present Address: _____

UNDERTAKING

I give an undertaking that I will work up to 8 hours per week on jobs related teaching as assigned to me by the department/school during the above period, failing which the Teaching Assistantship may be discontinued for me.

Signature of Supervisor

Signature of the Student

(For use in the Office of the Department)

1. Recommended for renewal of stipend/Teaching Assistantship for the academic year
20 _____ to 20 _____

Convener, DPGC

Head of Department

Accepted for award

Registrar



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**Form for Award of Stipend/Teaching Assistantship to M.Tech.
/Ph.D. Students**

1. Roll No.: _____ 2. Aadhar No.: _____
3. Bank A/c No.: _____ 4. IFS Code _____
3. Name (in Block Letters): _____
4. Department of _____
5. Name of Supervisor: _____
6. Date of Registration in the first semester: _____
7. Registration category (Regular, part time, sponsored etc) _____
8. Date of RPEC (last held): _____
9. Have you ever been on semester leave? (If so, give details) _____
- _____
10. Present Address: _____

UNDERTAKING

I give an undertaking that I will work up to 8 hours per week on jobs related teaching as assigned to me by the department/school during the above period, failing which the Teaching Assistantship may be discontinued for me.

Signature of Supervisor

Signature of the Student

(For use in the Office of the Department)

1. Recommended for renewal of stipend/Teaching Assistantship for the academic year
20 _____ to 20 _____

Convener, DPGC

Head of Department

Accepted for award

Registrar