



14th August 2020

**Notice under COVID-19 Pandemic Situation for Ph.D. Pre-submission
(summary of work; 5000 words) for -Ph.D. Pre Submission Seminar**

Kindly note the following steps to proceed for Pre Submission Ph.D Seminar :

Step 1

The Supervisor shall inform Ph.D Coordinator over mail at samratroy@sxccal.edu by filling in the prescribed format regarding the time and date of Pre Submission Seminar.

Step 2

The following documents are to be sent by the **Ph.D student** to the **Ph.D Coordinator** via email at samratroy@sxccal.edu.

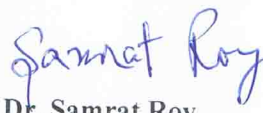
- (a) *Soft copy of self-attested (first page to be self attested) summary of work (5000 words);*
- (b) *Scanned Photocopy of self-attested Ph.D. course work marksheet/certificate*
- (c) *Scanned Photocopy of self-attested Ph.D. registration certificate.*

Step 3

- The Ph.D Coordinator will intimate the Ph.D. student as well as his/her Supervisor/ Co Supervisor and all members of the Ph.D. committee stated via e-mails regarding the date and time of the seminar.
 - The Principal
 - The Vice-Principals
 - Member Secretary
 - IQAC Coordinator
 - Deans of Departments
 - HODs of All Departments
 - External Subject Expert
 - Members of RAC for the respective Ph.D scholar
- The seminar will be conducted in online mode. The link shall be mailed to all members. It is mandatory for all research scholars across post graduate and research departments of the college to attend the Seminar. All Supervisors/ Co-Supervisors shall be intimated.
- The Ph.D Coordinator will maintain the record of committee's recommendation in the prescribed format and first page of approved 5000 words summary


Rev. Dr. Dominic Savio, S.J.

**Principal
St. Xavier's College
(Autonomous)
Kolkata**


Dr. Samrat Roy
Ph.D. Co-ordinator
St. Xavier's College (Autonomous)