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Instructions and Procedures for Addition and Deduction of Supervisor Vacancy Count

A. Addition of Supervisor Vacancy Count

1. After Obtaining Guideship Approval

Upon obtaining guideship approval, the faculty member shall apply to the Office of Research Studies and obtain the official guideship order. The supervisor vacancy count shall be assigned based on the faculty member's designation, as follows:

- **Professor:** 8 scholars
- **Associate Professor:** 6 scholars
- **Assistant Professor:** 4 scholars

***Responsibility*:** Individual Faculty Member

2. After Promotion

Upon promotion to a higher academic designation, the supervisor shall submit a request letter through the proper channel, enclosing a copy of the official promotion order. The Office of Research Studies shall update the supervisor vacancy count based on the revised designation.

Example: Upon promotion from Assistant Professor to Associate Professor, the supervisor vacancy count shall be increased from 4 to 6 scholars.

***Responsibility*:** Individual Faculty Member

3. Upon Faculty Resignation or Retirement

In the event of a faculty member's resignation or retirement, the concerned faculty member shall ensure that the supervisor vacancy details are updated as part of the relieving process. The faculty member's signature shall be obtained in the No-Dues Form to confirm the status of the scholars and the corresponding supervisor vacancy count.

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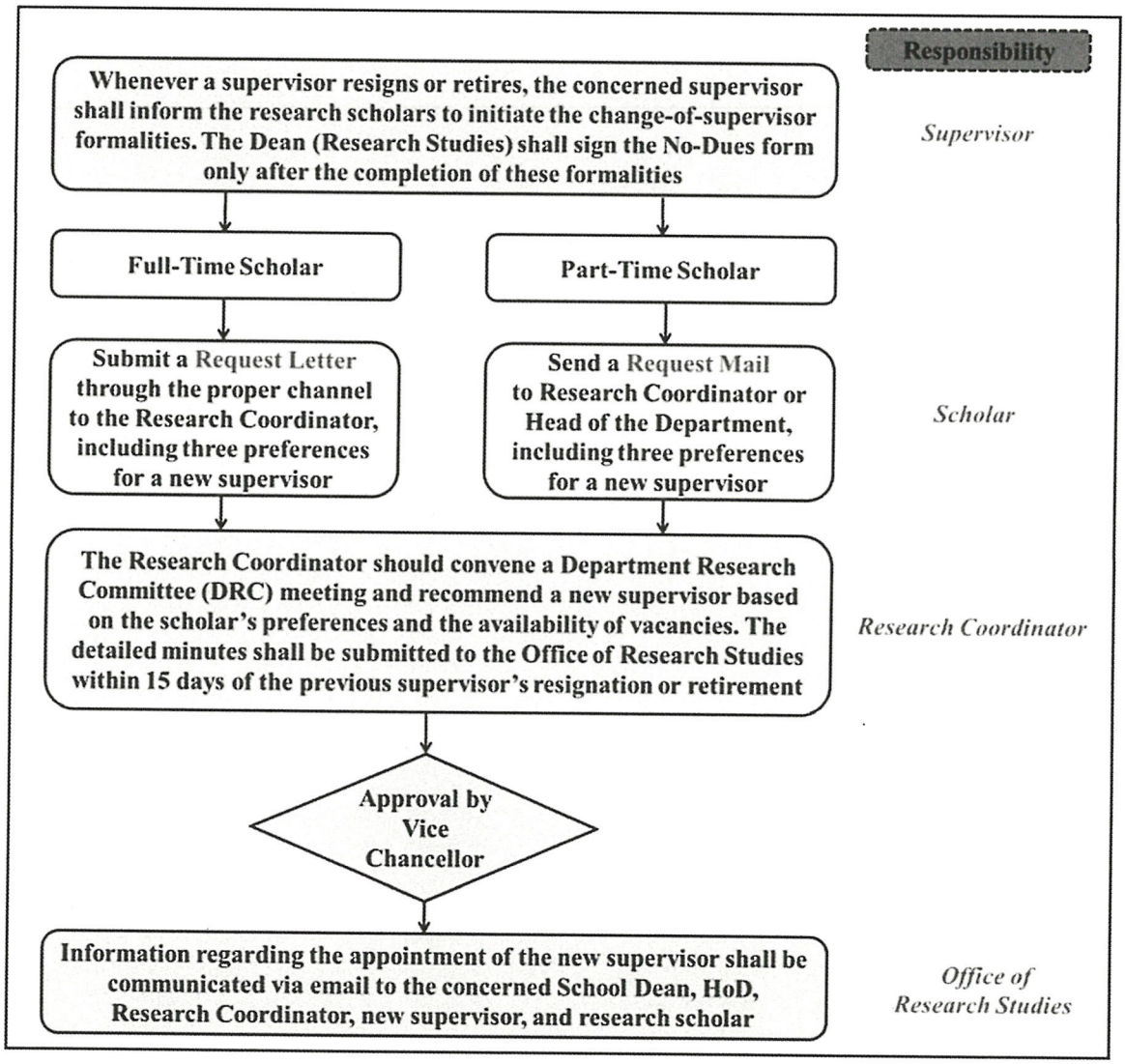
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The scholars under the departing supervisor shall be reassigned to new supervisor(s) based on the recommendations of the Department Research Committee and the three supervisor preferences submitted by each scholar. The corresponding scholar count shall be added to the vacancy count of the newly assigned supervisor(s), subject to approval and the permissible supervisory capacity.

***Responsibility*:** Department Research Committee and Department Research Coordinator

The procedure for the appointment of new supervisor is as follows:



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B. Deduction of Supervisor Vacancy Count

1. After Completion of the Ph.D. Viva Voce Examination

The supervisor vacancy count shall be updated upon receipt of the Ph.D. viva voce examination circular issued by the Office of the Controller of Examinations (CoE), confirming the completion of the scholar's viva voce examination.

***Responsibility*:** Coordinator, Office of Research Studies

2. After Cancellation of Ph.D. Registration

The supervisor vacancy count shall be updated upon receipt of the official cancellation circular issued by the Registrar's Office concerning the cancellation of a scholar's Ph.D. registration.

***Responsibility*:** Coordinator, Office of Research Studies

C. Communication and System Updates

Any addition or deduction in the supervisor vacancy count shall be updated in the following platforms:

1. **Research Supervisors' Group Email**
2. **Clique Portal**
3. **MiniApp**

The Office of Research Studies shall ensure that the supervisor vacancy count is updated consistently across the relevant communication channels and digital platforms.

Note: All concerned shall follow the above procedures to maintain accurate and up-to-date supervisor vacancy records.

M. Vinod Kumar 10/11/2026

Dean (Research Studies)

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