

**Centre For Research**  
CHRIST (Deemed to be University), Delhi-NCR Campus

**Event Report**

**General Information**

Type of Activity	Meeting
Title of the Activity	Supervisors Meeting
Date	30 January, 2025
Time	03:15 PM -04:15 PM
Mode	Offline

**Speaker**

Name	Dr. Riya Baby
Title/Position	Assistant Professor
Organization	Faculty of Sciences, CHRIST (Deemed to be University)
Title of Presentation	Supervisors meeting

**Participants profile**

Type of Participants	Ph.D Supervisors
No. of Participants	44

**Synopsis of the Activity**

	<p>The Research Cell Meeting was convened to discuss essential aspects related to the roles and responsibilities of supervisors, PhD procedures, and document approvals. The session aimed to address concerns raised by supervisors and provide clarity on the procedures and expectations associated with PhD supervision at CU. Key topics included document formatting issues, ethical clearance, coursework completion certificates, workload policies, and stipend allocation for scholars.</p>
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Key Takeaway

- **Supervisor Engagement:** Supervisors will meet twice every semester to discuss PhD-related concerns.
- **PhD Journey:** Emphasis on remembering personal PhD experiences to guide scholars effectively.
- **Document Accuracy:** Thoroughly check documents before approval to prevent backend issues.
- **RAC Meetings:** These meetings will be conducted every three months, with the RAC proposal review occurring as needed before the deadline.
- **Ethical Clearance:** This is required once the proposal is finalized and also necessary for secondary data collection.
- **Coursework Completion Certificate:** Follow-up with the central campus to resolve delays.
- **Scholar Mapping in KP:** Scholars will only be mapped after official CU registration.
- **Publications and Authorship:** Clarifications provided on journal requirements and co-authorship policies.
- **PhD Mode Change:** Conversion from full-time to part-time PhD is no longer permitted.
- **Workload and Stipend Policy:** No additional payment for extra workload; scholars receive a stipend incrementally over three years, contingent on meeting publication requirements.
- **Scholar Attendance and Stipend:** Scholars with less than 50% attendance will not receive a stipend.
- **Supervision Hours:** Minimum of two hours per month with each scholar, per the June 2023 policy.
- **Thesis Submission Process:** Pre-synopsis (internal) followed by external synopsis within six months; supervisors must recommend ten external evaluators.

	<ul style="list-style-type: none"> <li>● <b>Ethical Conduct:</b> Supervisors were reminded to uphold integrity and refrain from assigning personal tasks to scholars.</li> <li>● <b>HOD Involvement:</b> Suggested to include HOD in the thesis submission process for better oversight.</li> </ul>
<p>Summary of the Activity</p>	<p>The meeting began with a silent prayer, followed by a welcome address to the campus administrator and supervisors. Dr. Riya Baby introduced the agenda, emphasizing the importance of structured supervisor meetings. Dr. Fr. Peter M.V highlighted the significance of providing motivation and support to scholars.</p> <p>The discussion covered various procedural clarifications, including the RAC meeting schedule, ethical clearance requirements, and document approval processes. The supervisors were also briefed on stipend eligibility, workload policies, and the new rules regarding PhD mode conversion.</p> <p>Additionally, concerns regarding coursework completion certificates and scholar mapping in the KP system were addressed. Supervisors were also reminded of their professional responsibilities, including the importance of spending adequate time with scholars and maintaining ethical standards.</p> <p>The meeting concluded with a review of CU's PhD rules and regulations, ensuring all supervisors are aligned with institutional policies.</p>
<p>Follow-up plan</p>	<ul style="list-style-type: none"> <li>● <b>Regular Supervisor Meetings:</b> Ensure bi-semester meetings for ongoing discussion and resolution of PhD-related concerns.</li> <li>● <b>Document Review Process:</b> Implement stricter checks before approving PhD-related documents.</li> <li>● <b>Thesis Submission Support:</b> Keep supervisors informed about the timeline and external reviewer selection process.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Stipend and Attendance Monitoring:</b> Ensure scholars meet the necessary requirements for stipend eligibility.</li> <li>● <b>Google Classroom Integration:</b> Supervisors to actively use the platform for accessing updated PhD formats and guidelines.</li> <li>● <b>Ethical Practices Reinforcement:</b> Continued emphasis on maintaining professional integrity in PhD supervision.</li> <li>● <b>Follow-up on Coursework Certificates:</b> Coordination with the central campus to address delays in certificate issuance.</li> </ul>
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Report prepared by:

Name of the Organiser	<ol style="list-style-type: none"> <li>1. Dr. Riya Baby</li> <li>2. Ms. Ansella Anna Thomas</li> </ol>
Designation/Title	<ol style="list-style-type: none"> <li>1. Ph.D coordinator</li> <li>2. Reserch Assistant</li> </ol>
Signature	Ms. Ansella Anna Thomas

*Annexure:*

1. *Speaker Profile*
2. *Photos of the activity (not more than two)*
3. *Attendance list of participants*
4. *(Submit financial statements directly to the office of accounts)*
5. *(Upload activity reports on Activity monitoring portal of the University, within one week after the last date of activity)*

## Poster



## Speaker Profile

### Dr. Riya Baby



Dr. Riya Baby will facilitate the meeting. Ma'am is the PhD Coordinator, Centre for Research, Delhi NCR campus, ma'am is an accomplished academic associated with Christ University. She completed her Ph.D. at the university, focusing on mathematics, and she holds the distinction of being the first rank holder. Currently serving as an assistant professor at the School of Sciences, Dr. Riya Baby's research interests likely span areas such as applied mathematics, R-B convection problems, porous media, micropolar fluid, and modulation. Her contributions to academia and dedication to teaching make her an integral part of the university community.

## Event Pictures



## Participant's List

**Attendance sheet**  
Supervisor Meeting - 30 January 2025

Sl. No	Supervisor name	Signature
1	Dr. Surekha C	
2	Dr. Kritika Rastogy	<i>Kritika</i>
3	Dr. Ridhima Shukla	<i>Ridhima</i>
4	Dr. Bhawna NAOP	
5	Dr. Swati Pathak	<i>Swati</i>
6	Dr. Viju PD	
7	Dr. Sneha Saha	<i>Sneha Saha</i>
8	Dr. Sonali	<i>Sonali</i>
9	Dr. Vijeta	<i>Vijeta</i>
10	Dr. Finey	<i>Finey</i>
11	Dr. Meera Mathew	<i>Meera</i>
12	Dr. Vikalp	<i>Vikalp</i>
13	Dr. Akhilesh Tiwari	
14	Dr. Deepti Sinha	
15	Dr. Durgansh Sharma	<i>Durgansh</i>
16	Dr. Jeane Poulouse M	
17	Dr. N. N. Pandey - Tomara	<i>N. N. Pandey</i>
18	Dr. Ramji	
19	Dr. Salineeta Chauduri	<i>Salineeta</i>
20	Dr. Jidendra Bhandari	<i>Jidendra</i>
21	Dr. Varuna Gupta	<i>Varuna</i>
22	Dr. Shilpa srivastava	<i>Shilpa</i>
23	Dr. Abhinav Singhal	<i>Abhinav</i>
24	Dr. Natchimuthu N	
25	Dr. Karthigai Prakasam C	
26	Dr. Sanjay Rastogi	
27	Dr. Amit Malhotra	<i>Amit</i>
28	Dr. Pramila S	
29	Dr. Seshanwita Das	<i>Seshanwita</i>

