**For Head of the Department**

**Bibliography**

**PhD Thesis**

**Journal**

**Colloquium**

Note: On clicking above tab **(Colloquium)** Head will we directed to the following page where He (Head) need to fill the following detail.

Observer Name

Supervisor Name (Auto Fill)

Name of the Scholar (Auto Fill)

Add More

Topic of the Study (Auto Fill)

Co-Supervisor Name (Auto Fill)

Submit

Now lemma clarify each and every point one by one in great detail.

1. Name of the scholar:-
   1. When Head shall start typing the name in the above given field name of the scholar will be suggested and it shall be auto filled as the name matched in the database.
2. Name of the Observer:-
   1. Observer always will be the visiting/ guest (eminent/expert) faculty from other department/college/university. Therefore his name shall be typed manually.
3. Supervisor Name:-
   1. As we know that all the scholar registered with us shall be having the supervisor, which name shall be available in our database too, thus his name shall be auto filled
4. Co-Supervisor Name:-
   1. As we know that all the scholar registered with us might be having one Co-supervisor, which name shall be available in our database too, thus his name shall be auto filled
5. Topic of The Study:-
   1. As we know that all the scholar registered with us have also registered their topic at the time of registration, which name shall be available in our database too, thus the name of Topic shall be auto filled.
      1. Topic of the study shall be unique validation as:
         1. There might be two student with the same name and even under the same Supervisor therefore, their research topic will differentiate them and thus it will be clear that who is going to present on the specific date prescribed by the department\*

Note 1: Here specific date prescribed by the department shall means the date which is been fixed by the department for the presentation/ pre- submission of the Thesis.

Note 2: Generally in Jamia Millia Islamia the date of Presentation is been fixed as every third Thursday of each month. Although it might be changed as every second & Fourth Thursday (or any day) of every subsequent month.

IMPORTANT NOTE:

It is compulsory for every scholar to give at least one presentation prior to submission of his/her thesis.

1. When Head shall click on the add more button then same field as depicted above shall be available to fill the details again as there shall more than one presenter (Research Scholar) at the same time.
   1. But Number of student can’t exceed to 5 or 6
2. When Head shall click on Submit Button then
   1. History of presenter shall be maintained in our database
      1. This history can be put online on scholar page/ Dean’s page
   2. All the scholar shall be notified by mail stating that
      1. “Mohd Sohail (Name of the Scholar) is presenting on upcoming Colloquium therefore all students present is a must. Presentation shall be started on 2:00PM Sharp {(Although time may very as per the policy of the department or decision taken by the BOS (Board of Studies)} ”
      2. Supervisor of the Presenter (Scholar) and all other faculty members (Optional) of the department shall also be notified, But Availability of Supervisor is Must
      3. Dean and Admin of the college shall also be notified about the colloquium. (Optional)