



हरियाणा केंद्रीय विश्वविद्यालय

(संसद के अधिनियम संख्या-25 (2009) के तहत स्थापित)

जांट-पाली, महेंद्रगढ़- 123031 (हरियाणा)

CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh-123031 (Haryana)

No: CUH/2025/A&C/ 452

Date: 25/03/2025

अधिसूचना/NOTIFICATION

सक्षम प्राधिकारी के अनुमोदन से, शोध प्रबंध (थीसिस) के मूल्यांकन तथा उत्तर आलेखों के पुनर्मूल्यांकन हेतु मानक संचालन प्रक्रिया (एसओपी) एतद्वारा सर्व संबंधित की सूचना एवं आवश्यक अनुपालन हेतु अधिसूचित की जाती हैं।

संलग्न:

- (क) शोध प्रबंध (थीसिस) के मूल्यांकन हेतु मानक संचालन प्रक्रिया।
- (ख) उत्तर आलेखों के पुनर्मूल्यांकन हेतु मानक संचालन प्रक्रिया।

With the approval of the Competent Authority, the Standard Operating Procedures (SOPs) for evaluation of thesis and re-evaluation of answer scripts are hereby notified for information and necessary compliance by all concerned.

Enclosures:

- (a) Standard Operating Procedure for Evaluation of Thesis.
- (b) Standard Operating Procedure for re-evaluation of Answer Scripts.

अनील
25/03/2025

कुलसचिव (प्रभारी) /Registrar(I/C)

सूचनार्थ एवं आवश्यक कार्यार्थ प्रतिलिपि:

Copy of above is forwarded to the following for information and necessary action:

1. सभी अधिष्ठाता/विभागाध्यक्ष/प्रभारी, हकेवि/All Dean/HoDs/TIC, CUH
2. निदेशक, आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ, हकेवि/ Director, Internal Quality Assurance Cell, CUH
3. परीक्षा नियंत्रक, हकेवि/ Controller of Examinations, CUH
4. कुलपति सचिवालय, (माननीय कुलपति महोदय के सूचनार्थ), हकेवि/Vice-Chancellor's Secretariat (for kind information of Hon'ble Vice-Chancellor), CUH
5. कुलसचिव कार्यालय, (कुलसचिव महोदय के सूचनार्थ), हकेवि / Office of the Registrar (for kind information of Registrar), CUH
6. सूचना एवं कम्प्यूटर तकनीक अनुभाग, हकेवि/ ICT Section, CUH

अमित कुमार
25/03/2025

सहायक कुलसचिव (अ.प्र.) /Assistant Registrar (A/C)
शैक्षणिक एवं परिषद शाखा/Academic & Council Branch

CENTRAL UNIVERSITY OF HARYANA

SOP FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student be made within 15 days from the declaration of his/her result through online link provided on CUH website. Necessary amendments may be made in the relevant ordinances in due course of time for applying for re-evaluation from existing provision of 30 days to 15 days to expedite the process.
2. Head will assign the name of the examiner within three days from the last date of submission.
3. CoE shall issue the answer scripts to the assigned examiner/s within three working days.
4. Examiner shall evaluate and submit the answer sheets to the examination branch within five working days.
5. In case the answer sheets need to be re-evaluated by the third examiner as per the relevant clause of the Ordinances, the process of evaluation shall be completed by CoE, in consultation with the respective HoD, within ten working days.
6. Re-evaluation is permissible in Term End Examination only and not in the Project/Dissertation, Practicals /Lab courses, Workshops, Assignments & Seminar etc.
7. The fee for Re-evaluation of answer script is Rs. 1000/- per course, which is to be paid through online link available at CUH website.
8. The CoE shall notify the result within five working days from the date of receipt of final evaluated answer script/ award list.
9. Maintaining data/ information security at each stage shall be responsibility of the concerned officer(s)/ branch.



CENTRAL UNIVERSITY OF HARYANA

SOP FOR EVALUATION OF THESIS

1. Ph.D. thesis submitted by a research scholar shall be evaluated by his/her research supervisor and at least two external examiners, not below the rank of Professor or equivalent grade who are not in the employment of the University, of whom one examiner may be from outside the state/ country.
2. List of examiners as mentioned at 13(a) of the Ordinance duly approved by the DRC shall be submitted to the CoE in the prescribed format within two working days from the date of successful presentation of pre-submission seminar (Format attached).
3. CoE shall initiate the file for the appointment of two external examiners within five working days.
4. The CoE shall take consent of the external examiners within seven working days.
5. HoD shall forward the submitted thesis preferably the same day but not beyond the next working day.
6. On receiving the thesis submitted by the candidate through the HoD, the CoE shall issue the thesis submission certificate within two working days.
7. The CoE shall despatch the thesis (online/offline as the case may be) to the examiners within three working days from the date of submission.
8. If required, the CoE shall send a gentle reminder to the examiners after twenty days from the date of despatch requesting for an early response.
9. The second reminder shall be sent by the CoE to the examiners after 40 days from the despatch of the thesis for immediate response.
10. In such a circumstance, where the CoE does not receive the evaluation reports within two months from the date of despatch, the matter shall be reported to the Vice-Chancellor for seeking permission to send the thesis to the next examiner.
11. On receipt of the evaluation reports of the external examiners, the CoE shall submit the file to the respective HoD for preparation of the Technical Report.
12. The HoD shall prepare the Technical Report in consultation with the Supervisor and send the same to the CoE within two working days.
13. The CoE shall submit the Technical Report for the consideration of the Vice-Chancellor, and for the appointment of the examiner for conduct of Viva-Voce within two working days.



14. The HoD shall schedule the Viva-Voce in consultation with the external examiner and the supervisor within seven days from the receipt of the external examiner in online or offline mode.
15. The HoD shall submit the Viva-Voce report along with the recommendations of Staff Council (Staff Council means all the regular faculty members of the Department) to the CoE within two working days.
16. The CoE shall submit the Viva-Voce report to the Vice-Chancellor for approval within two working days.
17. The Provisional certificate shall be issued by the CoE within two days from the approval of the Viva-Voce report.
18. Maintaining data/ information security at each stage shall be responsibility of the concerned officer/ branch.





Central University of Haryana Mahendergarh (Haryana), 123031

Proforma for Furnishing the Names of the Examiners to Evaluate the Ph.D. Thesis (To be submitted to COE after successful pre-thesis seminar)

- i. Department :
- ii. Name of Supervisor :
- iii. Name of the Scholar :
- iv. Reg. No. :
- v. Date of Admission :
- vi. Date of Registration :
- vii. Title of the Thesis :
- viii. Date of approval of list of examiners by the DRC:
- ix. List of Research Publications during the Ph.D. (Attach as annexure if list is long)

| S. N. | Name of the Journal | Title of the Paper | Month & Year of Publication | Impact factor |
|-------|---------------------|--------------------|-----------------------------|---------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

x. Details of DRC approved Thesis Examiners

| S.N. | Name and designation | Affiliation | Mobile No | Email | State | Preference as Examiner * |
|------|----------------------|-------------|-----------|-------|-------|--------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

* to be provided by Vice-Chancellor

Signature of Supervisor
Name:
Date:

Signature of HoD
Name:
Date:

Vice -Chancellor