

ANNEXURE J

ROLE & RESPONSIBILITIES OF THE MEMBER SECRETARY, SDC AND UDC

1. The Programme Director, Ph.D. Programmes, at the respective School shall be the “Member Secretary” of the School Doctoral Committee (SDC) as a permanent member at all SDC meetings.
2. The Member Secretary shall have a vote.
3. The Member Secretary shall convene the SDC in accordance with approved procedures.
4. The Member Secretary shall prepare the draft minutes of each meeting of the SDC and submit it to the Chairperson, SDC, who shall distribute it to the members of the SDC.
5. If no unanimity appears to exist in respect of decisions of the SDC, the Member Secretary shall facilitate a discussion between the SDC members.
6. If the members do not unanimously agree on a decision of the SDC, the Member Secretary will call for a vote of the members present. In case of a tie, the Chairperson, SDC shall cast his vote to arrive at a final decision.
7. The Member Secretary shall also have the right to make recommendations regarding codes of conduct of the SDC and the resolution of disputes.
8. The quorum at meetings of the SDC shall be one half of the members, including the Member Secretary.

The Member Secretary of the respective School shall act as Member Secretary of the UDC when it convenes and takes decisions relating to a Ph.D. student of the School.