

Regional Services Division

F. No. IG/RSD//2022  
Dated: September 20, 2022

264

22

**Notification**

**Subject:** decentralization of submission and evaluation of synopsis – MMPP-001: Project course

Consequent upon approval of the School Board at its 50<sup>th</sup> Meeting held on 11<sup>th</sup> July 2022 and subsequent approval of the competent authority, it is notified that the submission and evaluation of synopsis for MMPP-001 shall be done at the respective, concerned Regional Centre's in a decentralized manner.

The detailed procedure of submission and evaluation of synopsis in case of decentralisation is as follows:

- (i) **Submission of Synopsis: MMPP-001** synopsis will be submitted by the learners at their respective Regional Centers (RCs) for evaluation. The synopsis can be submitted either through post, in person or designated email ids/ links provided by RCs. The learner may submit their Synopsis throughout the year. The RCs are to assign a unique identification number to each learner synopsis, which could be used for further correspondence with the RCs.
- (ii) **Eligibility of Synopsis Evaluators:** The Eligibility Criteria for synopsis evaluators is proposed as:
  - Management Faculty in the School of Management Studies at Headquarters.
  - All approved academic counselors of the Management Programme (MP) having atleast 10 years of PG teaching experience in the relevant area (for example, if a student is taking up a marketing topic then the evaluator should have 10 years experience in teaching marketing at masters level).
- (iii) **Evaluation of synopsis:** The timelines for completion of the evaluation process may be one and half months. The respective RCs shall send the synopses to the evaluators. Synopses can be allocated to the evaluators based on the specialization area of proposed synopsis and the specialisation of senior academic counselors. The evaluated synopsis will be returned to the learners within the stipulated time by the RCs



- (iv) **Payment to Evaluators:** The honorarium for evaluating synopsis is Rs. 50/- (as per the Notification- F.No. IG/RSD/F&A/ATR/91-FC/2017). Once the evaluator evaluates the synopsis, the RD/ARD designated shall counter sign and put the seal of the RC on the 'Proforma for Approval' of synopsis. This is to verify the genuiness/ authenticity of the approval at the time of evaluation of the Project Report.

The evaluators will be paid the honorarium only once when the synopsis is finally approved. No payment is made if the synopsis is returned to the student with comments and a suggestion to resubmit the synopsis again, after incorporating the suggestions. Once the synopsis is approved, the evaluator will be paid the honorarium.

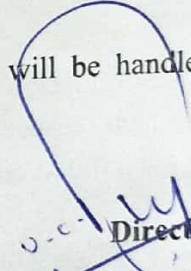
- (v) **Payments to Guides:** The Project guides will be paid an honorarium as per the university norms, prevailing at that point of time.

The online submission and evaluation of synopses for MBA-online will be handled by the designated RCs in the online mode.

Distribution: Directors of all the Regional centers

Copy to:

- VCO for information to Vice Chancellor
- Finance Officer
- Registrar SED
- Registrar SRD
- Director SOMS

  
Director (RSD)  
21/10/2022  
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