Guidelines on Retention of Departmental Computer, Workspace and other resources allotted to PhD Students

To ensure proper utilization of departmental resources and workspace, the following guidelines are applicable to all PhD students regarding retention of department resources like system, workspace etc. after thesis submission and viva voce examination.

1. **Retention after PhD Viva Voce**

- No PhD student is eligible to retain any department property, allotted desk, or workspace beyond one week from the date of PhD Viva Voce examination.
- After this period, the department reserves the right to take possession of the allotted items and workspace.

2. **Students Who Submitted Thesis and Registered in the Same Semester**

(a) **Monsoon Semester**

- Students who submitted their thesis during the monsoon semester and were registered in that semester may retain departmental property and workspace up to 31 December of that academic year.

(b) **Winter Semester**

- Students who submitted their thesis during the winter semester and were registered in that semester may retain departmental property and workspace up to 30 June of that academic year.

3. **Students Who Submitted Thesis but Were NOT Registered in the Semester**

(a) **Monsoon Semester Submission**

- Retention permitted up to 30 October.

(b) **Winter Semester Submission**

- Retention permitted up to 30 March.

Beyond the dates mentioned above, students are not permitted to occupy or retain any departmental property or workspace.

4. **Retention beyond Permissible Period**

- Students wishing to retain departmental property or workspace beyond the above-mentioned deadlines must obtain prior written permission from the Head of the Department (HoD).

5. **Departmental Authority**

- The department may take possession of cubicles, computers, or any other allocated resources after the permissible retention period without further notice.