

## Procedure for the Ph.D. Degree Program:

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The conduction, monitoring and evaluation of the Ph.D. Degree Program is mainly done by the Faculty Research Degree Committees (FRDC's) in consultation with the Director–Research & Consultancy and the final decisions at the various stages of the Ph.D. Degree Program are approved by Research Degree Committee (RDC) of the University. The constitution, roles, responsibilities and authority of these committees is described in detail in the **Ph.D. Ordinance** which should be followed in letter and spirit.

**Faculty Research Degree Committee (FRDC):** The FRDC plays very important role in Ph.D. Degree Program starting from the interview of the Ph.D. aspirants at the time of admission to finally the pre-thesis presentation by Ph.D. student seeking the permission to submit the thesis; therefore, constituted FRDC should have proper representation of the Faculty Members from all spectrums of research areas offered by that Faculty as well as member from other Institute/Faculty to address the interdisciplinary research. It can be achieved by accommodating all approved Ph.D. supervisors in the Faculty as the member of the FRDC. *The constituted FRDC should be approved by the Vice Chancellor and details of the approved FRDC should be submitted to the Office of Director–Research & Consultancy.*

**Ph.D. Supervisors:** A Permanent Faculty member having a Ph.D. degree and at least 2 research publications in reputed journals or with at least three years of teaching /research / industrial experience at minimum of Assistant Professor Level or its equivalent qualifies for the supervision of Ph.D. students. *A copy of the Ph.D. Degree, brief CV mentioning the specialized areas of research and research related activities such as list of publications, papers presented in the conferences etc. duly forwarded by the Director/Dean of the Institute/Faculty should be submitted to the Office of the Director–Research & Consultancy for formal approval by Vice Chancellor to the Faculty Member to be the University approved Ph.D. supervisor. The final approval of the same will be done by the RDC.*

### **Change in Supervisor:**

- a) If the Ph.D. supervisor is tentative supervisor i.e. prior to the approval of Synopsis, in such a situation Ph.D. supervisor can be changed on the request of student or if Ph.D. Supervisor resigns from the University. The FRDC appoints new Ph.D. supervisor to the student in consultation with Director– Research & Consultancy.
- b) If the appointment of the Ph.D. Supervisor is approved by the RDC with synopsis approval, in such a situation, the supervisor can only be changed on the request of student or if Ph.D. Supervisor resigns from the University. The FRC may recommend new Ph.D. supervisor to

the student in consultation with Director – Research & Consultancy which will require further approval by RDC.

## **Ph.D. Process**

**Admission:** University conducts the Research Aptitude Test (RAT) for the admission in Ph.D. Degree Course in which the NET/JRF qualified as well as candidates with M.Phil degree may be exempted from appearing in RAT. The NET qualified, M.Phil degree candidates and the Ph.D. aspirants from RAT qualified/merit list are called for interview by the FRDC to test their subject knowledge, communication skills and research aptitude. It is also expected from the FRDC to consider the following points while interviewing the Ph.D. aspirants:

- ✓ Availability of the Ph.D. supervisor in the research proposal submitted by the Ph.D. aspirant.
- ✓ If not, whether the Ph.D. aspirant agrees to pursue research in the field for which specialization is available in the Institute/Faculty.
- ✓ Finally, assess the suitability of the Ph.D. aspirant to conduct the research work for Ph.D. degree in the University.
- ✓ If candidate is found suitable then it is recommended to finalize tentative Ph.D. supervisor.

**Minutes of the meeting of the FRDC consisting of (a) Number of Category wise (GEN, OBC, SC/ST) seats available for admission (b) Number of Category wise Ph.D. aspirants appeared for interview (supported by attendance sheet) (c) Number of Category wise selected candidates (supported by merit list prepared during interview) along with the name of tentative supervisors (d) Any other observations, should be prepared and submitted to the Office of the Director–Research & Consultancy within 2 days after the interview.**

**Pre-PhD Course Work:** All Ph.D. candidates shall be required to undertake course work for a minimum period of one semester and at least of 12 Credits out of which 6 credits are of general type (research Methodology and Course related to Computer Application) and 6 credits are of specialization type (Subject Related Course and Literature Review Project). The candidate must obtain at least ‘C’ grade in all credits failing which the candidate will be declared as ‘Not Suitable’ and will not be eligible for further continuance of Ph.D. work.

**Relaxation in Course Work:** The FRDC may recommend the relaxation in Pre- Ph.D. course work to the Ph.D. students on the basis of following points

- (a) **Course work completion in other University/Institute:** On the request, the Ph.D. student may also complete the part of course work except LRP in any other University/Institute provided it is duly approved by the FRDC. After completion of that part of the course, the Ph.D. student must submit the final grades (mark sheet) to

the University. *The Literature Review Project (LRP) is mandatory hence no exemption can be sanctioned for the LRP.*

(b) *Exemption from Course work:* The Ph.D. students may be *exempted from one or more courses except the LRP* on the basis of previously completed relevant course work on the recommendation of the FRDC in consultation with the Director-R&C.

Ph.D. candidates (i) working in research organization/having sponsored research projects and published at least 5 research papers in peer reviewed impact factor journals (ii) worked at least 10 years at executive managerial positions in reputed organization/company and demonstrated high professional skills; may be exempted from all the course work except the (LRP) on special recommendation of the FRDC in consultation with the Director-R&C and approval by Vice Chancellor.

**Research Methodology:** This course is centrally designed by the Office of the Director-Research & Consultancy and approved by the RDC.

**Computer Application:** This course is designed by the Institutes and *approved by concerned the FRDC* and finally by the RDC.

**The Advance Subject Related Course[ASRC]:** It is a course on area of specialization, in which scholar interested to work, designed with integrative approach to develop ideas beyond the curriculum studied so far and to bridge the gap by interconnecting Post Graduate studies with proposed research. *The ASRC is designed by the Ph.D. supervisors and approved by the FRDC*

**Literature Review Project:** Literature Review Project (LRP) involves reviewing of published research in the relevant field under the guidance of Supervisor. *The FRDC will assess the submitted Literature Review Project report and conduct the presentation of Literature Review Project of the Ph.D. students of their faculty and submit the marks and attendance sheet to Office of Director-Research & Consultancy.*

**Synopsis Assessment & Approval:** Once the Pre-Ph.D. course is completed by the Ph.D. student, he/she should submit the duly signed synopsis prepared, as per the University guidelines, to the Office of Director- Research & Consultancy. Before signing the synopsis, *the Ph.D. Supervisor should assure that the proposed work in synopsis is original and has all elements mentioned in the University guidelines for synopsis preparation.*

The FRDC will arrange the open house pre-synopsis presentation by the Ph.D. student and **RECOMMEND** the synopsis (as it is or with minor corrections) for the RDC approval. It is *mandatory to have external expert member in the FRDC meeting for synopsis assessment. The Minutes of Meeting of the FRDC clearly mentioning the observations of members and recommendation of the committee for the synopsis (Name of Student, Title of the research work,*

**and Name of Ph.D. Supervisor's) along with attendance sheet of student should be submitted to the Office of Director–Research & Consultancy.**

If the *student's synopsis* is assessed as to be '*submit after minor corrections*' by the FRDC, all the suggestions should be either incorporated or defended by the candidate in consultation with his/her supervisor(s). **The Ph.D. student should submit a report and new synopsis duly signed by his/her supervisor(s) to the FRDC which will be forwarded with its recommendation to the Office of Director-Research & Consultancy. The synopsis and the appointment of the Ph.D. supervisor will be finally approved by the RDC.**

**Half Yearly Progress Report:** The Ph.D. student shall submit a duly signed progress report on the approved format every six months to the office of Director–Research & Consultancy for assessment in the meeting of the FRDC. The Progress report should contain the details of the research work carried out after the previous FRDC in which he/she had presented his/her progress/synopsis. The first date of submission of progress report in a year will be **15<sup>th</sup> March** and second report should be submitted before **15<sup>th</sup> September**. Twice in a year, the student will be assessed on the basis of their **Progress Report and PPT presentation** in the meeting of the FRDC in the months of **April-May** and **October-November**. **The FRDC should submit the minutes of meeting consisting the observations and suggestions of the committee about the progress of the Ph.D. student to the Office of Director Research & Consultancy.**

**Process of Thesis submission:** The Ph.D. candidate must achieve the following goals:

- a) The candidate must spend at least 2 years after the approval of synopsis.
- b) The candidate should have '**Satisfactory**' result on at least three of his/her half yearly progress reports by the FRDC.
- c) The candidate shall publish/get acceptance of **at least two research papers in peer reviewed refereed/indexed journal from his/her research work for PhD degree** with good impact factor before the submission of the thesis.

The Ph.D. student may write an application to Vice Chancellor seeking the permission to submit the thesis. This **application forwarded by the Ph.D. Supervisor, Dean/ Director of the Institute along with the abstract of the proposed thesis and supporting research related documentary evidences** should be submitted to the Office of Director–Research & Consultancy.

**Fulfillment of these conditions is bare minimum; it is advised to the Ph.D. supervisors to assess beforehand whether the aim and objectives mentioned in the synopsis are achieved.**

With the permission of Vice Chancellor, the Director–Research & Consultancy will issue a notification requesting the FRDC of concerned Institute/Faculty to arrange the open Pre-thesis presentation of the Ph.D. student. It is **mandatory to have external expert member in the FRDC** meeting for assessment of Pre-Thesis presentation. **The FRDC may provide suggestions for thesis to**

*the Ph.D. student and submit a report on its suggestions and recommendations to the Office of Director-Research & Consultancy.*

The FRDC will finally approve the permission for thesis submission by the Ph.D. student. If the permission for thesis submission is granted to the Ph.D. student by the FRDC, he/she should submit the thesis within six months from the date of permission by the FRDC. Further details about the thesis evaluation and award of Ph.D. Degree are given in the Academic Ordinance for Ph.D. Degree.