

Standard operating Process to award the Degree Doctor of Philosophy

Step First –

Before Registration

- Appear for the Ph.D. entrance exam, interview for admission, issue the provisional registration letter, and join course work classes.
- Contact the Department or Institute Head where Ph.D. work is being planned.
- Review of literature / Seminar and course work examination
- Allocation of the Guide and Constitute the Research Advisory Committee to prepare Synopsis.
- Presentation of a synopsis to the Department Research Committee (DRC)
- Modification of the synopsis as per DRC recommendations.
- Approved Synopsis Submissions to the Director of Research for URC
- Approval from the University Research Council.
- Modifications to the synopsis as per the recommendations of the University Research Council (if any)
- Resubmission of the synopsis to the department

Step Second –

After confirmation of registration *Process of research work*

- Ph.D. Research Work at a Designated Department/Institute/Approved Research Centre and present a progress seminar to the Research Advisory Committee RAC once every semester (every six months).
- Recommendation by the RAC regarding continuation, mid-course correction, or discontinuation depending on progress and quality of work after every six monthly progress presentation.
- If the RAC believes that the candidate is not making sufficient progress or is unlikely to complete his Ph.D. for any reason, the RAC in consultation with the Guide may recommend discontinuing the research work and cancelling the candidate's registration.
- RAC will encourage the candidate to write research papers and to communicate these to indexing journals for publication.
- After completion of sufficient research work and the specified minimum period after registration, if satisfied RAC recommends the writing of a pre-thesis report and presentation of the Pre-Thesis Report to the DRC.
- DRC may recommend further work if not satisfied or may recommend the writing of a thesis if satisfied. The recommendation of the DRC will also be sent to the research department.
- Within three months of submitting the thesis, the candidate will write and submit six copies of the thesis to the Research Department at MU.

Step Third –

After the submission of thesis to MU

- The Director Research sends the thesis to two reviewers selected by the Vice Chancellor, for their consent to review it. One of the reviewers will be from outside the state (preferably from a foreign university, where possible).
- On receiving consent from the reviewers, the director research sends the thesis to the reviewers for review, asking them to review the thesis and send their comments, in the prescribed format, within 45 days. Gentle reminders will be sent to the reviewers every 15

days after the expiration of the 45 days until they send the reviews. In case a reviewer fails to send the review within six months, the vice chancellor may identify another reviewer and ask the director of research to send the thesis for review.

- On the basis of reviews from two reviewers, if both reviewers recommend the thesis for award of a Ph.D., the Vice Chancellor will ask the Controller of Examinations to organize the defence of the thesis. The Committee for Defense will comprise at least one external examiner, who will normally be one of the reviewers.
- In case of non-recommendation or recommendation for additional work or major modifications to the thesis, the Vice Chancellor will advise the candidate and the Guide to do further work or modifications, as the case may be, in consultation with the Research Committee, and ask him to resubmit the thesis after complying with the instructions.
- If the reviews suggest that the candidate's registration be cancelled due to poor quality research work or unacceptable practises such as plagiarism, the Vice Chancellor may, after consulting with the Research Committee and giving the candidate a fair chance to present his or her case, order the candidate's registration to be cancelled.

Step fourth –

On successful defence of the thesis

- On successfully defending the thesis and receiving the recommendation of the defence committee, the candidate will be eligible for the award of the degree of Doctor of Philosophy (Ph.D.) on the day of defence. On receiving the recommendation of the Defense Committee, and a No Dues Certificate regarding clearance of all dues to the university, the Controller of Examinations will issue a provisional certificate to the effect that the candidate has successfully defended his thesis and has been declared eligible for the award of a Ph.D. degree. The provisional certificate will also state that the certificate has been issued in accordance with the provisions of the UGC Regulations for Award from time to time.

The candidate will be awarded the Ph.D. degree during the next convocation.

Departmental Research Committee

1	Dean Faculty / Director of the Institute / Head of the Departments (If Dean is convener than HOD shall be member)	Convener
2	Maximum Three Professors / Associate Professors of the department of the concern discipline	Member
3	Supervisor and (Co-Supervisor - If any) of the concern scholar	Member
4	One Senior Faculty from other relevant department nominated by Dean/Director Research	Member

Research Advisory Committee

1.	Head of the Department/Institute/Dean of Faculty (If Dean is convener than HOD/Institute shall be member)	Chairperson
2.	Supervisor of the Concerned Ph.D. Scholar	Convener
3.	Co- Supervisor (If any) of the concerned Ph.D. Scholar	Member
4.	One Senior Faculty from department and	Member
5.	One Senior Faculty from other department nominated by Dean/Director Research	Member

Defense Viva Voce Committee

1	Dean Faculty / Director of the Institute / Head of the Departments (If Dean is convener than HOD shall be member)	Convener
2	Supervisor and (Co-Supervisor - If any) of the concern scholar	Member
3	External Expert (Nominated by the Vice chancellor)	Member
4	Dean / Director Research or his/her Nominee	Member
5	Vice Chancellor Nominee	Member

The Documents are required in time to thesis submission –

1. DRC Minutes with Synopsis approval and copy of synopsis – Annexure - 1
2. RAC minutes with PPT/work completed by the scholar signed by supervisor and scholar – Annexure -2
3. Pre- Thesis Application form fill and signature by scholar, Supervisor and attested by HODs
4. Pre Thesis Presentation report with all suggestion
5. Final Thesis submission application form fill and signature by scholar, Supervisor and attested by HODs – Documents required in time of final thesis
 - a. Plagiarism report from MU Library signature and stamped by HOD Library
 - b. 2 Article copies checked and signature from Library
 - c. 2 Conference or Seminar certificate with Abstract in proceeding
 - d. Internal evaluation report by Supervisor
 - e. External Evaluation Panel as prescribed norms – Two from each state and one from one institutions

