Standard Operating Process to Award Degree of Doctor of Philosophy

1. Notification for the admission on website
2. Declaration / published the date of entrance examination by advertisement and notice on website
3. Question paper setup before 15 days of Entrance examination date
4. Information sent to applicant applied for the entrance examination
5. Conduction of Entrance examination online/offline
6. Evaluation and result declaration
7. Result information to candidate by email and inform for interview
8. Interview offline/online
9. Admission confirmation and asking to deposit fees
10. Orientation Program at University campus
11. Provisional Admission Letter issue with schedule of course work classes
12. Guide should be decide and inform
13. Course work examination
14. Review of Literature / Seminar
15. Course work result declaration
16. Issues the certificate and Grade / Mark card
17. Protocol / Synopsis submission and presentation
18. Title Approval from the University Research Council
19. Research Progress Committee meeting each six month (Minimum four Reports should be submitted)
20. Plagiarism Report and No dues certificate assigned from concerned departments
21. Pre Thesis / Synopsis PPT Presentation and report submitted to research department
22. Approval for final submission from Research Supervisor
23. After approval calling final submission of thesis
24. Submit a soft copy to Library for the updating on Shodhganga inflibnet
25. Asking expert list from supervisor
26. Vice Chancellor approval for expert
27. Hard / Soft copy sent for evaluation to two expert
28. Asking them for report in time
29. If changes required by expert/s informed to the Supervisor and Scholar
30. In terms of Positive report take approval of external experts from the Vice-chancellor for the Viva voce.
31. To conduct the viva voce
32. Successful completion of viva voce provisional degree may issue.
33. Approval to be award the degree from Executive Council
34. Issuance of Gadget Notification
35. Final degree awarded in convocation

Research Orientation Program

After the result declaration of the entrance examination research orientation program should be organised. This should be a one day scheduled program to become familiar with university research and academic staff especially with HOD etc.

Exercise proposed –

1. Original documents verification
2. Two sets of self-attested Xerox copies of all eligible documents deposit for file process.
3. NOC from employer / deceleration
4. Fees deposition
5. Issuance of Provisional admission letter

Supervisor allotment

Admission lists circulate to the concerned department and the head of the department should assign the supervisor and inform the research department for the further necessary action.

Course work classes-

- Syllabus should be upload either website or on ERP
- Online / Offline – Attendance record maintain
- Course work Report should be submitted to research department including attendance record of the students

Review of Literature / Seminar-

Discussed with scholars about his/her interesting area and advised them to read some article/books and seminar reviews in online or offline published journals and make a review paper with reference and submit this paper to the department.

The assigned two or three members committee shall constitute from the department to supervise and conduct the review of literature / seminar. The committee may permit scholars to present in an online via Google meet / Zoom meeting process and submit the hard copy to the department. The ROL / should be completed before the course work examination.

Course work Examination

1. July Batch should be in December third week this may be after completion of second residential course work classes.

2. January batch should be in June third week this may be after completion of second residential course work classes.

Protocol Presentation and Research Protocol Evaluation Committee (RPEC) Meeting as MURRPL award of Ph.D. 6 (6.4)

After Successfully completion of course work classes held online/offline HOD hereby advised to make a 3 members committee i.e. One supervisor and Two other senior faculties to advise the scholar about their research protocol preparation can be discussed online mode by <u>Google meet/ Zoom meeting</u> or by emailing or other contact process to complete and decide the date of final presentation in University Campus accordingly and submitted to the department for URC approval.

University Research Committee (URC) - There is URC empowered by Academic council shall monitor here all research work –

1. Approval of Title of Research and Guide
2. Change of Guide
3. Award of the degree

Research Progress Committee and its functions:

There is a Research Progress Committee defined in the MU Regulation 2014 for each M. Phil.; Ph.D. scholar. <u>Research Progress Committee (RPC) shall consist of the Guide/Co-guide and a minimum of three other senior faculty members with requisite expertise in the area of research.</u> Two members will be from within the department and one shall be either an external expert in the subject or from another department. <u>Head of Dept/Institute and Dean of concerned faculty if not members of the RPC shall be permanent invitees to all meetings of the committee.</u> The RPC will be constituted for each research scholar to monitor the progress of his research work at the end of each semester and recommend the continuation or otherwise of the registration in respect of that research scholar. At the end of each semester the research scholar will submit a progress report in the specified format for evaluation by the RPC. The candidate will also make a presentation to the RPC after submitting the progress report.

To review the research proposal and finalize the topic of research;

1. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
2. To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall appear before the Research Progress Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Progress Committee to the Institution/College with a copy to the research scholar. In case the progress of the research scholar is unsatisfactory, the Research Progress Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Progress Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

Pre Synopsis Submission~

A maximum 50 or 60 page summary of research work shall submit with PPT of his/her research work to the concerned department. The RPC members shall examine and give him/her a date for the PPT presentation to take pre-approval from the research department.

Final Submission

The supervisor and scholar hereby advised that before final submission they sent a plagiarism report in PDF format with soft copy thesis to the research department. After advice from the department email scholar shall submit his thesis to the department. Attaché checklist in his/her file all documents shall be completed and checked by Assistant registrar research then next process starts.

Evaluation of Thesis

1. Supervisor report submitted with thesis
2. 10 ten experts shall be call from expert

Out of these ten Hon' V.C. recommend two as evaluator and the thesis shall be sent by email to them with all Performa. Hard copy also sent them with a request that report shall be submitted in the month of email received.

Viva voice~

The Ph.D. thesis submitted by a research scholar evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the state or country. The viva~voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research progress Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

The public viva~voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is satisfactory and include a specific recommendation for conducting the viva~voce examination. If the evaluation report of the external examiner in case one of the evaluation reports of the external examiner is unsatisfactory and does not recommend viva~voce, the Institution shall send the thesis to another external examiner out of the approved panel of examiners and the viva~voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

Dr. Ashok Purohit
Director Research