



# **Minimum Standards and Procedure for Award of Doctor of Philosophy (Ph.D.) Degree Regulations, 2022**

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In exercise of the powers conferred by U. P. Private University act 2019 (State Private University) under clause 11 (D), the Academic Council of the University hereby makes the following Regulations, in conformity with University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.

## 1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Regulations shall be called "**Regulations & Minimum Standards and Procedure for Award of Doctor of Philosophy (Ph.D.) Degree Regulations, 2022 of Swami Vivekanand Subharti University (State Private University)**".
- 1.2 These revised Regulations shall come into force with effect from the academic year 2023 – 24 and are subject to such modifications as may be approved by the Academic Council from time to time.
- 1.3 These regulations will be meant for UGC governed Ph. D. program. However Ph. D. programmes governed through apex councils like NMC, DCI, NCI, PCI or any other will be governed by respective council norms.

## 2. ELIGIBILITY

Candidates can register for admission to Ph.D. program under one of the following categories: -

- a. Full time (Stipendiary/University JRF holders/others)
- b. Part Time: Internal
- c. Part Time: External

**The following are eligible to seek admission to the Ph.D. programme:**

### 2.1 Candidates who have completed:

- 2.1.1. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. The privilege of 5%

relaxation shall also be extended to the Buddhist community to fulfill the objectives of the parent Trust.

2.1.2 Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. The privilege of 5% relaxation shall also be extended to the Buddhist community to fulfill the objectives of the parent Trust.

2.1.3 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. The privilege of 5% relaxation shall also be extended to the Buddhist community to fulfill the objectives of the parent Trust.

## **2.2 Full Time Candidates**

Candidates who are stipendiary, including recipients of the University JRF Fellowship/ or Fellowships in project positions from funding agencies, industries, governmental and non-governmental agencies or pursuing only Ph.D. on a full time basis would be considered for admission to Ph.D. program as full-time research scholar.

2.2.1 Full Time candidates in Faculty of Medicine/ Dentistry / Pharmacy / Nursing / Physiotherapy / AYUSH:

Every candidate who presents himself/herself for registration for the Degree of Doctor of Philosophy (Ph.D.) in Medicine, Surgery and other specializations must possess any one of the following educational qualifications, awarded by this University or of any other University or any other qualification recognized by this University as equivalent there to: -

1. Degree of Doctor of Medicine (D.M.);
2. Degree of Master of Chirurgie (M.Ch.);
3. Degree of Doctor of Medicine (M.D.);
4. Degree of Master of Surgery (M.S.);

5. Degree of Master of Science (M.Sc.) in the Faculty of Medicine;
6. Postgraduate Diploma in the Faculty of Medicine and
7. Diplomate of National Board of Examinations of India
8. Degree of Master of Dental Surgery (M.D.S.)
9. Degree of Master of Pharmacy (M. Pharm)
10. Degree of Master of Science of Nursing (M.Sc. Nursing)
11. Degree of Master of Master of Physiotherapy (M.P.T)
12. Degree of Master of Doctor of Medicine (M.D.) – AYUSH Stream

2.2.2 Full Time Candidates (Non-Medical Disciplines):

A candidate who presents himself/herself for registration for the Degree of Doctor of Philosophy (Ph.D.) must possess any one of the following educational qualifications, awarded by this University or of any other recognized University or any other qualification recognized by this University as equivalent thereto with eligibility as specified in 2.1.1, 2.1.2 & 2.1.3 in the Faculty of Allied Health Sciences / Biomedical Sciences & Technology / Management Sciences / Public Health / Clinical Research / Sports & Exercise Science / Engineering & Technology/ Law/ Fine Arts/ Education/ Management/ Commerce/ Pharmacy/Arts & Social Sciences / Science / Buddhist Studies etc.

**2.3 Part Time Research Candidates (Internal)**

2.3.1 A candidate who fulfils the regulations as per the qualifications specified in the Regulations (2.2 & 2.3) and possesses at least one-year continuous experience as teaching faculty/ researcher in a Department/ Constituent college / Research Centre of this University on the date of provisional registration, may be permitted to register himself/herself as a part time scholar (internal) for Ph.D. Degree.

2.3.2 Notwithstanding anything contained in these regulations, those who are working in Subharti Medical College, SVSU as PG Tutor/ Senior Resident involved in Teaching/clinical training may apply as part time internal candidate on approval of Vice Chancellor of this University.

2.3.3 Attendance requirement: Part time External candidate shall be required to pursue his/her Course work under the assigned facilitator for at least 6 months for instruction/discussion etc, and complete the Course Work. The facilitator shall submit the certificate of attendance to the Controller of Examinations.

**2.4 Part Time Research Candidate: External**

2.4.1 A candidate who fulfils the regulations as per the qualifications specified in the Regulations (2.2 & 2.3) and working outside this University may be permitted to register himself/herself as a part time scholar (external) for Ph.D. Degree.

2.4.2 Attendance requirement: Part time External candidate shall be required to pursue his/her Course work under the assigned facilitator for at least 6 months for instruction/discussion etc, and complete the Course Work. The facilitator shall submit the certificate of attendance to the Controller of Examinations.

2.4.3 No Objection Certificate (NOC) from the parent organization from the appropriate authority in the organization where the candidate is employed, has to be submitted by the Candidate before registration, clearly stating that:

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

### **3. DURATION OF RESEARCH WORK**

3.1 Ph.D. programme shall be for a minimum duration of three (3) years including course work, and a maximum of six (6) years.

3.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of Swami Vivekanand Subharti University, but not beyond more than two years (Maximum 8 years).

3.3 Women candidates and Persons with Disabilities (more than 40% disability) may be allowed a relaxation of two years for a Ph.D. in the maximum duration (Maximum 10 Years). In addition, women candidates may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of Ph.D.

3.4 For student exchanges, provided that they contribute significantly to the completion of the thesis, leave of absence may be granted from the second year onwards on the following basis:

- a) Research expeditions (less than one month): authorized by the supervisor and head of the department;
- b) Research missions (more than one month): proposed by the department and approved by the Research Advisory Committee for working in National/International Research Laboratories or Centers of Excellence; and
- c) Exchange programmes: proposed by the department and approved by the Research Advisory Committee for working in the Institutions in India/abroad.
- d) Full time Scholars can avail maximum of 15 days of Casual leave in a calendar year other than this.

### **4.0 FINALISATION OF VACANT SEATS:**

4.1 Asst. Registrar/ Addl. Registrar (academics) will prepare final list of vacant seats and supervisor available in the departments and put up to Hon'ble Vice Chancellor twice in a year (in May & November as per the Ph. D timeline) with proposed date of Entrance test & will issue a notification at least 45 days prior to Date of Entrance

Test which will be published on the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, examination centre (s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the prospective candidates.

- 4.2 Asst. Registrar/ Addl. Registrar (academics) shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department, along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

#### **5.0 CONFIRMING ELIGIBILITY CRITERIA:**

- 5.1 Once application is received by post or online or submitted by hand, Assistant/ Additional Registrar will get their eligibility verified by concerned HoD/ Dean (Refer Clause 2).
- 5.2 Once the eligibility of the applicant is confirmed, the list of confirmed candidates will be made available to the Office of COE. The candidate will fill the Entrance Exam Form with all the required details. Hall ticket for entrance test will be issued to the applicant, clearly mentioning the Roll number, Exam Schedule, COE's Signature & Invigilator signature space (if it is offline). Examination rules will be printed at the back of the admit card/ Hall ticket.
- 5.3 All these activities must get completed including issuance of admit card with at least one week before Date of Entrance Test. Assistant/ Additional Registrar will maintain the record of subject-wise received application with a consolidated summary of applicants.
- 5.4 Responsibility of conducting Entrance Test will be of Controller of Examination

#### **6.0 SYLLABUS AND PATTERN OF ENTRANCE EXAMINATION & DECLARATION OF RESULT:**

- 6.1 Syllabus for Entrance Examination is available at the university website [www.subharti.org](http://www.subharti.org) under Ph.D. Programme.
- 6.2 The duration of the Entrance examination will be 2 (two) hours.
- 6.3 The Entrance Examination will be conducted in English language only (Except for Ph.D. in other language subjects). The question booklet will consist of 100 multiple choice questions (single best response).
- 6.4 The written test will have two sections, Section A & B.
- 6.5 Section-A Research Methodology: Common to all disciplines will have 50 questions (answering all questions will be mandatory).
- 6.6 Section-B Discipline Specific will have 50 questions: Candidates will attempt questions from his specialization.
- 6.7 Candidates scoring 50% marks or more in the Theory Entrance Examination will be called for Interview. However, candidates belonging to SC, ST and OBC (creamy

layer) Category, due 5% relaxation will be given as per government/ UGC norms. Provided that the 5% relaxation privilege shall also be extended to the Buddhist community to fulfill the objects of the parent Trust.

6.8 After Successful Completion of the Written Entrance test, it is Controller of Examination will declare Written Entrance Test result within two weeks of the Test.

6.9 The results of the Entrance Exam will be valid only for the session/ admission cycle the candidate has applied/appeared for.

6.1 The Vice-Chancellor/Dean (Research) will constitute the Committee for conducting Interviews for Provisional Admission for Ph.D. program. The Director/Dean (Research) will be the Chair of the Admission Committee with representatives from concerned disciplines.

6.1 Assistant / Additional Registrar (A) will forward the list of successful applicants to concern Deans for personal interaction at the earliest.

6.1 Interviews will be held at the University campus and those eligible will be notified to attend the Interviews on the specified date and time.

6.1 During the interview each candidate will be assessed for his/her research aptitude, educational background, Master's degree thesis or previous research experience, and career goals in the future. The interview/viva voce shall also consider the following aspects, viz. whether:

- a) The candidate possesses the competence for the proposed research;
- b) The research work can be suitably undertaken at the Institution/College;
- c) The proposed area of research is relevant & can contribute to new/additional knowledge in thrust areas.

6.1 Concerned Deans will forward their interaction marks to Assistant / Additional Registrar for final tabulation to declare result.

6.1 While tabulation of received marks is being done 70% weightage will be given to written examination marks and 30% will be of Personal interaction/interview

6.1 Marks once finalized, successful candidate list will be approved by Hon'ble Vice Chancellor before putting it on website and issuing provisional offer letter with Fee schedule to successful candidates.

6.1 All these activities shall be completed within one month from Date of Examination.

## **7.0 SCHOLAR'S REGISTRATION**

7.1 The candidate shall deposit the required fee within 15 days of the issuance of offer letter by Assistant/ Additional Registrar (Academics). The date of commencement of Ph.D. programme will be specified in the offer letter which will be 15 days after the last date of fee submission. This date will be considered for the purpose of calculation of duration of Ph.D. / Late fee / Extension Fee.

7.2 The candidate will deposit the copy of fee receipt and all the self-attested required documents to the Office of Assistant/ Additional Registrar (Academics) for registration in PhD program. Assistant/ Additional Registrar (Academics) will

collect all the self-attested copies of the document along with finger prints and other details.

- 7.3 Based on received documents, Assistant/ Additional Registrar (Academics) will fill and generate Enrolment form of the Scholar, which will be forwarded to the concerned Dean who will verify and forward duly signed Enrollment Form with required documents to the office of the Controller of Examination for generation of Enrollment number.

**Following Documents to be submitted:**

- a. Date of birth (DOB) certificate or High School (Class Ten) Certificate with DOB (required for all candidates).
  - b. SC/ST/OBC/ (Non Creamy layer)/ Buddhist Certificate if applicable.
  - c. Sponsorship certificate for sponsored candidates.
  - d. GATE/CSIR/UGC NET score card.
  - e. Copies of mark/grade sheets.
  - f. No Objection/relieving Certificate from employer (for employed candidates).
  - g. The Demand draft for the Application & prescribed Test Fee.
  - h. Two letters of reference.
- 7.4 Once the Enrollment number is generated that will complete his/her registration process.

**8.0 COURSE WORK, COMMENCEMENT & SUBMISSION OF RESEARCH PROPOSAL:-**

- 8.1 The DRC will allot a facilitator to each scholar at the earliest (maximum within one month after registration) to assist the scholar to prepare his/her Research Proposal at the same time allotted facilitator, will encourage research scholar to commence course work at the earliest.

**8.2 COURSE WORK EXAMINATION**

After registration and allotment of facilitator, course work will have to be completed within 7 months (maximum) of the commencement of Ph. D. Programme by the department. On completion of such course work of instruction, there shall be a course work examination.

- 8.2.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018 (Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.

- 8.2.2 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

- 8.2.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the



programme and submit his or her thesis. In case the candidate Fails a course in the first attempt that course exam will be repeated until he obtains  $\geq 50\%$  for the said course and  $\geq 55\%$  in aggregate.

- 8.2.4 The facilitator shall be Convenor of Practical/internal examination related to course work. Every scholar shall be examined by written and viva voce examination to assess his/her skills. Grades/Marks in the course work, including research methodology courses shall be finalized after a combined assessment by office of COE and RAC.
- 8.2.5 The report shall also specify fitness of scholar to proceed with research work for the Degree of Doctor of Philosophy (Ph.D.) and shall be submitted by Research Supervisor/ Convenor to the Controller of Examinations within 15 days from date of the Research Methodology Examination.
- 8.2.6 If any research scholar fails to qualify in course work Examination, he/she should undergo the course for a further period of six months and at end of the said period, he/she shall be examined again, & if successful minimum period prescribed for submission of thesis shall be extended by 6 more months.
- 8.2.7 A research scholar, who does not qualify even at the second attempt, shall not be permitted to continue his/her research work and his/her provisional registration shall be cancelled by the Vice-Chancellor.
- 8.2.8 If a scholar fails to clear the Course work Examination at the end of 18 months after provisional registration, without any prior approval/permission his/her provisional registration shall be cancelled by the Vice-Chancellor without any further reference to the scholar.
- 8.2.9 In extraordinary circumstances, a request may be made with appropriate justification for extension of time to appear for course work Examination, to be considered by the Vice-Chancellor. Such a request must be forwarded by the RAC and submitted in advance of the dates of the Research methodology examinations. The maximum period of extension granted will be 6 months. Failure to appear for RME beyond this period will result in cancellation of his/her provisional registration by the Vice-Chancellor without any further reference to the scholar.

8.2.10 **Course Work codes & Mark distribution**

S N	Course Code	Course Title	Credits	Total
1	Ph.D CW 001	Research Methodology	4	100
2	Ph.D CW 002	Computer Application	2	50
3	Ph.D CW 003	Statistical Analysis	2	50
4	Ph.D CW 004	Research and Publication Ethics	2	50
5	Ph.D CW 005	Subject Specific (Subject/ Specialty to be specified. For Example: Anatomy)	4	100
6	Ph.D CW 006	Viva Voce	2	50
		<b>TOTAL</b>	16	400

**Note:** For the Course work exams departments may design their department wise syllabus with minimum of 14 credit hours & approved as per norms. Sl. No. 1 & 4 will be compulsory for all disciplines/ branches.

8.1.11 **CGPA can be calculated as follows For example:-**

Course code	CW- 001	CW- 002	CW- 003	CW- 004	CW- 005	CW- 006
Course credit	4	2	2	2	4	2
Marks in %ge	62	55	60	50	52	58
Grades as per grading scale	6.5	5.8	6.3	5.3	5.5	6.1
Grade Points (credit x grades)	4x6.5=26.0	2x5.8=11.6	2x6.3=12.6	2x5.3=10.6	4x5.5=22.0	2x6.1=12.2
Cumulative Grade point Average (CGPA)	<b>Total grade points</b> 26.0+11.6+12.6+10.6+22.0+12.2= 95.0 <b>Total credits</b> 4 + 2 + 2 + 2 +4+ 2 = 16 <b>CGPA</b> 95/16 = 5.94					

**If candidate scored CGPA- 5.8, he/she can be declared pass in Course Work Exam.**

**UGC Grade Scale**

Marks (in %)	Grade Point	Grade
97.0 – 100	10	O
87.0 – 96.9	9.0 – 9.9	A+
77.0 – 86.9	8.0 – 8.9	A
67.0 – 76.9	7.0 – 7.9	B+
57.0 – 66.9	6.0 – 6.9	B
47.0 – 56.9	5.0 – 5.9	C
37.0 – 46.9	4.0 – 4.9	P
Below 37.0	0	F
Absent	0	Ab

Percentage 37.0 – 46.9%	
GP- 4.0 – 4.9	Grade- P
Marks (in %)	Grade Point
37.0 – 37.9	4.0
38.0 – 38.9	4.1
39.0 – 39.9	4.2
40.0 – 40.9	4.3
41.0 – 41.9	4.4
42.0 – 42.9	4.5
43.0 – 43.9	4.6
44.0 – 44.9	4.7
45.0 – 45.9	4.8
46.0 – 46.9	4.9

Percentage 57.0 – 66.9%	
GP- 6.0 – 6.9	Grade- B
Marks (in %)	Grade Point
57.0 – 57.9	6.0
58.0 – 58.9	6.1
59.0 – 59.9	6.2
60.0 – 60.9	6.3
61.0 – 61.9	6.4
62.0 – 62.9	6.5
63.0 – 63.9	6.6
64.0 – 64.9	6.7
65.0 – 65.9	6.8
66.0 – 66.9	6.9

Percentage 77.0 – 86.9%	
GP- 8.0 – 8.9	Grade- A
Marks (in %)	Grade Point
77.0 – 77.9	8.0
78.0 – 78.9	8.1
79.0 – 79.9	8.2
80.0 – 80.9	8.3
81.0 – 81.9	8.4
82.0 – 82.9	8.5
83.0 – 83.9	8.6
84.0 – 84.9	8.7
85.0 – 85.9	8.8
86.0 – 86.9	8.9

Percentage 47.0 – 56.9%	
GP- 5.0 – 5.9	Grade- C
Marks (in %)	Grade Point
47.0 – 47.9	5.0
48.0 – 48.9	5.1
49.0 – 49.9	5.2
50.0 – 50.9	5.3
51.0 – 51.9	5.4
52.0 – 52.9	5.5
53.0 – 53.9	5.6
54.0 – 54.9	5.7
55.0 – 55.9	5.8
56.0 – 56.9	5.9

Percentage 67.0 – 76.9%	
GP- 7.0 – 7.9	Grade- B+
Marks (in %)	Grade Point
67.0 – 67.9	7.0
68.0 – 68.9	7.1
69.0 – 69.9	7.2
70.0 – 70.9	7.3
71.0 – 71.9	7.4
72.0 – 72.9	7.5
73.0 – 73.9	7.6
74.0 – 74.9	7.7
75.0 – 75.9	7.8
76.0 – 76.9	7.9

Percentage 87.0 – 96.9%	
GP- 9.0 – 9.9	Grade- A+
Marks (in %)	Grade Point
87.0 – 87.9	9.0
88.0 – 88.9	9.1
89.0 – 89.9	9.2
90.0 – 90.9	9.3
91.0 – 91.9	9.4
92.0 – 92.9	9.5
93.0 – 93.9	9.6
94.0 – 94.9	9.7
95.0 – 95.9	9.8
96.0 – 96.9	9.9

Marks Percentage 97.0 – 100%	
GP- 10	Grade- O

## 9.0 INITIALISATION OF RESEARCH WORK

- 9.1 After successful completion of Course Work Exam, the research scholar will submit his/her Research Proposal to the Chairman DRC who will forward the research proposal to Departmental Research Committee (DRC) for evaluation.
- 9.2 DRC will screen the research proposal and after modifications/corrections (if required), will allow the scholar to proceed with his/her proposal. The DRC will assign a facilitator for the scholar to guide, while preparing synopsis. In case of inter-disciplinary topics, a co-facilitator will also be allotted from other departments of SVSU, on case-to-case basis
- 9.3 The DRC will evaluate the proposed synopsis and if considered necessary, the synopsis together with the name of the facilitator will be recommended and submitted by the DRC to the Research Degree Committee (RDC) for approval.
- 9.4 The Dean Resesarch/ Director of Research will attend all DRCs related to the Synopsis preparation of Research scholars as University Observer. After DRC meeting, proposed synopsis or minutes of DRC meeting will be forwarded to Additional Registrar (A) after clearance by the Dean/ Director of Research, HOD & other members of DRC.
- 9.5 Research scholar will present his/her synopsis of proposed research work before RDC for approval.
- 9.6 After the approval of RDC, the facilitator will act as the Supervisor & Convener of Research Advisory Committee (RAC) for the scholar. All correspondence and communication will be done by the Supervisor to the Additional/Asst. Registrar (A). Supervisor will communicate to the scholar with a copy to the Dean / HOI.
- 9.7 If RDC rejects the synopsis of any scholar, the scholar will prepare & submit fresh synopsis within next two (02) months, with the help of research Supervisor. This new synopsis will again be submitted to the DRC and thereafter will be duly forwarded to the RDC (with Re-RDC fee).
- 9.8 After successful approval of the RDC the Research Scholar will begin his Research work, collection of data etc.
- 9.9 A research scholar shall appear before the RAC 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 carrying 03 (three) credits each shall be submitted by the RAC to the Addl. Registrar /Asst. Registrar (A), with a copy to the research scholar.
- 9.10 In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.

## **10. QUALIFICATIONS FOR RESEARCH SUPERVISOR/ RESEARCH CO-SUPERVISOR**

10. A full-time faculty/scientist desiring to be recognized as a Research Supervisor,<sup>1</sup> shall apply in the prescribed application form. This shall be placed before the Director (Research) for making suitable recommendations to the Vice-Chancellor for approval or otherwise as a Ph.D. Research Supervisor. On such approval, the Research Supervisor will be intimated that he/she has been recognized as Research Supervisor for Ph.D. research.
10. All regular faculties, who have completed their Ph.D., will qualify to become Ph. D.<sup>2</sup> Supervisor. Professors/ Associate Professors should have published at least 5 and Assistant Professors 3 Research Papers in peer reviewed Journals. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Eligible faculty members can guide Ph. D. Scholars during their probation period also.
10. In areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Honorable Vice Chancellor may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.<sup>3</sup>
10. A research supervisor shall not undertake to offer guidance for Ph.D. work to any<sup>4</sup> of his/her first-degree relatives.
10. In case of topics which are of inter-disciplinary nature where the Department<sup>5</sup> concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution. In such cases Co-supervisor will have to submit NOC to the University DRC before the committee.
10. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight<sup>6</sup> (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time. However in case of International research scholars an additional of two (2) scholars can be supervised by the supervisor.
10. At any point, the total number of Ph.D. scholars under a faculty member, either as a<sup>7</sup> supervisor or a co-supervisor, shall not exceed the number prescribed in clause 11.7
10. Faculty members with less than three years of service before superannuation shall<sup>8</sup> not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

**Note:** The Research Supervisor should declare the number of Ph.D. scholars registered with him/her periodically to the University/College.

#### **11. CHANGE OF FIELD OF RESEARCH**

- 0 If a change of field of research becomes necessary, the research scholar should make a requisition seeking permission for change duly recommended by the Research Supervisor and RAC within one year from the date of provisional registration. Permission for change of field of research may be granted by the Vice-Chancellor considering the merit of each such request. No further change in the field of research shall be permitted thereafter.

## 12. PUBLICATION OF THE THESIS

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12. An approved thesis may be published in full as a book or in parts only with the permission of the University with due acknowledgment. (Vide Declaration form in the prescribed format). However, a scholar can during the course of his/her research, publish papers in peer-reviewed/indexed research journals as advised by his/her Research Supervisor, in accordance with Regulations. Copy right on such book publication will be jointly owned by the University and the Candidate.
12. **Plagiarism**– University approved Plagiarism Software from time to time will be used to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. The Plagiarism score through the software shall not exceed 10% or as per UGC anti-plagiarism regulation in this regard time to time.

## 13. SUBMISSION OF THESIS

0

13. Prior to the submission of the thesis, the scholar shall make a Presentation / Pre-submission Seminar in the Department before the RAC of the scholar, which shall also be open to all faculty members and other research scholars of the Institution concerned.
13. All the scholars are required to submit the thesis after completion of their research work. Submission of thesis can be done within three years but not before 30 months from the date of first fee submission.
13. **Publication** -Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

## 14. EXTENSION PERIOD FOR SUBMISSION

0

14. PhD scholar can submit his/her PhD thesis after completion of three years duration of PhD program; he/she will be entitled for one month of buffer period to do so without any extension fee. He/ She will have to apply for the same with all relevant documents.
14. The buffer period will be counted from the date of completion of 03<sup>rd</sup> year of his/ as per the date of the start of course work in the offer letter. If he/she fails to submit the PhD thesis (with all required documents) to the concerned University authority through Dean/ HOI within buffer period, after the expiry of the buffer period, full extension fee will be charged as per university rules.

## 15. THESIS EVALUATION

0

15. The Additional/ Assistant Registrar (Academics) will obtain no-dues from Accounts Department. If there are any dues as intimated by the Accounts Department, this

will be communicated to the scholar to clear, so that evaluation process may be commenced.

15. The Research Supervisor once satisfied with submitted Ph.D. thesis COE/ Candidate  
2 will upload the thesis on ERP in soft copy under intimation to the office of Controller of Examination for online evaluation.

15. Vice-Chancellor shall approve the names of two External Examiners from the panel  
3 of 6 examiners and his/her Research Supervisor for thesis evaluation. These names will be sent to Controller of Examination for information and necessary action. Whenever possible one of the external examiner can be chosen from outside the country.

15. The External examiners shall be requested to submit their individual reports within  
4 three months of the receipt of the thesis. In case, an examiner does not send his/her report within the specified period, a reminder request shall be sent to him/her. This shall be followed by a second reminder request after one month.

15. If the report is not received from the External Examiner even after one month of 2nd  
5 reminder, his/ her Examiner-ship may be cancelled and the thesis will be recalled. There after a new examiner shall be appointed from the existing panel of examiners.

15. The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both  
6 the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Higher Educational Institution concerned shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

15. In case of rejection of Ph.D. thesis, the Supervisor will also be given a letter of  
7 caution.

#### 16. **VIVA VOICE EXAMINATION**

0

16. The Vice-Chancellor shall appoint the Board of examiners in which there will be  
1 one External Examiners from the panel of Examiners who has already evaluated and approved the thesis and second examiner will be the Supervisor of candidate who will act as Internal Examiner for conducting the open Viva-Voce Examination. The Supervisor shall fix the date for the Viva-Voce with the consent of External Examiners and HOD. The Viva-Voce should normally be conducted maximum within one month of the acceptance of the thesis.

16. If the Examiners recommend a change/improvement or required information, the  
2 second Viva-Voce shall be conducted normally after a period of one month but within six months from the date of the first Viva-Voce.

16. The entire process of evaluating a Ph. D. thesis, including the declaration of the  
3 viva-voce result, should be completed within a period of six (6) months from the date of submission of the thesis.

## 17. AWARD OF PH.D. DEGREE

0

17. **Depository with INFLIBNET:** Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

17. Prior to the actual award of the degree, a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2022 will be issued by the University.

17. Scholars have to obtain 100 credits with minimum 55 grade points for Ph.D. degree. The year of award of the Ph.D. degree shall be the same as the year of Viva-Voce examination on the basis of which the Ph.D. degree has been awarded.

17. The Credits for the whole Ph.D. Programme are allocated as below:

4

SN	Details/ Section	Total Credits	Description	Minimum Required
1	Course Work	14	Refer Point 8.2	8
2	6 monthly RAC report	12	1st 6 Monthly Report- 2 Credit 2nd 6 Monthly Report-2 Credit 3rd 6 Monthly Report- 2 Credit 4th 6 Monthly Report- 2 Credit 5th 6 Monthly Report- 2 Credit 6th 6 Monthly Report- 2 Credit Minimum Score per six monthly report should be 1 credit and a minimum cumulative score of 7 out of 12 is mandatory	7
3	Core Research Work	23	Research Gap-3 Research Questions-(Relevance & framing)- 2 Appropriate study design for research questions- 3 New Knowledge Generated-5 Analysis of data- 5 Translatory component-5	12
4	Pre -submission Viva-voce	5	Presentation- 2 Credit Summary- 1 Credit Q & A- 2 Credit	3
5	Open Defence viva-voce	10	Incorporation of suggestions for pre-defence viva -3 credit Quality of presentation-2 credit Invocation of viva- 5 Credits	6
6	Publication & Dissemination of data	30 10 per publication	Scopus/Pubmed/Web of Science- Up to 2 –7 Credit More than 2 - 10 Credit Protocol-5 Credits Patent Publication-10 Copyright- 5 Credits Oral Presentation @ National Conference -5 Credits Oral Presentation @ International Conference-7 Credits	16
	MOOC/ SWAYAM	6	3 per course	3
	<b>TOTAL</b>	<b>100</b>		<b>55</b>



**\*A minimum of 50% is required for each of above head**

**\* The Scholar has to acquire a minimum of 55% credits so as to qualify for appearance at the Final Open Defence Viva-voce.**

18. **RETENTION OF CREDITS AND ACQUISITION OF CREDITS TO MITIGATE THE SHORTFALL:**

Any Scholar who does not score the requisite credits in the evaluation of the PhD Programme shall be able to retain the acquired credits for a period of one Year. In this Interim Period the Scholar is expected to fortify his/her Research work and acquire the necessary credits essential to be eligible for the conferment of the degree. The Scholar can acquire the necessary credits to mitigate the shortfall in the credit scored in the following ways:

- a) Generation of an additional publication
- b) Generation of Copyrights
- c) Generation of Patent publication
- d) Oral Presentation (National& International)
- e) Take an additional course from SWAYAM/MOOC

19. **ADD-ON CREDITS**

19. The UGC notifications vide ref.No.D.O.F.No.I-11/2020 (SWAYAM) dated 26th March, 2021, has enlisted stipulated SWAYAM/MOOC courses for PhD Scholars. The Scholar can avail of these courses for additional benefit for allocation of Credits. The Policy of Add-on Credits will be as follows.

19.1.1 Other than the University notified Credit Policy of Credits for PhD Programme, the candidate can avail of the Add-on credits from the list of SWAYAM/MOOC courses declared by the UGC. The benefit to the Scholars would be under the following circumstances:

- a) These Credits will be added to the Credits acquired by the Scholar and may therefore help him/her in acquiring the requisite credits for conferment of the PhD Degree. E.g:- The Scholar scores a total of 47 Credits in the PhD Programme and has an add-on credit of 10 by way of SWAYAM/MOOC Courses. So,  $47+10= 57$  makes him eligible for conferment of PhD.
- b) Even if the Candidates have scored 55% and above the credits acquired through SWAYAM/MOOC Courses will still be added to the total number of Credits ensuring that the total number of credits scored by the Scholar are not more than 100.
- c) The Credits acquired through SWAYAM/MOOC shall be depicted separately as add on credit in the mark-sheet.

20. **DECISION BY VICE-CHANCELLOR**

In all other matters not specifically covered under these regulations, the Vice-Chancellor may take a decision having regard to the circumstances of the case, if deems necessary, he may refer the matter to the Board of Research Studies, for suitable recommendations for taking a decision.

21. **TRANSITORY PROVISION**

0 These revised Ph.D. regulations shall come into effect from 2023-24 session. However, in the case of scholar registered for Ph.D. program prior to the said session, the previous regulations shall be applicable.

22. **ANNEXURES**

- 0
1. Duties & Responsibilities of Research Supervisor
  2. Proforma for the Marking in interview
  3. Proforma for Synopsis
  4. Proforma of six monthly progress report
  5. Proforma for Plagiarism Verification
  6. Feedback Proforma for Pre Submission Seminar
  7. Report of the viva-voce examination on the thesis
  8. Research Committees
  9. Proforma Candidates Offer Letter

**DUTIES & RESPONSIBILITIES OF RESEARCH SUPERVISOR**

This document outlines the typical duties expected of the post Research Supervisor. The descriptions of the post cannot be exhaustive and the post-holder may be required to undertake other duties, normally these will be broadly in line with the listed key responsibilities. Roles and responsibilities may also be subject to change.

**Summary of post:**

The key role of a research degree supervisor is to mentor, assist and support a student throughout their academic studies.

**Duties and Key Responsibilities:**

- Ensuring compliance with all University policies and regulations, including the key policies and procedures relating to supervision and examination.
- Being familiar with the following key document: STANDARD OPERATING PROCEDURE & REGULATIONS FOR Ph. D. PROGRAMME THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
- At the beginning of the student's research the supervisor will give details of the facilities available in the Department and any regulations or constraints governing their use. Supervisors are encouraged to ensure that their students attend the departmental Induction programme, including those students who commence their study outside of the normal period.
- In the initial period, supervisors will give appropriate guidance about the nature of research and the standard expected, and about how to plan the programme so as to ensure that the normal expectation of submission of the thesis within three years may be met. Students are expected to complete a research synopsis and complete the course work within the first six months of study and supervisors will advise on this.
- Ensuring that students are informed of the milestones they must complete in order to progress with their studies.
- The candidate shall be required to work under the Research Supervisor directly at least for 6 months for instruction/discussion etc, and complete the Course Work during the prescribed period of research work. Research Supervisor at this University shall guide and facilitate the Research Scholar and submit the certificate of attendance to the Controller of Examinations along with six monthly progress reports within the stipulated time frame.
- The Research Supervisor shall be the Convenor of the Research Methodology Examination.
- The detailed report submitted by the Research Supervisor/Convenor duly attested by the other members shall contain the details of procedure followed for the written evaluation, experimental models, Viva-Voce etc., and the percentage of marks secured by the scholar as per the standard format.
- The report shall also specify the fitness of the scholar to proceed with the research work for the Degree of Doctor of Philosophy (Ph.D.) and shall be submitted by the Research Supervisor/ Convenor to the Controller of Examinations within 15 days from the date of the Research Methodology Examination.
- Supervisor will also act as the Convener of Research Advisory Committee (RAC) for the scholar; other members of the RAC will be one nominee of Dean & one nominee of HOD. All correspondence and communication will be done by the Supervisor to the Additional/Asst. Registrar (A). Supervisor will communicate to the scholar with a copy to the Dean / HOI.
- If RDC rejects the synopsis of any scholar, the scholar will prepare & submit fresh synopsis within next two (02) months, with the help of research Supervisor.
- Supervisors will go over their students' data and be reassured of its quality and integrity. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. The Plagiarism score through the software shall not exceed 10%.
- Supervisors will guide students on the relevant use of library facilities, including approaching original literature and sources with a critical attitude and will give guidance on matters related to copyright and on avoiding plagiarism.
- The Research Supervisor once satisfied with submitted Ph.D. thesis he/she will upload the thesis on ERP in soft copy under intimation to the office of Controller of Examination for online evaluation.

- If a change of field of research becomes necessary, the research scholar should make a requisition seeking permission for change duly recommended by the Research Supervisor and RAC within one year from the date of provisional registration. Permission for change of field of research may be granted by the Vice-Chancellor considering the merit of each such request. No further change in the field of research shall be permitted thereafter.
  - In case of rejection of Ph.D. thesis, the Supervisor will also be given a letter of caution.
  - For Viva-Voce one External Examiners from the panel of Examiners who has already evaluated the thesis and second examiner will be the Supervisor of candidate who will act as Internal Examiner for conducting the open Viva-Voce Examination. The Supervisor shall fix the date for the Viva-Voce with the consent of External Examiners and HOD. The Viva-Voce should normally be conducted maximum within one month of the acceptance of the thesis.
  - Where appropriate supervisors will encourage students to produce written work, which may often provide a basis for the preparation of the final thesis; supervisors should read thesis drafts and other written work produced by their students; they should return such work with constructive criticism and in reasonable time (good practice would be within 2 weeks). The supervisor will impress upon students the need to complete and submit work by agreed deadlines. By twenty four months they will draw up with each research student a plan for completing the research and submitting the thesis by the end of the third year.
  - Supervisors will ensure that students are made aware when progress is inadequate or when standards of work fall below those generally expected and, in appropriate cases, will report such occurrences to the Additional/Asst. Registrar Academics.
  - Where students are experiencing difficulty with their English, supervisors will require them to attend English classes. Supervisors are responsible for ensuring their students receive adequate English language support.
  - In accordance with procedures, supervisors will ensure that reports are made on all students during their period of registration with the University and will also prepare any additional reports required by funding bodies.
  - Ensuring proper records are kept with regard to student progress
  - Supervisors will maintain regular contact with their students through tutorials, group meetings or individually. They should set aside normally a minimum of one hour per week (on average) for consultation with them.
  - Supervisors must be familiar with and keep update with current University rules regulations and procedures regarding the supervision of students.
  - Ensuring the proper use of policies such as interruption of studies, etc.
  - Supervisors should be responsible for helping to develop their students' skills in technical writing, oral presentation, problem definition, statistical data analysis and critical literature review. This may be by recommendation of appropriate training courses both within and external.
  - Supervisors should also ensure that instruction in requisite techniques, e.g. equipment design, is arranged if necessary.
  - Supervisors will arrange, as appropriate, for their students to talk about their work to staff and/or group seminars, and to have practice in oral presentations.
  - Supervisors should ensure their students are aware of opportunities for conference attendance and other appropriate fora for presenting, intellectual development and networking.
  - Supervisors must carry out their responsibilities in terms of the health and safety of their students.
  - Supervisors should be aware of arrangements for welfare and pastoral support and refer students where appropriate.
  - Supervisors will give guidance on the systematic recording of data or theoretical calculations and the importance of keeping and maintaining a clear record of all that has been undertaken.
  - Supervisors will ensure the long term storage of student data following completion of studies.
  - Normally, supervisors will encourage their students to publish, singly or jointly, the results of the research as they emerge and are suitable for publication. Individual departments may have local guidelines for publications in specific areas.
  - Supervisors will ensure and encourage students to fulfil the requirements of their funders and of any doctoral training centres that the student is part of.
- Writing references for students, past and present.

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT (U.P.)**

**Proforma for the Marking in Ph.D interview:- (for University observer only)**

<b>Roll No.</b>	<b>Name</b>	<b>Knowledge of Research Methodology (5 Marks)</b>	<b>Command of Language (5 Marks)</b>	<b>Level of confidence &amp; Enthusiasm as regard to proposed topic (5 Marks)</b>	<b>Total Marks (out of 15)</b>

**Comments (if any):-**

**Recommendation:-**                      **Accepted / Rejected for admission.**

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT (U.P.)**

**Proforma for the Marking in PhD interview:-**

<b>Roll No.</b>	<b>Name</b>	<b>Knowledge of core Subject (15 Marks)</b>	<b>Proposed research Topic &amp; its feasibility (20 Marks)</b>	<b>Knowledge of research Methodology (5 Marks)</b>	<b>Command of Language (5 Marks)</b>	<b>Level of Confidence &amp; Enthusiasm as regard to proposed topic (5 Marks)</b>	<b>Total marks (out of 50)</b>

**Comments (if any):-**

**Recommendation:-**                      **Accepted / Rejected      for admission.**

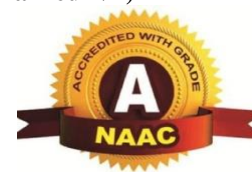
**Signature with Name & Date**



**Performa for Synopsis (Points not Applicable to be marked NA)**

Department of \_\_\_\_\_

----- COLLEGE



**SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT (U.P.)**

TITLE (Max 20 words)

SYNOPSIS FOR REGISTRATION

*Submitted by*  
Candidates Name

Enrolment Number- \_\_\_\_\_

In Partial Fulfilment of the requirements for the Registration for the Degree of

**DOCTOR OF PHILOSOPHY**

**Name of Candidate  
Research Scholar**

**Name of the Guide/ Supervisor  
Proposed Research Guide**

1. **TITLE**(Max 20 words)
2. **BACKGROUND**(Max 150 words)
3. **INTRODUCTION**(Max 500 words)
4. **LITERATURE REVIEW**(Max 1000 words)
  - **Previous Work**
  - **Research Gap**
  - **Rationale of the study**
5. **RESEARCH AIMS & OBJECTIVES** (Max 150 words)
6. **HYPOTHESES**(Max 100 words)
7. **RESEARCH METHODOLOGY**(Max 500 words)
  - **Type of Research/ Design:**
  - **Population:**
  - **Sample/ Sampling Design:**
  - **Setting:**
  - **Method:**
  - **Intervention & duration:**
  - **Data Collection:**
  - **Assessment Tools:**
  - **Possible Prospective Outcomes:**
8. **TENTATIVE CHAPTERISATION**
9. **REFERENCES/ BIBLIOGRAPHY (APA/ Vancouver FORMAT)**
10. **LIST OF PUBLICATIONS OF THE CANDIDATE (IF ANY-OPTIONAL)**
11. **ADDITIONAL INFORMATION**
  - Basic equipment/facilities required (Whether the equipment are available with the University if not how will you arrange?)
  - Any Outsourcing of research facilities required & if candidate shall bear the expense



Swami Vivekanand Subharti University  
PROFORMA OF SIX MONTHLY PROGRESS REPORT FOR Ph.D.

Enrollment no.....

Department.....

1. Progress Report No..... From..... To.....
2. Name of Research Scholar.....
3. Name of Research Centre/Place of Work.....
4. Attendance in days.....
5. Thesis topic.....

Work done during the period (If required reverse of the proforma or additional sheet may be used):-

.....  
.....  
.....  
.....  
.....  
.....  
.....

Date:.....

Signature of Research Scholar

Mobile No.....

Comments and recommendations:-

Attendance confirmation (in days).....

Progress:-

.....  
.....  
.....  
.....  
.....  
.....

Convener of RAC / Supervisor  
(With Full Name)

Head of the Department  
(With Full Name & Designation)

Note:- Please attach attendance details.

**Swami Vivekanand Subharti University, Meerut  
Plagiarism Verification**

**1. Name of Researcher:**

.....  
.....

**2. Title of Thesis:**

.....  
.....  
.....

**3. Faculty:** .....

**4. Name of Supervisor:** .....

**5. Official Designation & Address:**

.....  
.....

The above thesis was scanned for similarity detection. The report is as follows:

**Software used**.....

**Date**.....

**Similarity Index**.....

**Total word count**.....

The report is attached for the review by the Supervisor

**Sign. of Researcher**

The Plagiarism report of the above thesis has been reviewed by the undersigned

The similarity index is below accepted norms.

The similarity index is above accepted norms, because of the following reasons:

.....  
.....  
.....  
.....

The thesis may be considered for submission to the University. The software report is attached.

**Sign. of Researcher**

**Supervisor with Name**



**(To be submitted on a Rs. 10/- Non-Judicial Stamp Paper dully notarized)**

**Affidavit**

I,.....Son/Daughter of  
....., age ..... Years, resident of  
..... Mobile No.  
..... do hereby take oath and state:

1. That, I am registered for the Ph.D. programme on the topic titled .....  
..... in the faculty of .....of Swami  
Vivekanand Subharti University, Meerut. My Registration no. is  
.....
2. That, the contents of my thesis submitted to the SVS University, Meerut, for award of Ph.D. Degree are original and my own work, and is not plagiarized.
3. That, if, after checking my thesis for plagiarism by any standard plagiarism checking software, are found copied or come under plagiarism, I will be solely responsible for it and University shall have sole right to cancel my research work ab-initio.
4. That, this work has not been submitted by me for the award of any other Degree/Diploma in any other University/Institute.
5. That, I shall be responsible for any legal dispute/case(s) for violation of any provisions of the Copyright Act relating to my thesis.

**Date:** .....

**Deponent**

**Place:** .....

**Verification**

I, the above named deponent, do hereby take oath and verify that the contents of para (i) to (v) of above affidavit are true and correct to my personal knowledge and nothing has been concealed by me. No part of it is incorrect.

**Deponent**

**Swami Vivekanand Subharti University, Meerut  
Self Plagiarism Exclusion Certificate from Supervisor**

The content of the chapter .....have been published in

1. ....

2. ....

3. ....

4. .... This published work has been included in the thesis and has not been submitted for any degree to any other University/Institute.

**Signature of Candidate**

**Signature of Supervisor**

**Swami Vivekanand Subharti University, Meerut  
Self Plagiarism Co-author Certificate**

**We have published the following articles jointly:**

Name of Article	Name of Journal / Book with the details (ISSN No. etc.)

We give our consent to Mr./Ms. ....to make use of these articles for his / her Ph.D research.

The above research papers (s) have not been used by any of us for any degree / Diploma in any other University. We shall be responsible for any legal dispute / case (s) for violation of any provisions of the copy Right Act.

**Signature of Co-author / Investigator**

**Signature of Co-author / Investigator**

**Signature of Co-author / Investigator**

**Name** .....

**Name** .....

**Name**

**Address** .....

**Address** .....

**Address**

.....  
.....  
.....

.....

**Signature of Candidate**

**Name** .....

**Registration No.** .....

**Feedback Proforma for Pre Submission Seminar**

1. **Name of Scholar:** .....
2. **Department:** .....
3. **Title of Thesis:**  
.....  
.....  
.....
4. **Comments on:-**
  - a. **Introduction:** .....
  - b. **Methodology:** .....
  - c. **Study Design:** .....
  - d. **Quality of Data:** .....
  - e. **Data analysis:** .....
  - f. **Conclusion:** .....
  - g. **Bibliography:** .....
  - h. **Presentation:** .....
5. **Queries / Questions (if any)\***  
.....  
.....  
.....
6. **Overall Suggestion:**  
.....  
.....  
.....

**Date:** .....

**Signature:** .....

**Full Name:** .....

**Designation:** .....

**\*(if required additional sheet may be used)**

**SWAMIVIVEKANAND SUBHARTI UNIVERSITY,MEERUT**  
**REPORT OF THE VIVA-VOCE EXAMINATION ON THE THESIS**

1. **Name of the Scholar**.....
2. **Department**.....
3. **Title of the thesis**.....
4. **Name of the Supervisor (Internal Examiner)**.....
5. **Name & address of the External Examiner**.....

**The candidate appeared before us for Viva-Voce and we are satisfied that:-**

- (i) The Dissertation / Thesis is genuinely the work of the candidate;**
- (ii) The candidate has capacity for critical examination;**
- (iii) The candidate is acquainted with the literature on the subject.**

**We recommend that: -\***

The degree of Doctor of Philosophy in the Faculty be conferred.

OR

The candidate be allowed to reappear at the Viva-Voce examination after the required correction.

**REPORT**

**(A separate page can be added for the detailed report)**

Date..... Signature External Examiner

Name.....

Place..... Signature:Internal Examiner

Name.....

\* Please strike out the clause not applicable.

**RESEARCH COMMITTEES**

Subject to the general superintendence of the Academic Council, the following Committees shall deal with all matters connected with the Ph.D. program of the University in accordance with these ordinances:

- a) The Research Degree Committee (RDC)
- b) The Departmental Research Committee (DRC)
- c) The Research Advisory Committee (RAC)

**a) RDC shall be constituted as follows:**

- i. Vice Chancellor Chairman
- ii. Pro Vice-Chancellor Member
- iii. Subject Expert nominated by V.C. Member
- iv. Dean / HOI of the Faculty concerned Member
- v. Head of the Department concerned Member
- vi. Facilitator Member
- vii. Registrar Secretary

**b) The composition of the DRC shall be as follows:**

- i. Head of the Department Chairman
- ii. All Professors of the Department Member
- iii. One Associate Prof. of the Department Member
- iv. One Assistant Prof. of the Department Member

If the number of teachers in the relevant Department does not exceed three, the DRC shall consist of the following:

- i. Head of the Department Chairman
- ii. All teachers of the Department Member
- iii. A senior teacher of a sister department nominated as a Member by the Vice-Chancellor.

**c) The Research Advisory Committee shall consist of the following:**

- i. Supervisor of the concerned Ph. D. Scholar Convener
- ii. Co-supervisor (if any) of the concerned Ph. D. Scholar Member
- iii. A nominee of the Chairman of DRC/HOD Member
- iv. A nominee of the Dean of concerned Faculty Member

**The Committee will look after the following responsibilities**

- i. To review the research proposal and finalize the topic of research;
- ii. 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.
- iii. To periodically review and assist in the progress of the research work of the research scholar.
- iv. A research scholar shall appear before the Research Advisory 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 Advisory Committee to the Institution with a copy to the research scholar.
- v. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend the cancellation of registration from the programme.

**PROFORMA CANDIDATES OFFER LETTER**

Ref No. SVSU/Asst.Reg./2023/x-

Date:- \_\_.\_\_.2023

Through e-mail

To

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. We are pleased to inform you that you have been declared successful in the Ph.D. entrance examination / interview held on \_\_\_\_\_ at Swami Vivekanand Subharti University, Meerut (U.P.).
2. Your admission in Ph.D. program in the discipline of \_\_\_\_\_, Faculty of \_\_\_\_\_ will be provisional until you complete the formalities required for confirmation of admission.
3. You are advised to deposit your course fee within fifteen days from the date of issue of this letter as per the details given under:

Course	Course duration	Annual Course Fee	Caution Money (Refundable)	Other One Time Fee (Processing fee)	Total Fee	Extension Fee (If thesis not submitted within stipulated period.)
Ph.D.	03 Years (minimum)	1 <sup>st</sup> Year Rs- 1,25,000/-	Rs- 25,000/-	Rs- 17,500/-	Rs- 1,67,500/-	Rs- 50,000/- (per yr.)
		2 <sup>nd</sup> Year Rs- 1,00,000/-	--	--	--	
		3 <sup>rd</sup> Year Rs- 1,00,000/-	--	--	--	

4. After submission of the course fee, you are required to report to undersigned who will handover enrolment form to you. Enrolment form duly verified by concerned Dean / HOI will have to be submitted to the office of Controller of Examination for generation of Enrollment number.

Note:-

- a) You are required to submit your annual course fee within the month of \_\_\_\_\_ every year, after that as per University rules late fee will be charged (existing rule = 1.5% per month on pending fee after due date).
- b) The commencement of coursework classes starts either from September or from March every year, depending upon the month on which admission taken, as per the timeline of the University.
- c) Submission of every half yearly (six monthly) progress report on prescribed format (enclosed) is essential, failure of this act may result the cancellation of the registration as per norms of University.
- d) Apart from coursework examination you are also required to take & pass additional course from SWAYAM/MOOC to score Add-on Credits for conferment of Ph.D. program. The Credits acquired through SWAYAM/MOOC shall be depicted separately as add-on credit in the mark sheet of coursework examination.
- e) You can submit your fee online. The 'Online Fee Submission Methodology' is attached with this letter.

Enclosure: -

- Progress report format
- Online Fee Submission Methodology

**Assistant Registrar****(Academics)****Copy to:**

1. Hon'ble Vice-Chancellor
2. The Principal, \_\_\_\_\_