



# **Sarvajanik University**

## **Rules of Ph.D. Programme**

### **Rules applicable for Ph.D. Degree Programme:**

These rules will know as “Rules for Ph.D. Program” for all faculties and Subjects of Sarvajanic University.

#### **1. Application rule:**

At the time of application, following documents should be submitted by the candidate.

- a. An applicant shall submit an online application.
- b. A scanned copy of the relevant academic mark-sheets/transcripts.
- c. A short note on the professional background and experience of the applicant, if any.
- d. A “Statement of Purpose” explaining why the applicant wishes to pursue the Ph.D. Programme, in around 1500 words.
- e. A Brief Proposal/ proposed area of research explaining the context motivation and objective of research.
- f. The names of two academic/ non-academic referees from whom the University may seek information on the research potential of the applicant. (recommendation)
- g. An applicant is required to pay an application fee determined by the University

#### **2. Research Proposal**

- a. Upon successful completion of his/ her coursework, each candidate shall make a presentation before the SDC of the research proposal and demonstrate her/ his preparedness to carry out the proposed research in a prescribed format as per 15.3.
- b. The candidate shall present and defend the proposal within one semester after completing all prescribed coursework in the case of a full-time candidate and within two semesters in the case of a part-time candidate.
- c. The Presentation and document of proposal shall comprise the following: (i) Outline of the research proposal (ii) Rationale and significance of the proposed research (iii) Theme based literature review (iv) Research design /proposed methodology (v) The originality of the research and its contribution to the discipline (vi) Names of academic/ industry experts with whom the candidate corresponded while developing the research proposal
- d. The research committee shall either approve the proposal or require the candidate to submit a revised synopsis.

- e. A candidate shall ordinarily be allowed only two attempts for presentation before the research committee. In case the synopsis is not approved within the limitations prescribed in this clause, the registration shall be cancelled.

### **3. Procedure for conduct of Entrance Test:**

#### **a. Structure of the Written Test**

All the candidates who are not exempted from the Entrance Test, are required to appear for the Ph.D. Entrance Test. The contents of the test shall be as follows:

- i. Part I: A paper in research methodology comprising Multiple Choice Questions (MCQs);
- ii. Part II: A paper of the relevant subject comprising Multiple Choice Questions (MCQs) of PG level.
- iii. Proportion of marks in these two Parts shall be 30:70 respectively.
- iv. To qualify in the Entrance Test, the candidate has to secure minimum 50% marks in the aggregate. Any relaxation in passing percentage shall be applicable as prescribed by UGC.

#### **b. Group Discussion (GD) / Personal Interview (PI):**

The candidates who clear the written test shall be required to appear for GD or PI. The candidate who are exempted from written Test, have to appear for GD or PI. Group Discussions or Personal Interviews (GD / PI) shall be conducted separately for each subject by RC in presence of all research supervisors of concerned subject, and an outside expert nominated by Provost. At the time of GD or PI the candidates are expected to present and discuss their research interest / area before Research Committee. Interview shall also consider:-

- i. Competence of student for proposed research;
- ii. Feasibility of Research at the department;
- iii. Contribution to existing knowledge.

#### **c. Preparation of merit list:**

The University shall bring out merit list of successful candidates in each subject, based on the performance in written test, GD or PI for each category.

Validity of the merit list shall be only for that admission process only. Admissions shall be given based on the merit list and available seats. The admitted candidates shall have to pay the prescribed fees within 10 days from the date of offer letter of admission, failing to which the seat shall be allotted to the next eligible candidate on the merit list. If, any vacancy arises by any means before the advertisement of new admission process, the seat shall be filled from

the waiting list. All waiting lists shall be considered null and void with the advertisement of new admission process.

#### **4. Pre-submission thesis seminar**

a. Every research scholar upon completion of his/ her research work shall present the research work to the SDC through his/ her Supervisor(s) in hard copy spiral bound, consisting of:

(i) Introduction, including background context and motivation

(ii) A detailed literature reviews

(iii) Gaps in the literature surveyed

(iv) Research Questions and Research Objectives

(v) Basic/ Theoretical Premises of the research

(vi) Research Design & Methodology

(vii) Tools & Data analysis

(viii) Results and Discussion

(ix) Conclusions/ Findings

(x) Further scope of research and Limitations

(xi) Bibliography / References

b. Thereafter, the Research Scholar will be required to make a 45-minute PowerPoint presentation before the SDC, respective Supervisor(s), faculty members and other Research Scholars.

c. The SDC shall either approve the presentation of the research work or require the Research Scholar to make a revised presentation.

#### **5. Submission of Thesis**

a. The Research Scholar shall submit his/ her thesis within six months after the approval of the presentation of his/ her research work at the pre-submission seminar.

b. If he/ she fails to submit his/ her thesis within the stipulated time and has suitable justification for the same, the SDC may grant an extension of not more than 6 months.

c. Prior to submitting the thesis, the Research Scholar shall arrange for the publication of two (2) research paper in a refereed/Scopus indexed journal and make at least two paper presentations in conferences/seminars based on his/her PhD work. Candidates are advised to produce evidence for the publication in the form of a certificate /letter of acceptance/copy of reprint.

d. The thesis shall be a piece of research work characterized either by the discovery of new facts or enunciation of a new theory or theories or by a fresh interpretation of known facts. It shall bear evidence of the Research Scholar's capacity for analysis and judgment as well as his/ her ability to carry out independent investigation, design or development.

e. The Research Scholar shall submit a certificate from his/ her Supervisor(s) in the prescribed format prescribed by Sarvajani University Doctoral Committee (SDC/ SRC/SARC) that the work embodied in the thesis is original and has been carried out by the author.

f. The thesis shall be prepared according to the Sarvajani University prescribed format.

g. **two** copies of the thesis in soft binding along with one copy on Electronic media for record shall be submitted to the Examinations Office for evaluation. In case of a Research Scholar being supervised by more than one Supervisor/ Co-Supervisor, the appropriate number of additional copies shall be submitted.

h. The research scholar shall request for a plagiarism report for his/her thesis through the controller of examination (COE)/Office of Doctoral Studies/ Central library. The similarity level must be 10% and shall be duly certificated by the student and the supervisor(s).

## **6. Language of the thesis**

a. The candidate should submit the Ph.D. thesis in English except when, it is related to an Indian language or other foreign language, where the thesis should be in the language concerned.

b. In case of vernacular language a scholar is allowed to submit the thesis in same. Before submitting the thesis in vernacular language as per the concern subject in language, the

scholar is expected to submit the abstract/important findings of the thesis in English/ Must submit the synopsis of thesis in English.

## **7. Format of the thesis**

a. The Ph.D. scholar shall submit all the necessary research work stated above and produce evidence for the same in the form of acceptance letters from the publishers or reprints/copies of the publication.

b. Before submitting the thesis, a scholar has to produce Anti-Plagiarism clearance Certificate as per the Anti-plagiarism and academic dishonesty policy of the Gujarat University for the content of the thesis.

c. Every scholar shall submit with his/her thesis a certificate from the guide under whom he/she worked, that the thesis submitted is a record of original research work done by the scholar during the period of study under his/her Guidance/supervision and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma or other similar titles and that the thesis represents independent research work on the part of the scholar.

d. The process of the submission of thesis shall be as follows:

Primary submission: 02 copies (loose /spiral bound): to be sent to the external examiners for evaluation

Final Submission: 02 copies (02 hard bound + 01 Soft copy (CD - pdf version): With all necessary corrections and suggestions directed by the external examiners, academic information about the scholar, Registration and publication etc.

e. The final thesis shall be presented in accordance with the following specifications:

- i. The paper used for printing shall be of A4 size.
- ii. The printing shall be in a standardized form two side(s) of the paper and in one and half spacing.
- iii. A margin of one-and-a half inches shall be on the left hand side.
- iv. The title of the thesis, name of the scholar, degree, name of the guide, place of research and the month and year of submission shall be printed on the title page and the front cover.
- f. The colour of the cover should be preferably dark. Side cover bound should clearly mention “Ph.D. Thesis” on the top, name of the scholar, month and year of submission.

#### Period of Registration – Norms for Extension

- g. A full time Ph.D. scholar shall be registered for a maximum period of 06 years from the date of registration. This period may be extended by 01 years based on the request of the scholar on valid grounds, provost, on the recommendation of Research Committee. However, under very special and compelling, circumstances, Provost may grant a grace period of 90 days more to submit the thesis after the expiry of the extended period.