



Sarvajanic University

Regulations
for
Doctor of Philosophy Program

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1. TITLE & COMMENCEMENT

1.1 These regulations shall be called the Sarvajanik University Regulations for the Doctoral Degree Programme.

1.2 These regulations amend the existing Ph.D. Regulations with immediate effect.

2 DEFINITIONS AND NOMENCLATURE

2.1 “Applicant” means an applicant for admission to the Ph.D. Programme of the Sarvajanik University.

2.2 “Attendance” means the period for which a candidate must attend the University on a full-time basis.

2.3 “Candidate” means a Ph.D. student who has been granted admission, has paid the fees and has been registered in a Ph.D. Programme, until such time as he/ she is approved as a Research Scholar.

2.4 “Co-Supervisor” means a member of the faculty of the University/ a competent person from outside the University, other than the Supervisor, approved by Sarvajanik Doctoral Committee (SDC) to supervise and monitor the research work of the Ph.D. student alongside the Supervisor.

2.5 “Coursework” means the courses to be undertaken by a candidate in the first year in the case of a full-time candidate or in the first two years in the case of a part-time candidate. It comprises both credit and audit courses.

2.7 “Dean” means a Dean of a Faculty of the University and includes, as appropriate, a Dean of an faculty of the University.

2.8 “Examinations Office” means the Sarvajanik University Office of the Controller of Examinations (COE).

2.9 “External Co-Supervisor” means a person from the industry or academia outside SARVAJANIK UNIVERSITY approved by the respective SDC/SRC/SRAC to provide guidance to a Ph.D. student and supervise and monitor her/ his research work, alongside the internal Supervisor or Co-Supervisor.

2.10 “Office of Doctoral Studies/ Ph.D. Section” means University level central PhD office, which handles the entire policy level administration of the PhD program across all the schools at Sarvajanik University and execute the decisions taken by the Sarvajanik University Doctoral Committee (SDC/SRC/SRAC).

2.11 “Oral Defence” or “Viva Voce” means an oral examination or oral defense of the thesis.

2.12 “PET” means Ph.D. Entrance Test.

2.12 “Ph.D.” means the Degree of Doctor of Philosophy. “Ph.D. Programme” means a study plan leading to the award of the Ph.D. Degree in a discipline of the University.

2.13 “Pre-Submission Seminar” or “Abstract Presentation” or “Synopsis” means the forum for the presentation by the Research Scholar of the gist of her/ his research findings to the SDC/SRC/SRAC before he/ she finally submits the Ph.D. thesis.

2.14 “Registration” means the registration of a Ph.D. student who has paid the fees.

2.15 “Registration Period” means the period commencing with the date of registration for the Ph.D. Programme and ending on the date of submission of the thesis, counting out any gaps.

2.16 “Research Scholar” means a Ph.D. student who has completed the coursework and whose Synopsis has been approved by the SDC.

2.17 “School/ Institute” means a School/ Institute maintained or admitted by the University to its privileges. References to a “School” include, as appropriate, references to an Institute of the Sarvajanik University.

2.18 “Sarvajanik Doctoral Committee” (SDC) means all Faculty of the University, consisting of the Dean of the respective faculty, who shall be its Member and four other nominees who may include faculty members from other Schools (quorum at its meetings shall be one-half of the members, including the Chairperson). In addition, the proposed/ approved Supervisor(s) of the candidate shall also be present during its meetings.

2.19 “Sponsored Ph.D. Student/ Candidate/ Research Scholar” means a full-time student/ candidate/ Research Scholar who is sponsored by an project.

2.20 “Supervisor” means a member of the faculty of the University approved by the respective FRDC to be responsible for providing guidance and executing supervision, including monitoring quarterly/ half-yearly progress for the continuance of research work of a Ph.D. student.

2.21 “Research Proposal” means a document submitted by a candidate, after having completed the coursework, which defines the blueprint of the proposed research study.

2.22 “University” means Sarvajanik University, Surat, 395 001.

2.23 “Provost” means the Provost of Sarvajanik University.

3. OBJECTIVE

3.1 The University shall provide for studies and research leading to the award of a PhD Degree. The PhD program shall be conducted at and through the Schools/ Institutes of the University.

3.2 The Sarvajanik University PhD program conforms to the minimum standards and procedures set by the University Grants Commission (UGC) (Minimum standards and procedures for the award of M.Phil./ Ph.D. Degree), Regulations 2009 and all its amendments.

3.3 A Ph.D. student shall be eligible for the award of a Ph.D. Degree after:

- a) successfully completing the prescribed coursework requirements.
- b) presenting the results of his/ her research in a thesis which demonstrates originality, intellectual depth, and rigor, and contributes to the advancement of knowledge in study concerned; and
- c) Satisfying the examiners in an Oral Defense of the thesis in the research area concerned.

4. RESEARCH PROGRAMME REQUIREMENTS

4.1 A Ph.D. student registered in Sarvajanik University shall be required to pursue his/ her research and the prescribed coursework at the University under the guidance of an approved Supervisor(s).

4.2 The SDC/SRC/SRAC may propose to University Office of Doctoral Studies / Ph.D. Section for permitting a Ph.D. student to carry out a part of his/ her research work outside the University at an Organization/ Research Centre/ R&D Centre approved by the Sarvajanik University.

5. ELIGIBILITY CRITERIA

An applicant seeking admission to the Ph.D. Programme must satisfy the following academic criteria set by different Schools/Institutes:

5.1 Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

5.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time.

5.3 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme.

6 ADMISSIONS:

6.1 Applicants fulfilling minimum eligibility criteria as specified in these regulations shall be required to take a research entrance test followed by an Interview.

6.2 In addition, a school/ institute may prescribe an additional selection test or a written examination.

a) The qualifying marks in the entrance test shall be at least 50%.

b) The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject-specific questions.

6.3 The following categories of applicants may be exempted from taking the Entrance Test:

a) Applicants who have qualified National Eligibility Test (NET)/ NET JRF/ SLET/GATE or any other similar examination. b) Holders of teacher fellowships from the UGC or any other Government funding agency. c) Applicants who have completed their Ph.D. coursework/ M.Phil. in another University/ Organization, subject to approval by the Sarvajanik Doctoral Committee (SDC).

6.4 Candidates shall be selected based on the academic record and the potential of the applicant demonstrated during the Entrance Test and Interview. Admissions to the Ph.D. Programme must be approved by the SDC/SRAC/SRC.

6.5 Fees:

i. A Ph.D. student shall renew his/ her registration every semester in the manner prescribed and pay the fees determined by the University.

ii. A Ph.D. student not holding a research fellowship shall pay the prescribed University fees at the beginning of each semester until the submission of his/ her thesis.

7 SUPERVISOR RECOGNITION

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

7.1 Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

7.2 Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. Only external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

7.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

7.4 In case of topics which are of inter-disciplinary nature where the Faculty concerned feels that the expertise in the Faculty has to be supplemented from outside, the Faculty may appoint a Research Supervisor from the subject itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Faculty on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

7.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.

7.6 In case of relocation of an M.Phil/Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

8. REGISTRATION PERIOD/PROGRAMME DURATION

8.1 M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

8.2 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

8.3 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.

8.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days

9. COURSE WORK:

9.1 The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

9.2 The course work shall be treated as prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

9.3 All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

9.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 8.1 of UGC regulation, 2016, of the research scholar.

9.5 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

9.6 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.

9.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.

9.8 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

10 PERFORMANCE MONITORING/ PROGRESS REPORT

10.1 The academic progress of each Research Scholar shall be monitored by the SDC through the Supervisor(s) based on a progress report.

10.2 The Full-Time Research Scholar shall submit a progress report to their supervisor(s) every 3 months and the Part-Time Research Scholar at every 6 months in the prescribed format.

10.3 The SDC, after having considered the progress report of a research scholar, shall recommend one of the following:

- a) Continuation of registration.
- b) Continuation of registration and issuance of a warning to the research scholar and/ or making recommendations in consultation with the supervisor(s) on the steps necessary to improve his/ her performance.
- c) Cancellation of registration.

11 LEAVE RULES

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days

12 RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS (SDC/SRAC/SRC)

Research Advisory Committee and its functions: (This will be student wise)

12.1 There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee.

This Committee shall have the following responsibilities:

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

12.1.2 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.

12.1.3 To periodically review and assist in the progress of the research work of the research scholar.

12.2 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/College with a copy to the research scholar.

12.3 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 to the Institution/College with specific reasons for cancellation of the registration of the research scholar.