



Gyanmanjari
Innovative University

Standard Operating Procedure for pursuing Ph.D.

2023

Standard Operating Procedure for pursuing Ph.D.

The candidate pursuing the Ph.D. in the Gyanmanjari Innovative university have to follow the following guide line

- Fill the application form, affix the Photo wherever asked, attach documents and submit the same duly filled and signed along with registration fees.
(Annexure-A)
- Performance in the Ph.D. Entrance Test to be conducted by Gyanmanjari Innovative University & fulfillment in the subsequent Interview
- Appear for interview after submitting interview form (Annexure-B). Prepare Research
- Proposal of approx. 10 pages be prepared detailing about what is the reason for selecting the topic, what is the benefit of that topic, what are the planning to do the research and also what will be discussed during interview.
- The candidates who are admitted as Part Time Research Scholars, have to submit “No Objection Certificate” from the appropriate authority in the organization where the candidate is employed.(Annexure-C)
- After successful completion of interview process, candidate shall be intimated by email to the registered email id of the candidate about his/her selection and provisional admission. Thereafter candidate have to fill enrollment form and pays the term fees.
- After the payment of the fees scholar can collect your Ph.D. Identity Card indicating your Name, Enrollment number.
- In normal circumstances, the supervisor will not be changed. However, in exceptional cases with valid reasons, the supervisor can be changed on the written request of Research scholar to the RC.
- The duration of the Ph.D. program minimum three years period will be counted from the date of admission in Ph.D.program

- Ph.D. Program shall be for a minimum duration of three (3) years, including course work, the maximum duration of six (6) years from the date of admission to the Ph.D. program.
- Additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the University; provided, that the total period for completion of a Ph.D. program should not exceed eight (8) years from the date of admission in the Ph.D. program.
- The women candidates and Persons with Disability (more than 40% disability) maybe allowed a relaxation of 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 Ph.D. for up to 240 days
- Course work: The Credit requirement for the Ph.D. coursework is a minimum of 14 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. program.
- Only those candidates who successfully complete the course work within one year of admission and with a minimum CGPA of 6.00 on 10.00-point scale shall be allowed to continue the Ph.D. program.
- After successful completion of course work, student registered as Ph.D.scholar
- Engineering, Pharmacy, Technical and Science scholars should manage laboratories related to their research work either at their college or in a private lab at their own cost, if practical work is carried outside university campus. For private labs NABL certification must be provided along with list of lab equipment's & consent of working in the Lab. (Annexure-D)
- Prior approval of the Laboratory should be taken from the University before starting the Research work. The lab should be fully equipped to carry out all experiments to pursue Research program. The list of equipment's & qualified guide for lab should be furnished before DRC. (Annexure-E)
- Every Six-monthly progress report to be presented at the University duly signed by the Supervisor stating in detail the number of working hours. (Annexure-F)

- Research scholar must submit bi-annual Research Progress Report (RPR) in prescribed format with check list. DRC will evaluate the progress of the research scholar and forward to the RC for approval. (Annexure-G & H)
- Every RPR will be considered for partial fulfillment of the award of the Ph.D. degree.
- Each semester, a Ph.D. scholar shall appear before the Doctoral Research Committee (DRC) to make a presentation and submit a brief report (RAR) on the progress of his/her work for evaluation and further guidance. The Doctoral Research Committee (DRC) shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar. (Annexure-I)
- In case the progress of the Ph.D. scholar is unsatisfactory, the Doctoral Research Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Doctoral Research Committee may recommend, with specific reasons, the cancellation or extend the semester of the registration of the Ph.D. scholar from the Ph.D. program. The fees will be applicable extra according.
- Prior to the submission of the synopsis, the scholar shall have approval of at least 4 RPR from DRC. The presentation is open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the synopsis before submitting.
- All research scholars shall write their synopsis in English language. Research scholars can submit synopsis covering relevant points of the research work carried out as per format given by university. (Annexure-J)
- The candidate shall submit two soft bound copies and one soft copy of the synopsis.
- If the DRC is satisfied about the quality of the work and considers it fit for submission as a Ph.D. thesis, it will send its recommendation to competent authority along with two soft bound copies and one soft copy of the synopsis.
- Research scholar is expected to spend minimum 600 hours with the supervisor on research project work during the tenure of Ph.D. course and a certificate to that effect be obtained from the supervisor and to be submitted to the University before submission of the thesis. (Annexure-K)

- The Scholar expected to attend different National conference and International seminars and conference to fulfil and update the knowledge.
- Research scholar has to publish (Accepted) at least THREE research papers (excluded literature survey papers), from the list of Science Citation Index (SCI-indexed), UGC CARE List Journals, ABDC, SCOPUS-indexed, Thomson Router listed journals after the peer-review and has one patent granted as desirable.
- It is mandatory to mention that you are Research Scholar of this University in any article / paper presentation / conference certificate/ publication to be consider under the PhD work under the Guide/Co-Guide/Supervisor.
- It is desired that research scholar should file a patent if applicable as the first researcher before the submission of the thesis for evaluation.
- After approval of submission of the Thesis, the scholar must prepare the Thesis according to Guideline and submit the soft copy for PLAGIARISM CHECK. The University expects the Scholar to do original research (plagiarism index blow 10% including references and bibliography). Similarity check index is required as per the UGC norms.
- The research candidate shall be required to submit FOUR soft bound copies of Ph.D. thesis as well as soft copy within 6 months of DRC recommendation for submission of thesis as per the format provided. (Annexure-L)
- The research candidate shall be required to submit the affidavit for own work and not copied it from any source. (Annexure-M)
- Also submit Originality Report Certificate (Annexure-N)
- In case a candidate fails to submit his thesis within the stipulated time and has suitable justification for the same, the RC grants an extension in time. Research Council may allow the extension of maximum for six months.
- If the research scholar fails to submit a thesis within the extended period by RC, research scholar ceases to be a research scholar.
- On receipt of satisfactory evaluation report, the research scholar will be called to appear for Viva-Voce/Open Viva-Voce where he has to make the presentation of Thesis and shall be openly defended by Research scholar. The research work will be examined by the panel for open defense formed by the Provost.
- During the viva-voce, research scholars must present their thesis.

- Research scholar has to satisfy the comments given by the reviewers during the final defense.
- A Research Scholar must submit **FOUR** copies of the upgraded thesis (incorporating all suggestions/corrections) to the RC after completing the defense. Research Council will check the same and forward to the Registrar for Ph.D. notification
- If at any point of time during the program, Ph.D. scholar wants to discontinue, The University will not issue any certificate regarding any course done during the tenure from the University and no fee will be refunded or transferred.

Month wise work schedule

Year 1: Foundational Work

Month 1-6: Course work

Month-7: Orientation and Literature Review

- Read and review foundational literature in your field.
- Attend seminars/workshops to understand current research trends.
- Meet with your advisor to discuss research interests and objectives.
- Minimum 20 hours contact with your supervisor and take sign of your supervisor in progress book

Month 8: Preliminary Research and Planning

- Begin preliminary research: pilot studies, experiments, or data collection.
- Develop a detailed research plan and timeline.
- Minimum 20 hours contact with your supervisor and take sign of your supervisor in progress book

Month 9: Data Collection

- Start data collection or fieldwork as per your research design.
- Organize and manage data effectively.
- Minimum 20 hours contact with your supervisor and take sign of your supervisor in progress book

Month 12: Analysis and Reflection

- Begin initial data analysis and reflect on findings.
- Assess your progress and make adjustments to your research plan if needed.
- Minimum 20 hours contact with your supervisor and take sign of your supervisor in progress book

DRC-1 (Total 120 contact hours with supervisor)

Year 2: Research and Development

Month 13: Continued Data Collection and Analysis

- Continue with data collection and analysis.
- Refine research methods and approach as needed.
- Minimum 20 hours contact with your supervisor and take sign of your supervisor in progress book

Month 14-15: Writing and Review

- Start drafting chapters or sections of your dissertation.
- Seek feedback from your advisor and peers.
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 16-17: Mid-Project Review

- Conduct a mid-project review: assess progress, challenges, and adjustments.
- Update your research plan and timeline based on this review.
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 18: DRC-2 Preparation

(At the end of month 18th, Total 240 contact hours with supervisor)

Month 19-20: Further Data Analysis and Writing

- Complete data analysis and integrate findings into your writing.
- Start drafting and revising dissertation chapters.
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 21-22: Preparation for Conference/Publication

- Prepare and submit research papers for conferences or journals.
- Seek feedback from the academic community.
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 23: Data analysis and out come

- Revise data analysis and findings
- Prepare Research paper and any patent if possible
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 24: DRC-3 Preparation

(At the end of month 24th, Total 360 contact hours with supervisor)

Year 3: Writing and Finalizing

Month 25-26: Conclusion

- Complete the analysis and conclusion of your research work
- Submit drafts to your advisor for feedback.

- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 27-28: Revisions and Formatting

- Incorporate feedback and make necessary revisions.
- Ensure correct formatting and adherence to submission guidelines.
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 29-30: DRC-4 Preparation

(At the end of month 30th, Total 480 contact hours with supervisor)

Month 29-30: Preparation for synopsis submission

- Make final revisions based on committee feedback.
- Prepare revised draft of synopsis
- Minimum 40 hours contact with your supervisor and take sign of your supervisor in progress book

Month 30-34: Final thesis drafting

- Drafting final dissertation chapters (Introduction. Literature review, Methodologies...)
- Prepare your presentation. focus on key findings and contributions.
- Rehearse your presentation and anticipate potential questions.
- Minimum 80 hours contact with your supervisor and take sign of your supervisor in progress book

Month 35-36: DRC-5 Preparation

(At the end of month 36th, Total 600 contact hours with supervisor)

Month 37-42: Dissertation Defense

- Make final revisions based on committee feedback
- Prepare and submit Final draft of your thesis
- Defend your dissertation before your committee.
- Make final revisions based on committee feedback.
- Submit the final version of your dissertation to university.
- Complete any required paperwork or administrative tasks.

Tips for Success:

- **Regular Meetings:** Schedule regular meetings with your supervisor to ensure you're on track.
- **Time Management:** Use a calendar or project management tool to track deadlines and milestones.
- **Self-Care:** Ensure you're balancing work with self-care to avoid burnout.
- **Networking:** Attend conferences and engage with the academic community to stay connected and informed.