



CHANDIGARH UNIVERSITY, UTTAR PRADESH, INDIA



Standard Operating Procedures (SOPs) For Conduct of Ph.D. Programme

1. 1.1 These procedures are called the Standard Operating Procedures (SOPs) for conducting Ph.D. program of the University.
- 1.2 The procedures framed are subject to modification from time to time by the appropriate authority.
2. Eligibility criteria for admission to Ph.D. Programme: Subject to the conditions stipulated in Ph.D. UGC Regulations 2022. (COE has recommended that eligibility criteria acceptable to CU(Chandigarh University) should be clearly defined and documented, i.e. only those who have Master's Degree with 55% marks at the time of applying are eligible, those appearing or have appeared and result awaited are not eligible, PG Diploma in Management, other than awarded by IIMs and similar autonomous institutes, not eligible).
3. Duration of the Programme: Subject to the conditions stipulated in Ph.D. UGC Regulations 2022.
4. Procedure for admission (written exam & interview):
 - 4.1 Entrance Examination Committee to be constituted with the approval of the Vice Chancellor, by the Registrar. Broadly, role & responsibilities of the Committee shall be:
 - 4.1.1 Preparation of online Brochure

4.1.2 Deciding of 'Important Dates', i.e. schedule for online submission of application forms, date of uploading of list of rejected applications on University website, schedule for removal of deficiencies by the candidates whose application are rejected, date of uploading of admit cards on University website, date with time & venue of entrance examination, date of declaration of result of written test.

4.1.3 There should be one month gap between last date of receipt of application and the date of Entrance Examination.

4.1.4 Smooth conduct of Entrance Examination and declaration of result.

4.2 Based on the recommendation of the Entrance Examination Committee, the University shall notify well in advance (preferably two months) 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.

4.3 Applications for admission shall be received by COE. Scrutiny of applications shall be done by Entrance Examination Committee (as suggested by Dean, Research). Comment of the Registrar-Till now applications for other programmes, other than Ph.D. are received and scrutinized by COE Office.

4.4 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned.

5. Procedures for the conduct of Ph.D. Entrance Examinations: To follow the Standard Operating Procedures of the University for conducting Entrance (written) Examinations.

The Entrance Examination will comprise of an objective type test of 100 questions in two parts:

Part-I Research Methodology: 50 marks

Part-II Subject Specific: 50 marks

Part	Area	Number of questions	Marks	Minimum qualifying marks in aggregate	Time Allotted
I	Research Methodology	50	50	50 (50%)	2 hours (120 minutes)
II	Subject Specific	50	50		

All syllabi of Ph.D. entrance examinations are based on Masters Level.

5.1 Qualifying Criteria: Candidates obtaining an overall average of 50% (in Research Methodology and Subject Specific collectively) will be declared to have qualified for the next phase of the selection, by the COE within fifteen days. The list of such candidates will also be forwarded to the Research and Development Cell.

- 5.2 After declaration of the above, the Research and Development Cell shall forward the list of successful candidates to the respective department. After fixing the date of interview, the Research and Development Cell shall communicate the date of interview to the respective candidates. This process shall be completed by the Research & Development Cell within 01 (one) month from the date of declaration of Ph.D. written examination.
- 5.3 On the date of interview, the respective Research Advisory Committee (RAC) shall conduct the interview. Candidate must secure 50% marks in interview to qualify for the same. HODs of the concerned department(s) will submit the mark-list of interview of candidates directly to Controller of Examinations, in confidential cover.
- 5.4 The final list of candidates selected for the Ph.D. Programme will be compiled by the COE on the basis of performance of candidates, both in written exam and interview. The weightage of entrance examination is 70% and the weightage of interview is 30%. (To qualify, candidates should have secured a minimum 50% marks each in the entrance and interview separately). COE to declare list of finally selected candidates for Ph.D. Programme within fifteen days from the date of last interview. This list will be uploaded on the website of the University and also forwarded by COE to the Registrar and Research and Development Cell.
- 5.5 Candidates having NET/SLET/GATE/GPAT are exempted from the written entrance examination for the Ph.D. programme. However, these candidates have to appear in the personal interview to discuss their research interest. The qualifying criteria for such candidates will be 50% marks in the personal interview. The UGC NET/SLET/GATE/GPAT Certificate shall be valid till Three (3) years from the date of declaration of the Result or issuing the certificates.
6. Dean, Research will issue admission letter to the candidates selected for course work.
7. The Office of the Registrar shall issue the registration number to the candidates after the prescribed fee is deposited by the candidate.
8. Course work policy to be incorporated- Dean, Research.
9. After successful completion of the course work the candidate shall submit synopsis within 06(six) months from the date of passing his course work and shall continue his Ph.D. programme in the Department as per the provisions made by the University in this regard.
10. The Research and Development Cell shall forward the name of candidates who have successfully completed the course work and have the approval of synopsis from RAC, to the Office of the Registrar. The successful candidate shall be allotted enrollment number by the University.
11. The progress of Ph.D. candidate shall be reviewed by the RAC from time to time for which it shall meet at least once in 06 (six) months or as and when required. The RAC shall submit the six monthly progress report of Ph.D. student to the Research and Development Cell.

12. Pre-Ph.D. seminar shall be conducted by the department in consultation with Research and Development Cell.
13. Ph.D. candidates must publish at least 01 (one) research paper in Scopus/ Web of Science journal and make 01 (one) paper presentations in conferences/seminars related to area of research before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints subject to amendments, if any, made by the UGC from time to time.
14. Four hard bound copies of the Ph.D. thesis, and six (06) copies of summary of the Ph.D. thesis along with the soft copies of all the same to be submitted to the "Research and Development Cell" for evaluation. Out of that, three (03) copies of hard bound thesis, three (03) copies of the summary of the thesis and three (03) certified copies of the synopsis along with the soft copies to be submitted to "Controller of Examinations" for external evaluation by two external examiners from other Universities which are out of the State. One examiner may be from outside the country.

The Ph.D. Thesis shall have the following enclosures;
 - A. Declaration by the Student
 - B. Certificate by the Supervisor & Co- Supervisor if any
 - C. Declaration Certificate for Anti-Plagiarism by the Student and Supervisor/Co-Supervisor
 - D. Anti-plagiarism software (Turnitin) report of Ph.D. thesis (certified by Dean Research).
 - E. Certificate of Successful Completion of Viva-Voce of Ph.D.
 - F. Acknowledgement
 - G. One Published Research paper.
 - H. Certificate of two (01) paper presentations in conferences/seminars.
15. The report of Ph.D. thesis evaluation shall be forwarded by the Controller of Examination to the Research and Development Cell for Viva-Voce.
16. Research and Development Cell shall make necessary arrangements for viva-voce after consulting the Dean Research, Controller of Examination, and the respective guide (the whole process to be completed within six months from the date of submission of the thesis).
17. The result of successful candidates shall be declared by the Controller of Examinations after obtaining approval of the Vice Chancellor. The Controller of Examinations shall notify the result of the Ph.D. students on the University website.
18. The Ph.D. Provisional Certificate will be issued by the Registrar prior to the award of the degree within 30 days of the viva voce.
19. Ph.D. degree shall be awarded by the University.
20. The University Coordinator for INFLIBNET shall submit soft copy of the Ph.D. thesis to INFLIBNET within a month of the award of degree, for hosting in the digital repository under the "Shodhganga e-repository" and Synopsis to the Shodhgangotri.

