



Ph.D. Ordinance and Research Manual

SANGAM UNIVERSITY, BHILWARA

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1. PREAMBLE

The Doctor of Philosophy (Ph.D.) degree is one of the highest academic degrees awarded by a University and requires extensive study and intellectual effort. It is awarded to a candidate who, as per these regulations, has submitted a thesis or dissertation, based on original and independent research in any particular subject/discipline, or more than one discipline (interdisciplinary), and which makes a contribution to the advancement of knowledge in science, technology, humanities & social sciences.

Applicability of Guidelines: The following guidelines are applicable to all the Ph.D. scholars undergoing the Ph.D. program at Sangam University in Regular or part-time mode under working Professional's category.

2. Research & Development Cell (R&D Cell)

R&D Cell is the regulatory body for Ph.D. programs and research activities of the University.

2.1. Functions:

2.1.1. To coordinate with the Admission Cell and Exam Cell for conduction of the entrance examination for admission to the Ph.D. program (twice in a year).

2.1.2. To publish Ph.D. program regulations, details of the subject offered, vacancies in respective departments and details of the eligible Ph.D. supervisors on the University website.

2.1.3. To coordinate the research activity of all departments, including selection and admission of research scholars.

2.1.4. To organise the University Committee (URC) meeting.

2.1.5. To organise and coordinate the entire registration process.

2.2 University Research Committee (URC): There shall be one URC for the entire University

2.2.1 Constitution

President	Chairman
All Deans	Member
Registrar	Member
Controller of Examinations	Member
Dean (Research)	Member Secretary

2.2.2. Functions:

2.2.2.1. To conduct a meeting every three months.

2.2.2.2. To frame and revise policies for the Ph.D. program.

2.2.2.3. To ensure that all rules and regulations of the Ph.D. program are strictly followed as per the UGC (Minimum Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2022.

2.2.2.4. To make periodic review of ordinances, regulations and instructions issued by UGC pertaining to the Ph.D. program and give recommendations to the Academic Council for any modifications thereof.

2.2.2.5. To scrutinize the biodata of prospective external research co-supervisors and to approve the issue of registration letters.

2.3. Research Advisory Committee (RAC): There shall be RAC for the enhancement of the quality of the research at the School level.

2.3.1. Constitution

Concerned Dean of School	Chairperson
Supervisor	Convenor
Subject Expert from Department	Member
All Professors*	Members
Department Heads**	Member
Co- supervisor (if any)	Member
School Research Coordinator	Member Secretary

*Recognized as research supervisors and to be nominated by the President.

**Concerned department heads where they imply.

*** The chairman may invite more members, including a maximum of two external experts.

2.3.2. Tenure: The RAC will be constituted by the URC with approval of the President for a maximum tenure of 2 years. Majority of the members shall be present in the meetings.

2.3.3. Functions:

2.3.3.1. To coordinate the research activities of the School.

2.3.3.2. To select candidates for admission to Ph.D. programs and allot supervisors in the relevant subject/discipline.

2.3.3.3. To monitor the conduction of all Ph.D. courses running in the department.

2.3.3.4. To monitor and evaluate the quality of research in the department.

2.3.3.5. To take appropriate action on the recommendations of the Academic Council, URC.

2.3.3.6. To recommend the panel of members (as proposed by the supervisor)

2.3.3.7. To consider any matter related to the research program of the department.

2.3.3.8. To conduct at least two meetings in each semester and send the proceedings to R&D including Recommendations and action taken report.

2.3.3.9 To recommend RAC for each Scholar admitted in the school.

2.3.3.10. External experts shall be called by RAC for the Synopsis presentation by the candidate/s.

3. ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D. PROGRAM

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. program:

3.1. Candidates who have completed:

3.1.1. A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree program 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.

3.1.2. 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.

3.1.3. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program 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.

3.2. In case of candidates holding a qualifying degree from foreign Universities/ institutions, registration for Ph.D. at Sangam University will be confirmed after determination of equivalence by the Directorate of Research (R&D).

3.3. A candidate would be allowed to register for Ph.D. in a department relevant to his/her field of study, but the degree would be awarded from the School in which he/she has completed his/her PG degree.

4. DURATION OF THE PROGRAM

4.1. The duration of Ph.D. program including coursework for the two categories of scholars is as under:

S.No.	Candidature	Minimum Years	Maximum Years
1.	Full Time Scholars	3	6

2.	Part Time Scholars	4	8
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Where above terms refers to:

FULL-TIME Research Scholars: Full-time research scholars are those who register for Ph.D. at Sangam University, Bhilwara on full-time basis and are not employed anywhere.

PART-TIME Research Scholars: Part-time research scholars are those who are presently employed in any college/school/ institute/industry and are registered for Ph.D. at Sangam University.

4.2. A maximum of an additional two (2) years can be given through a process of **Re-registration** as per the Statute/Ordinance of the Sangam University, however, 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.

4.3. Women scholars and persons with disability (more than 40% disability) may be given a relaxation of two (2) years for Ph.D. in the maximum duration. In addition, women scholars may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. program, for up to 240 days, however, the total period of completion of a Ph.D. program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. program.

4.4. If a scholar fails to present his 6 monthly progress report and/or final research proposal within the set time period, his/her minimum duration shall be extended accordingly but not exceeding the maximum duration of 6 years.

4.5. Ph.D. program through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

4.6. The Higher Educational Institution concerned shall obtain a “No Objection Certificate” through the candidate for a part-time Ph.D. program from the appropriate authority in the organization where the candidate is employed, 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.

4.7. Notwithstanding anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central government or a State Government shall conduct Ph.D. program through distance and/or online mode.

5. PROCEDURE FOR ADMISSION

5.1. Eligible candidates desirous of admission to the Ph.D. program at Sangam University shall apply through the online / offline application and bear mentioned qualification.

5.2. The candidate must ensure that the application is complete in all respects and all the necessary documents are uploaded before final submission of the application. Incomplete applications will not be accepted.

5.3. As aligned with UGC 2022 and NEP 2020 Normally, a candidate shall be eligible for admission to the Ph.D. programme in the discipline in which the candidate has obtained the

qualifying postgraduate degree or an equivalent qualification. However, a candidate may be considered for admission to a related, allied, interdisciplinary, or multidisciplinary discipline, provided the Research Admission Committee is satisfied that the candidate possesses the requisite academic background, research aptitude, and/or relevant professional experience to undertake the proposed research. Such admission shall be subject to the fulfillment of the eligibility criteria prescribed by the University and the approval of the competent authority.

5.4. The candidate seeking admission as a part-time scholar must submit NOC from his/her current employer at the time of admission/registration in SU.

5.5. Transfer Case from another University to Sangam University, Bhilwara.

5.5.1. Under normal circumstances, a candidate registered for Ph.D. in another University & seeking registration for Ph.D. at Sangam University, will be treated as a fresh Ph.D. candidate. He/she has to apply afresh and follow the registration process accordingly.

5.5.2. No credit will be given for work done in the previous registration. However, in special cases, such as the supervisor joining Sangam University, the URC may permit a candidate registered with the supervisor in his/her earlier University, to transfer accumulated credits and register at SU.

5.5.3. Registration for Ph.D. for such candidates will be through a protocol presentation covering all details of the case and work already done, to the URC. The URC, if satisfied with merits of the case, may recommend his/her registration at Sangam University.

5.5.4. In case the URC is satisfied, it may allow transfer of credits for the course work completed during the earlier registration. URC may also allow the work done during the earlier registration.

5.5.5. Such candidates will be required to submit a letter regarding cancellation of registration for Ph.D. from the previous University.

5.5.6. In case of relocation of an 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.

6. SELECTION PROCEDURE

6.1. There shall be two sessions for selection/provisional registration of research scholars in an academic year as follows:

6.1.1. January – June

6.1.2. July - December

6.2. The notification for the Ph.D. admissions shall be made available on Sangam University website; advertisement will be circulated in the regional dailies.

6.3. The number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, and all other relevant information related to the Ph.D. program shall be made available on the SU website.

6.4. The procedure for selection of candidates for admission shall be based on both entrance test and personal interview.

6.4.1. Entrance Examination:

6.4.1.1. The entrance examination will consist of 100 multiple choice questions of equal marks containing 50 questions each from research methodology and subject specialisation.

6.4.1.2. There will be no negative marking for incorrect answers.

6.4.1.3. SU admit students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests are exempted from the written examination.

6.4.1.4. Candidates will be selected as per the number of vacancies in the department.

6.4.1.5. The Score / Application of the Entrance test shall be valid for two consecutive cycles of admission subject to availability of seats in the department / School.

6.4.1.6. A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the UGC regulations updated from time to time.

6.4.1.7. Provided that for the selection of candidates based on the entrance test conducted by the SU, in which, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

6.4.1.8. A candidate must secure a minimum of 50% marks in the Entrance Examination and 50% marks in the interview separately. Only candidates meeting both criteria shall be considered qualified for admission.

6.4.2. Personal Interview: All the candidates have to appear before the interview board duly constituted by the RAC. Constitution of the Interview Board is as follows

1. All RAC members
2. Prospective supervisors

6.4.2.1 Functions:

The interview board will ensure the transparency in the interview process, and proper evaluation of the applicant's subject knowledge, research and presentation skills i.e., whether: the candidate possesses the competence for the proposed research and look into the aspect that research work can be suitably undertaken at the University. The proposed area of research can contribute to new/additional knowledge.

6.4.3. The merit list duly approved by the RAC nominee prepared by the interview board will be submitted to the R&D.

6.4.4. The CoE will compile and upload the final result on the University webpage after approval of the Hon'ble President.

7. CANDIDATURE OF Ph.D. SCHOLARS

Change in Candidature

7.1. The University may permit the conversion of candidature of the student from part- time to full-time or vice-versa for valid reasons, with the approval of the RAC and R&D Cell.

7.2. A full-time registered scholar cannot change his/her candidature to part-time for at least 3 years from the date of registration (i.e., minimum duration of Ph.D. program). For these scholars, the minimum and maximum period of research will be decided on a pro-rata basis, based on the period already completed in full-time / part-time mode.

8. ALLOCATION OF RESEARCH SUPERVISOR

8.1. The allocation of research supervisor for a selected research scholar shall be decided by the RAC concerned depending on the number of scholars per research supervisor as decided by the R&D Cell, the available specialisation among the supervisors and research interest of the scholars as indicated by them at the time of interview.

8.2. Mutual consent of prospective supervisor & scholar be duly considered during finalisation of Ph.D. Supervisor. Preference for admission will be given to Full-time Ph.D. candidates.

8.3. For external part-time candidates, there may be a co-supervisor at the place of work (University/College/ Institution), if required.

8.4. The RAC will ensure that the selected research topic by the respective supervisors is novel and not a repetition of the work done earlier by the supervisor.

8.5. Upon qualifying, he/she can generally be registered in the faculty of his/her PG specialisation. The candidate may have one supervisor/co-supervisor from the Department.

8.6. Based on the research requirements and recommendation of RAC, a co-supervisor from another Department can be appointed.

8.7. In the event of the retirement, resignation, incapacity, or death of a supervisor, a new supervisor shall be appointed with the approval of the competent authority on the recommendation of the Research Advisory Committee. All such changes shall be processed as per the prescribed University procedures.

9. ELIGIBILITY AS RESEARCH SUPERVISOR AND CO-SUPERVISOR

9.1. All professors (with Ph.D. degree) working on regular basis in the Departments/Schools/Faculty of SU, with at least 5 research publications in refereed journals and all regular Associate/Assistant Professors of SU (with a Ph.D. degree) with at least 3 research publications in peer reviewed journals, can be recognized as research supervisors.

NOTE: The upper age limit for continuation of Supervisor is 70 years.

9.2. Scientists/Researchers working on a regular basis in various regional and national institutions / research laboratories/organisations/industries (which are recognized as research centres by Sangam) and fulfilling UGC Regulations, 2022 are also eligible for supervising research as external co-supervisors at Sangam University.

9.3. A research supervisor/co-supervisor who is a Professor, at any given point of time, cannot guide more than 8 Ph.D. scholars. Associate Professor and Assistant Professor as research supervisor can guide up to a maximum of 6 and 4 Ph.D. scholars, respectively (counting one) for each scholar guided alone and ½ for guiding a scholar as co-supervisor). These will include part-time scholars and Ph.D. candidates registered with other Universities / Institutions, if any.

9.4. Further, a research supervisor cannot take more than 2 new research scholars in an academic session (July-June). However, to increase the number of research scholars working under eminent scientists/ academicians, the decision is left to the discretion of the President, based on the merit of the individual case. *No person will be allowed to guide his / her close relatives.

9.5. Responsibilities of research supervisor

9.5.1. To guide the scholar to select a problem / question for research.

9.5.2. To suggest the courses for Ph.D. course work.

9.5.3. To monitor the progress of the scholar.

9.5.4. To approve and forward all applications of the scholar.

9.5.5. To provide or arrange necessary facilities for carrying out research work.

9.5.6. To arrange for a change of supervisor(s), in the event of his/her leaving the University or going away from the University for a period of more than one year.

9.5.7. To suggest a panel of examiners to the .

9.5.8. To ensure that the scholar has deposited all the fees regularly.

9.6. Guidelines for outside academicians/researchers to register as Ph.D. co-supervisor at Sangam University

9.6.1. Application for appointment as an external co-supervisor will be sent through the supervisor of the research scholar at Sangam based on his/her requirement.

9.6.2. The eligibility of the proposed external co-supervisor will be ascertained by the DRC and approved by the R&D.

9.6.3. The approved person will then be registered as external co-supervisor till the completion of the Ph.D. of the research scholar at Sangam.

9.7. Change of Supervisor: In exceptional cases, applications from a research scholar for change of research supervisor (s) shall be permitted, on recommendation of the RAC after obtaining the consent of the present and proposed supervisor(s). Change of supervisor for the candidates not covered under above will be decided by URC as per vacancies and research topic of the student.

9.8. Supervisor leaving Sangam /resigning/passing away:

9.8.1. If the research supervisor is on official leave for more than one year, or passes away, a new supervisor will be appointed by the R&D from the Department, subject to approval by RAC.

9.8.2. Due to the movement of faculty from Sangam, who were supervising Ph.D. candidates, his/her scholar will be transferred to another suitable supervisor. In case of unavailability of a supervisor, the candidate will work under the guidance of the dean of the concerned school for not more than six months. Before the said duration is concerned, the school should arrange a suitable supervisor for the scholar.

10. PROGRAM STRUCTURE

The Ph.D. Program consists of the following stage

10.1. Program Fee structure

COURSES	TUITION FEE PER SEMESTER
Ph.D. - All disciplines	Rs. 65000
Ph.D. - (Part Time)	Rs. 50000

***Plagiarism Checking, thesis evaluation and viva voce charges (To be submitted before Pre-Submission) will be Rs. 20000/=**

Development fee not applicable.

10.1.1. The research scholar needs to pay the tuition fees regularly every semester till submission of the thesis.

10.1.2. A research scholar whose registration tenure has exceeded the maximum duration prescribed under the applicable UGC Regulations (mentioned in Clause 4.1) shall be required to apply for re-registration in accordance with the University Ordinances. Such scholars shall be required to pay the prescribed **Re-Registration Fee** as notified by the University from time to time.

10.2. Ph.D. Course Work & Progression

1. All the Ph.D. scholars will be required to undergo one-semester course work.
2. All the Ph.D. Scholars will be required to attend their Department regularly during the Semester.
3. A semester will be of 90 working days.
4. Course work will consist of following:
 - A. Research methodology

B. Information and Communication Technology.

C. Research & Publication Ethics.

D. Elective Subjects

End semester examination for paper-I will consist of theory / practical paper of 100 marks each. Candidates are required to pass in theory / practical papers by scoring 55% of the maximum marks.

5. Course work elective subject will cover major research disciplines relevant to the area of research of the candidate as well as a review of relevant literature.

Each department has a curriculum for elective subjects based on the research advancement. Ph.D. students are expected to carry out course work for elective subjects on a prescribed syllabus basis.

6. The candidate will be required to prepare an Assignment for elective subject examination based on the prescribed syllabus course coverage. He / She will be required to score 55% of maximum marks for satisfactory completion of the course work. On the basis of marks awarded in various courses by the examiners and performance in the Viva-voce, University will award grades for the course work. Candidates who fail in their coursework will require repeating course work as and when the same is offered by the University.

SCHEME OF EXAMINATION OF Ph.D. COURSE WORK

Paper No.	Name of the Paper	Assignment Marks / Internal**	Semester Exam Marks / Viva*	Total	Exam Duration
I	Research Methodology	40	60	100	3 Hrs.
II	ICT Lab work / presentation (practical)	40	60*	100	1 Hr.
III	Elective Subject	40	60*	100	3 Hrs.
IV	Research and Publication Ethics	40	60	100	2 Hrs.

Paper Code	Paper Name	Contact Hours	Paper Credit
RES-I	Research Methodology	3 L + 1 T	4
RES-II	ICT Lab Work & Presentation	2 P	2
RES -IV	Research and Publication Ethics	3 L + 1 T	4
	Elective Subject	2 L	2

L = Lecture

T = Tutorial

P = Practical

Elective Subjects Name with Codes

Paper Code	Name of the Paper	Assignment Marks / Internal	Semester Exam Marks/Viva	Total	Contact Hours	Paper Credit	Exam Duration
PHLM101	Library management	40	60	100	3 L+1 T	4	3 Hrs.
PHCH101	Environmental Chemistry and Pollution control	40	60	100	3 L+1 T	4	3 Hrs.
PHCH102	Nano Chemistry and Nanomaterials	40	60	100	3 L+1 T	4	3 Hrs.
PHPY101	Electronics	40	60	100	3 L+1 T	4	3 Hrs.

PHPY102	Solid State Physics	40	60	100	3 L+1 T	4	3 Hrs.
PHBO101	Advances in Mycology	40	60	100	3 L+1 T	4	3 Hrs.
PHBO102	Instrumentation & Techniques in Plant Sciences	40	60	100	3 L+1 T	4	3 Hrs.
PHZO101	Advanced Zoology & Integrative Biology	40	60	100	3 L+1 T	4	3 Hrs.
PHZO102	Tools and Technologies for Zoological Research	40	60	100	3 L+1 T	4	3 Hrs.
PHMA101	Special Functions, Integral Transforms, and Fractional	40	60	100	3 L+1 T	4	3 Hrs.
PHMA102	Advanced Fluid Dynamics	40	60	100	3 L+1 T	4	3 Hrs.
PHGI101	Geo- Informatics in Regional and Urban Planning	40	60	100	3 L+1 T	4	3 Hrs.
PHCS101	Introduction to Machine Learning	40	60	100	3 L+1 T	4	3 Hrs.
PHCS102	Artificial Intelligence	40	60	100	3 L+1 T	4	3 Hrs.
PHME101	Recycling of Machines	40	60	100	3 L+1 T	4	3 Hrs.
PHEE101	Advanced Technologies in Electrical Engineering	40	60	100	3 L+1 T	4	3 Hrs.
PHEC101	Antenna Theory & Design	40	60	100	3 L+1 T	4	3 Hrs.
PHEC102	Recent Advances in Electronics and	40	60	100	3 L+1 T	4	3 Hrs.

	Communication Engineering						
PHCE101	Advanced Construction Technology	40	60	100	3 L+1 T	4	3 Hrs.
PHCE102	Smart and Sustainable Infrastructure	40	60	100	3 L+1 T	4	3 Hrs.
PHLS-101	Constitutional Law	40	60	100	3 L+1 T	4	3 Hrs.
PHLS102	Environmental law	40	60	100	3 L+1 T	4	3 Hrs.
PHPH101	Pharmaceutics	40	60	100	3 L+1 T	4	3 Hrs.
PHPH102	Pharmaceutical Quality Assurance	40	60	100	3 L+1 T	4	3 Hrs.
PHGE101	Applied Geography	40	60	100	3 L+1 T	4	3 Hrs.
PHGE102	Trends in Geography	40	60	100	3 L+1 T	4	3 Hrs.
PHSO101	Perspectives in Indian Sociology	40	60	100	3 L+1 T	4	3 Hrs.
PHSO102	Sociology of Crime and Deviance	40	60	100	3 L+1 T	4	3 Hrs.
PHHI101	□□□□□□ □□□□□ □□ □□□□□□□	40	60	100	3 L+1 T	4	3 Hrs.
PHHI102	□□□□□□ □□□□□ □□□□□□ □□□ □□□□□ □□□□□□□	40	60	100	3 L+1 T	4	3 Hrs.
PHEN101	Advanced Literary Theory and Cultural Studies	40	60	100	3 L+1 T	4	3 Hrs.
PHEN102	Contemporary Global Literature and Research Methodologies	40	60	100	3 L+1 T	4	3 Hrs.
PHPS101	Advanced Research in Public Policy and Governance	40	60	100	3 L+1 T	4	3 Hrs.
PHPS102	Contemporary Issues in Indian Politics and International Relations	40	60	100	3 L+1 T	4	3 Hrs.
PHMG101	Contemporary Developments in Business	40	60	100	3 L+1 T	4	3 Hrs.

	Management						
PHMG102	Contemporary Issues in Management	40	60	100	3 L+1 T	4	3 Hrs.
PHAG101	Advanced Principles and Practices of Agriculture	40	60	100	3 L+1 T	4	3 Hrs.

Total Credit for Paper 1: L (3)-T (1)-P (2): Total Credit 6 L = Lecture, T = Tutorial, P =Practical

The detailed syllabus of course work is given below as per **Annexure- 1 (Syllabus of Pre-Ph.D. Course work)**

10.4. Research Progress:

Every six months, research scholars must submit a progress report in prescribed format (**Annexure -2**) to indicate satisfactory progress to the Supervisor, until submission of the thesis. The RAC will evaluate the progress through an open seminar and submit the evaluation report in prescribed format to the R&D.

NOTE: Failure to submit half yearly reports shall lead to automatic cancellation of registration.

10.5. Change of Area of Research and Title of Ph.D.:

In general, any change in the title of the thesis is not permitted. However, requests for change of research specialisation (within the approved broad area) shall be submitted to RAC along with the recommendation of RAC as prescribed by the University. Such requests shall be permitted only once. The RAC will ensure that the course work undertaken by the scholar is relevant to the subject/discipline requested for change. The recommendation for the RAC shall be then forwarded to URC for further approval.

10.6 Synopsis Submission

GUIDELINES FOR THE Ph.D. SYNOPSIS

Choosing your research problem

Topic of research or the research problem should be chosen with care because it will play a vital role in the Ph. D. program as well as shaping your career. Your heart, mind and of course your supervisor must be involved in the process of identifying the right research problem. The first step in this direction should be to identify the broad area which usually is the area of specialization in post-graduation. You should choose an area where you feel the urge to explore deeper, which excites you because research is a long and arduous journey and there may be moments when only your passion for the subject will sustain you. At the same time it is important to see the practicality of the topic. Scholars in the applied subjects must gauge the practical utility of the proposed topic while scholars in humanities must be aware of the recent trends. Flipping through standard journals of respective subjects will certainly help in knowing the recent trends in research as well as confirming the uniqueness of the problem that you have in mind. In this regard, the Shodhganga portal of UGC is very useful to know the recently submitted Ph.D.s in various universities across India as well as formulation of the research topics. A supervisor with his experience and

knowledge will help you in knowing about the practicality, facilities available and other practical aspects. Summing up, selection of topic will depend upon specialisation, interest, contemporarily, uniqueness, and availability of facilities and manageability.

Writing your Synopsis

Significance of synopsis or the research proposal cannot be overrated. Synopsis is virtually a blueprint of research which will guide you throughout your Ph.D. program. It will also act as a reference point for the examiner in evaluating your final thesis.

It is recommended that the synopsis must follow the following format (**Annexure-4**)

****The Ph.D. Synopsis and the Ph.D. Thesis shall be printed on both sides (double-sided) of A4-size paper using the formatting specifications prescribed by the University. The printing shall be clear, legible, and of high quality to ensure durability and ease of evaluation.**

10.7 Guidelines for Thesis Submission

10.7.1 Format of Thesis Preparation: (Annexure-5)

This document lists the general and specific requirements governing thesis preparation including guidelines for structuring the content.

SUBMISSION OF THESIS

10.7.2 Guidelines for Pre Thesis Submission:

The University will conduct pre-submission presentations for which only those scholars will be eligible who have:

- a. Completed at least three years from the date of their respective date of Admission.
- b. Successfully cleared Ph.D. Course Work assignments and examination,
- c. Submitted all **six-monthly progress reports** through their supervisors.
- d. Published at least **two research papers in journals** of repute having good impact factor, co-authored with their respective supervisors, as research scholars of Sangam University, Bhilwara and minimum **two papers presented** in the International/National Conference
- e. Cleared all pending dues.
- f. Completed their proposed work as approved in Synopsis and are ready for presentation of their work.

Such candidates, whenever they become eligible for pre-submission seminar, may apply to the R&D Cell through their respective supervisors in the prescribed application. (**Annexure -6**) **Pre thesis Submission form.**

It is worth mentioning that research scholars are supposed to defend their research work before the Pre Submission Board by way of a presentation of about 30 minutes followed by a session of

questions—answers for which they should bring their PPT presentation in a pen drive. It is expected that apart from meeting out the objectives of the research work with suitable research methodology, scholars should be able to present their work to the satisfaction of the Board.

It would be better if scholars come prepared for oral presentation of work being presented. Further, they must have all the data (experimental readings/ questionnaires/ interview schedules/ photographs etc.) relevant to their research, at the time of presentation for ready reference.

1. After the successful completion of the Pre-Thesis Viva-Voce, the scholar shall incorporate the suggestions and recommendations made by the Pre-Thesis Viva-Voce Committee, wherever applicable.

The research scholar shall submit **two spiral-bound copies** of the Ph.D. thesis along with **soft copy (PDF format)** to the Research & Development Cell for conducting the **Pre-Thesis Viva-Voce** as per the **Annexure-5**.

2. Soft copy of the thesis along with plagiarism report duly signed

3. No dues certificate from accounts, Library, Department Library, Research Section and Student Section.

10.7.3 Guidelines for Submission of Final thesis

(1) Upon receipt of the examiners' reports and approval from the Pre Submission RAC the scholar shall incorporate all corrections, modifications, and recommendations suggested by the examiners to the satisfaction of the Research Supervisor the scholar shall then submit **four hard-bound copies** of the final corrected thesis, together with the final soft copy in PDF format, to the Research & Development Cell. The candidate shall submit his/her thesis within six months of the intimation of the supervisor and only in extraordinary cases shall the President extend the time.

(2) The thesis, when received, shall be referred for evaluation to the supervisor and two External examiners, who will be appointed in the following manner: The supervisor (the main Supervisor in case of co-supervision) of the candidate will suggest a panel of eight names of external experts (including adequate data regarding designation and address) competent to evaluate the thesis. The panel will be submitted to the President, who will appoint two external examiners out of this panel. If necessary, he/she may call for additional names for the panel from the supervisor. The viva voce examination based, among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners and shall be open to be attended by Members of the University Research Committee (URC), all faculty members of the Department, other research scholars and other interested experts/ researchers.

(3) The viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the examiner(s) on the thesis recommends acceptance. If one of the evaluation reports of the examiner in case of a Ph.D. thesis recommends rejection, the Institution shall send the thesis to an alternate examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the alternate examiner is satisfactory.

If the report of the alternate examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree. For a thesis to be considered accepted, the examiner must award a minimum of 50% of the total marks in the evaluation report. Any thesis receiving less than 50% marks from the examiner shall not be deemed accepted and shall be subject to revision and/or re-evaluation as per the rules of the institution.

B. Requirement for submitting Ph.D. Thesis:

(a) A 'No Dues' certificate duly signed by the Head of the Department, Hostel Warden concerned, University Library, Accounts Section of the University, Departmental Library and In charges of Central research facilities, if any, shall be required to be submitted along with the thesis.

(b) The research scholar shall publish a minimum of **two research articles in Scopus-indexed, SCI/SCIE-indexed, peer-reviewed, or other equivalent journals** recognized by the University, and shall present **at least one research paper** at a national or international conference. These publication requirements shall be governed by the University guidelines, as amended from time to time. .

(d) In all research papers, articles, or publications arising out of the scholar's thesis or research work, the order of authorship shall mandatorily be as follows: (i) the Scholar as the First Author, (ii) the Supervisor as the Second Author, and (iii) the Co-Supervisor as the Third Author. No other individual shall be included as an author in such publications under any circumstances.

However, in cases where the research work has been carried out under a duly executed Memorandum of Understanding (MOU) with a laboratory, industry, or company directly related to the thesis work, one additional author may be included as the Fourth Author, subject to the terms of the MOU. A copy of the valid MOU must be submitted to the Research Cell prior to submission of the publication.

(e) The minimum period required to submit the Ph.D. thesis is three years (Full time)/ four years (Part time) from the date of admission provided that the candidate has put in minimum attendance as per UGC norms.

(f) A candidate shall submit through proper channels the required number of Thesis Copies as mentioned above in the prescribed format.

(g) The Ph.D. thesis can be written either in English or Hindi (written in Devnagari script whenever it is needed). When the subject matter of the thesis relates to the official language, it may be written in that language.

****After the successful completion of the Ph.D. viva-voce examination and the award of the Ph.D. degree, the final corrected version of the thesis, incorporating all modifications suggested by the examiners (if any), shall be submitted in prescribed format to the Research & Development Cell. The University shall upload the final approved thesis to the **Shodhganga** repository in accordance with the UGC Ph.D. Regulations, 2022, and the guidelines issued by the INFLIBNET Centre from time to time.**

10.8 Award of the Degree/ Provisional Certificate

10.8.1 After satisfactory completion of the viva-voce examination, the report of viva-voce will be submitted to the office of CoE by the R&D Cell with approval by the

Chairman, RAC.

10.8.2 Provisional Certificate, if requested, will be issued on payment of prescribed fee.

10.8.3 The Provisional Certificate will be valid till the next convocation of the University.

The date of award of Provisional Certificate will be the date of successful completion of the viva voce examination.

11. RE-REGISTRATION/ EXTENSION OF Ph.D. PROGRAM

11.1 Scholars who fail to complete the Ph.D. work within the prescribed time limit will be given only one chance to re-register for Ph.D., provided they continue the same topic under the same supervisor (if available). They must apply for re-registration prior to the expiry of the prescribed maximum period.

11.2 The re-registered scholars are permitted to submit the thesis after one year but not later than two years after re-registration.

11.3 Re-registered scholars will continue to be governed by the same regulations under which they have been previously registered. However, the fees must be paid as per the regulations in force.

11.4 As per the UGC Regulations and the provisions of the University Norms, a research scholar seeking re-registration after the expiry of the permissible period shall submit an application in the prescribed format enclosed as **Annexure 8(Ph.D.Re-Registration/ExtensionForm)**. Re-registration shall be considered and approved in accordance with the procedure laid down by the University.

12. CANCELLATION OF REGISTRATION

12.1. Requests for cancellation of the Ph.D. registration may be submitted either by the research supervisor or by the scholar. However, the final decision rests with the RAC.

12.2. The cancellation may be revoked upon request within three months to a maximum of 5 years after the date of cancellation by paying the prescribed cancellation revoke fee, along with the fees due to the University. After this period, the registration shall be cancelled once for all.

12.3. The Research Supervisor may recommend the cancellation of the registration of his / her scholar if they fail to show reasonable progress and are not in contact with the supervisor. Non Submission of Six Monthly progress reports for two consecutive semesters may be considered as reasonable ground for the same.

13. DEGREE REQUIREMENTS

The essential requirements for the award of Ph.D. degree to scholars are as follows:

13.1 Minimum CGPA of 5.5 in Course Work Examination completed within the first year of provisional registration.

13.2 Satisfactory defense of thesis during viva-voce examination

13.3 Satisfactory completion of all the stages of the program including periodic progress reports and obtaining satisfactory recommendations of the Research Advisory Committee (RAC).

13.4 Deposit of the final approved thesis after incorporating all recommendations in the

institutional repository and upload to Shodhganga in accordance with the applicable UGC Regulations and INFLIBNET guidelines.

14. ETHICAL AND REGULATORY COMPLIANCE

14.1 Ensure all research activities adhere to ethical standards and university policies. Monitor compliance with intellectual property rights (IPR) and plagiarism guidelines. Such cases shall be investigated as per University regulations, with appropriate penalties and provisions for appeal before the competent authority.

14.2 Cases of plagiarism in a thesis/dissertation shall be governed by the UGC Regulations and University Norms on Academic Integrity. Depending upon the extent and nature of plagiarism, the scholar may be required to revise and resubmit the work, may be debarred from submission for a specified period, or may be liable for cancellation of registration. The competent authority shall take appropriate action as per the provisions in force from time to time.