



SRINIVAS UNIVERSITY

MUKKA, MANGALURU

Standard Operating Procedure for Ph.D. Program

- (1) Based on availability of seats as decided by University Research Council (URC) in consultation with Deans, the advertisement shall be made in University website annually two times (May & December respectively) indicating the last date for application.
 - (2) Applications shall be received by the URC and consolidated applications will be sent to Corresponding Deans
 - (3) Entrance Exam and Interview is conducted by the Departmental Research Committee (DRC) headed by Dean of the respective College. The DRC is composed of at least three senior faculty members including Dean of the College.
 - (4) The DRC will scrutinize the applications received, prepare a list of eligible candidates after conducting written test and interview. DRC should verify the Original Marks cards, qualifications and certificates properly. DRC also send the result to the candidates by mail. Eligible and First year Full Fee paid candidates list with possible guide and research topic will be recommended to URC by DRC for approval of admission within ten days after the Exam and Interview.
- NOTE: Qualified candidates should pay the first year course fee and registration fee within 10 days after the declaration of the results compulsorily.
- (5) URC shall send the detailed report to Registrar to grant approval for admission within three days after receiving the result sheet from the DRC. URC also publish the eligible candidate list in the website within three days.
 - (6) Final round of Interview will be conducted with Chancellor for all the qualified candidates.
 - (7) Registrar shall issue the Registration letters based on URC recommendation. The date of the registration shall be considered to be the date of payment Registration fee.
 - (8) Course Work Examination should be conducted twice in year and preferably in February and July. This exam shall be conducted in the respective college level.
 - (9) Exam Time table should be intimate to the URC, Registrar (Evl) and Candidates at least one month before examinations.
 - (10) The DRC will develop the syllabus of coursework for 16 Credit/400 Marks with the minimum time frame of 6 months and get the approval of URC. Research Methodology topic and Research Ethics should be one of the mandatory subjects to all disciplines. DRC should conduct course exams at least twice in a year. Each subject carries 100 marks with 50% weightage for Internal marks. Internal marks carries for Seminars, Assignments, paper presentation etc.

(11) Deans should send the Results of Course work exams to the URC and Registrar (Evl) within 10 days after the examination.

(12) Registrar (Evl) shall provide the Course work Marks cards within one month after the results

(13) After completion of the course work exam student shall appear for the first Doctoral Committee (Pre Ph.D., Comprehensive viva) Meeting to initiate the research work. In this meeting Student should produce proposed synopsis with Guide and Co Guide name to the URC.

(14) The Doctoral Committee shall consist of at least 4 members with minimum one external member.

(15) The First Doctoral Committee give the proper directions to the candidate to continue the research work. It may also suggest changing the topic and title. The proceedings of the doctoral committee shall be sent to the URC for Ratification and a copy of the same shall be made available to the candidate.

(16) URC should provide the Course work completion letter within a week. This letter should contain the title of the proposed work, Name of the Guide and co Guide.

(17) Candidates have to submit Progress reports once in every six months in the prescribed format along with receipt of annual fee paid to the Dean. It should be forwarded to the director of URC after placing it in the DRC. The DRC will adjudge if the progress is satisfactory. Failure to submit two consecutive progress reports shall lead to cancellation of the registration. Deans should make an arrangement to send the consolidated Progress reports to URC in the last week of June and December.

(18) Candidates should publish minimum 2 research papers (UGC approved Journals) and present 2 conference presentations for thesis submission. After satisfying the minimum requirements candidate can appear in front of the second Doctoral Committee (Colloquium). If Doctoral committee approves the work candidate can submit the thesis after completion of three/Four years from the registration.

(19) On completion of the Thesis, the candidate has to request for Pre-Thesis presentation before DRC and other faculty members before thesis submission. This has to be made through the Guide.

(20) Following the Pre-Thesis presentation, the Dean of the college has to send a consolidated report on the acceptability of the Thesis for final evaluation to the Director of URC.

(21) The guide shall instruct the candidate to submit 1 copy of the final synopsis and soft copy of thesis to the Director of URC through the Dean of the College. The Dean also has to collect and submit a panel of Adjudicators who are expert academicians in the field of the research topic under consideration (Six from the State and Six from out of State) in a sealed envelope and submit it to Director of URC.

(22) URC will forward the Thesis and Synopsis to The Registrar (Evl) after checking the Plagiarism within three days.

(23) The Registrar (Evl) gets approval to start the evaluation process by submitting the Panel of adjudicators list to the Chancellor as the case may be to choose the examiners for valuation of the thesis within one week

(24) Registrar (Evl) shall update the status of the thesis once in a month to chancellor and URC

(25) Examiners report received by the Registrar (Evl) will be send to the URC for further process.

(26) URC is asked to conduct the Final viva exam (if the report is acceptable) to Guide and Dean

(27) Guide should conduct the final viva by consulting the identified examiner and send the report to the URC and Registrar (Evaluation)

(28) Dean/Guide should submit the Final Viva Reoprt to URC. URC should send the same to Registrar office to take final approval in Board of management Meeting.

(29) Based on the Management meeting Approval, Director shall issue the final Notification of award.

(30) Registrar (Evl) shall issue the Provisional Degree certificate on the basis of Notification.

Complete Ph.D. regulations is available in the University website

Fee Structure:

(1) Application fee = Rs. 1,000

(2) Registration Fee = Rs. 5,000

(3) Annual Course Fee Rs. 30,000 (Full Time) / 40,000 (Part Time/Internal Faculty) / 60,000 (Part Time others) / 90,000 (Other States) / 1,20,000 (Physiotherapy and Allied Health Scinces)

(4) Course work Exam Fee = Rs 4000 (Rs 1000/ each paper)

(5) Doctoral Committee Meeting Fee = Rs 4000/- (Minimum two meeting in entire course)

(6) Thesis Evaluation Fee = Rs 15,000/-

(7) viva voce = Rs 15,000/-

(8) Provisional Certificate = Rs 1000

(9) Convocation fee = Rs 5000/-

Note: Different Fee Structure for Foreign Candidates

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