

**MEWAR UNIVERSITY
CHITTORGARH
Ph.D. PROGRAM GUIDELINES**

S. NO.	STAGE	STANDARD OPERATING PROCEDURES	FREQUENCY	STAGE
1	Ph.D. ENTRANCE EXAMINATION	TEST ON GENERAL RESEARCH APTITUDE & SUBJECT COMPETENCY	TWICE A YEAR	INTAKE
2	INTERVIEW PRE RDC	PERSONAL INTERVIEW AFTER QUALIFYING ENTRANCE EXAM	TWICE A YEAR	
		DOCUMENTS VERIFICATION FOR ELIGIBILITY		
		CHECKING OTHER ELIGIBILITY CRITERIA (AS COURSES NOT ALLOWED ON DISTANCE COURSES AT PG LEVEL, NEGATIVE INSTITUTION / UNIVERSITY LIST, ETC.) & CONFIRMING TO UGC GUIDELINES		
		SUBMISSION OF INSTALMENT FEES		
		ALLOTMENT OF Ph.D. SUPERVISOR		
		SUBMISSION OF SYNOPSIS WITHIN THREE MONTHS		
		PRE RDC TO BE NECESSARILY COMPLETED WITHIN THREE MONTHS FROM ISSUE OF INTERVIEW CALL LETTER		
3	RDC	FORMATION OF RESEARCH DEGREE COMMITTEE	TWICE A YEAR	PRE Ph.D STAGE
		PRESENTATION OF TOPIC & RESEARCH PROPOSAL WITHIN 4 WEEKS FROM COMPLETION OF INDIVIDUAL PRE RDC. PRE RDC AND RDC SHOULD BE COMPLETED WITHIN 6 MONTHS FROM ISSUE OF INTERVIEW CALL LETTER ELSE THE SAME TO REAPPLIED FOR APPROVAL ALONG WITH THE PENALTY OF RS.5000		
		FINALIZATION / MODIFICATION (WITHIN THREE MONTHS FROM DATE OF RDC) OF TOPIC & RESEARCH PROPOSAL TOGETHER AS SYNOPSIS		
		EVALUATION OF MODIFICATION ON SYNOPSIS & FINALIZATION		
		SUBMISSION OF SECOND INSTALMENT FEES		
		ENROLMENT FOR Ph.D. COURSE WORK		

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4	Ph.D. COURSE WORK EXAMINATION	ONE SEMESTER COURSE WORK TO INCLUDE 90 HOURS OF MANDATORY CONTACT HOURS (MIN. 75% ATTENDANCE COMPULSORY)	TWICE A YEAR / AND AS PER NOTIFICATION	PRE Ph.D STAGE
		ALL ASSIGNMENTS & DISSERTATIONS TO BE SUBMITTED WITHIN 6 MONTHS FROM DATE OF RDC TO BE ELIGIBLE FOR PRE Ph.D COURSE WORK EXAM AND THE EXAM HAS TO BE NECESSARILY COMPLETED WITHIN ONE YEAR FROM THE DATE OF RDC.		
		COURSE WORK EXAMINATION AFTER THE SUCCESSFUL COMPLETION OF CLASSES AND SUBMISSION OF ASSIGNMENT		
5	Ph.D. REGISTRATION FOR THESIS WRITING	DEFENDING THE SYNOPSIS IN PUBLIC	ANNUALLY	Ph.D. SCHOLAR STAGE
		SUBMISSION OF THIRD INSTALMENT FEES		
		REGISTRATION AS SCHOLAR FOR Ph.D. AND THESIS WRITING		
		TIME PERIOD OF MINIMUM TWO YEARS AFTER THE PRE Ph.D. COURSE WORK RESULT DECLARATION (FROM DATE OF ISSUE OF GRADE SHEET) & MAXIMUM FIVE YEARS FROM THE DATE OF RDC		
		RE-REGISTRATION ON EXCEPTIONAL APPROVAL AFTER THE MAXIMUM PERIOD.		
		ALLOTMENT OF ONE INTERNAL DEPARTMENT'S CO-SUPERVISOR IN CASE EXTERNAL SUPERVISOR CHOSEN		
		SUBMISSION OF AT LEAST FOUR BI-ANNUAL PROGRESS REPORT DURING THE PERIOD BY THE SUPERVISOR ALONG WITH THE SUMMARY OF WORK DONE SO FAR & CHAPTERS FINISHED TILL RESPECTIVE PROGRESS REPORT		
		MINIMUM DURATION OF AT LEAST SIX MONTHS BETWEEN TWO PROGRESS REPORTS		
		PUBLISH AT LEAST TWO RESEARCH PAPERS RELATED TO Ph.D. TOPIC IN AT LEAST ONE NATIONAL AND ONE INTERNATIONAL JOURNALS OF REPUTE (JOURNALS WHOSE NAMES APPEAR IN THE ABSTRACT OF JOURNALS). PUBLISH PAPER ONLY AFTER COMPLETING AT LEAST ONE YEAR OF Ph.D. REGISTRATION.		Ph.D. SCHOLAR STAGE

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6	PRE SUBMISSION PRESENTATION / SEMINAR	ONLY AFTER COMPLETING AT LEAST ONE YEAR FROM THE DATE OF PUBLISHING OF TWO RESEARCH PAPERS AND SUBMISSION OF AT LEAST FOUR BI-ANNUAL PROGRESS REPORTS BY THE SUPERVISOR THE APPLICATION FOR DATES FOR PRE SUBMISSION PRESENTATION CAN BE MADE DULY SIGNED BY THE SUPERVISOR(S).	ONCE ANNUALLY	Ph.D. SCHOLAR STAGE
		PRE SUBMISSION DATES TO BE GENERALLY SCHEDULED WITHIN THREE MONTHS OF OF RECEIPT OF APPLICATION AND SUBMISSION OF THE FINAL INSTALMENT FEES WITH NO DUES CERTIFICATE OBTAINED.		
		SUBMISSION OF THE COMPLETED WORK WITH THE ABSTRACT		
		DEFENDING THE THESIS IN FRONT OF AT LEAST THREE EXTERNAL EXPERT		
		ACCEPTANCE FOR SUBMISSION / REJECTION / MODIFICATION WITH THE TIME LIMIT		
		Ph.D. RE-REGISTRATION IN CASE OF REJECTION (WITH FRESH RDC) / MODIFICATION NOT SUBMITTED WITHIN TIME LIMIT		
7	THESIS SUBMISSION AND EVALUATION	SUBMISSION OF THESIS AS PER UNIVERSITY'S GUIDELINES WITHIN THREE MONTHS OF FINAL ACCEPTANCE IN PRE SUBMISSION	AS PER NOTIFICATION	SUBMISSION STAGE
		EVALUATION OF THESIS FROM AT LEAST THREE EXAMINERS WITH ATLEAST TWO BEING EXTERNAL EXPERTS		
		UPLOADING OF FINDINGS AND ABSTRACT OF Ph.D. THESIS (MINIMUM 10 PAGES EXCLUDING REFERENCES AND ANNEXURES) AT UNIVERSITY WEBSITE OPEN ACCESS INVITING COMMENTS FROM EXTERNAL EXPERTS		
		VIVA VOCE IN CASE OF RECOMMENDATION FOR THE SAME AND AWARD OF DEGREE		
		UPLOADING Ph.D. THESIS ON THE RESEARCH DEPOSITORY - SHODH GANGA		