SOP FOR Ph.D. PROCESS FLOW

2.1   Ph.D. PROCESS FLOW

Step	Activity	Duration
1	**Entrance + Interview**	
2	**Selection + Offer Letter**	
3	**Enrollment Process: Original Document Verification and submission of Migration Certificate**	**Within 20 Days**
4	**Course Work (First Week of February & August)** **Literature Review, Reading and Presentation of 2 Papers\Month** **Summary Report of total 40 Papers in 6 mths.** **Exam of Course Work (Offline)**	**6 Months**
5	**Guide Allotment by University**	**Within 2 Weeks after result Declaration of Course Work**
6	**RAC (Synopsis)**	**Within 3 Months**
7	**Ph.D. Registration with all formalities to be completed by the student**	**7 Days from RAC**
8	**Progress Report, paper and chapter Submission to RAC in every 6 Month till the completion of work for Submission** **Progress report-1**: Review paper (paper-1) from next 60 papers (chapter-1) **Progress Report-2**: Paper-2 (chapter-2) **Progress Report-3**: Paper-3 (chapter-3) **Progress Report-4**: Papers- 4& 5 (ch.-4 & 5)	**Every 6 Months**
9	**Pre-Submission in RAC (Required: Publication as per SGVU Norms, Draft Thesis)**	**3 years from admission**
10	**Thesis Submission**	**Within 1 Month**
11	**Evaluation, Defense, Degree**	**6 Months**

Note: For detail information regarding rules and formats, visit the SGVU website (https://www.gyanvihar.org/phd)

2.2   SOP FOR Ph.D.

The proposed SOP outlines the pathway for PhD candidates, aiming to ensure structured doctoral education, foster academic excellence, and promote high-quality research outcomes. The SOP governs the lifecycle of the PhD process, from orientation to degree awarding, and includes provisions for supervision, coursework, research, reporting, and thesis submission.

1. Orientation (First Day)
- To orient new PhD candidates with the university's policies, available resources, and the academic expectations for successful completion of their degree.
- Introducing institutional guidelines for research ethics, plagiarism, and academic integrity.
- Familiarization with the available research tools, laboratories, library facilities, and administrative support.

2. Appointment of Supervisor and Mentor (Months 0-3)
- The supervisor will conduct weekly meetings to provide research guidance, track progress, address challenges, and allocate a specific research topic.
- A mentor will meet fortnightly with the candidate and supervisor to provide general academic and professional advice, ensuring well-rounded support.

3. Coursework and Exam (Months 0-6)
- The candidates will complete coursework in research methodology, subject-specific modules, and electives to build a solid theoretical foundation.
- Examination at the end of the 6th month

4. Literature Review and Research Development (Months 6-18)
- Candidates will conduct a comprehensive literature review on topic specific allotted by supervisor and refine their research objectives, methods, and hypothesis formulation.

5. Quarterly Presentations (Months 6-18)
- Candidates will present their research progress quarterly to supervisor for review and feedback. This helps refine research, anticipate potential challenges, and adjust approaches accordingly.

6. Reporting and Publications as per Norms
- Report Submission: Detailed progress reports are required at the end of the 6th, 12th, 18th, and 24th months, summarizing work completed, obstacles faced, and future objectives.
- Publications:
- First Publication: Between 6-18 months.
- Second Publication: Between 18-30 months.

7. Thesis Writing (Months 1-30)
- Chapter One: (Introduction, literature review, research objectives) to be completed by Month 18.
- Chapter Two: (Methodology, experimental design, data analysis etc.) to be completed by Month 24.
- Chapters Three/Four/Five: Experimental results, analysis, and conclusion to be completed by Month 30.

8. Final Review and Submission (Months 30-36)

- A thorough review process of the thesis draft will take place, with feedback provided by both the supervisor and mentor. Corrections and revisions should be implemented before final submission.

9. Degree Awarding (Before Year 4)
- Upon successful completion of all coursework, reports, publications, and thesis submission, the PhD degree will be awarded before the commencement of the 4th academic year

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2.3 GUIDELINES FOR Ph.D.
To ensure a smooth progression in the research journey of Ph.D. scholars at Suresh Gyan Vihar University (SGVU), the following guidelines are hereby issued:

1. Supervisor Allotment within One Month: The respective Dean/Principal/ Director/ Head/Coordinator is requested to assign a supervisor to each research scholar as per given instructions in DRB, taking into account the scholar's research interests and aligning with the expertise of a suitable supervisor, preferably within one month from the date of the scholar's admission.
2. Allotment by the Dean's Office: If a supervisor is not allotted within the stipulated time frame, the Office of the Dean (Research) will facilitate the assignment of a suitable supervisor. This allotment may be from within the scholar's department or from allied subjects, as mapped to the research area of the scholar.
3. Change of Supervisor: In the event that a supervisor leaves the institution or is otherwise unavailable, the research scholar may submit a consent form, duly signed by the supervisor, to the Office of the Dean (Research). Upon receipt, a new supervisor will be assigned by Office of the Dean (Research) itself.
4. Quarterly Progress Presentations: The Quarterly progress presentations will be an effective way to ensure that research scholars stay on track with their research methodology and objectives during the critical phases of the 2nd and 3rd semesters. This practice will help scholars refine their approach, receive feedback, and make necessary adjustments to align with their research goals. The presentation will be scheduled every day with a group of 10-12 students.
5. Mode of Research Presentation: The supervisor and research scholar have the flexibility to choose any mode (hybrid) of Research presentation throughout the research activities at SGVU. In case of any disagreement, the Office of the Dean (Research) will mediate for resolution.
6. Biannual Progress Report: Every six months, the research scholar and supervisor must ensure the presentation of a progress report and the submission of a signed progress report to the Office of the Dean (Research).
7. Minimum Criteria for Ph.D. Thesis Submission: To qualify for Ph.D. thesis submission at Suresh Gyan Vihar University after two and a half years from the date of admission (The date of admission is the date of commencement of coursework classes), research scholars must fulfill one of the following minimum criteria:

- **Option A**: 01 SCI indexed paper (Q1/Q2) + 01 peer-reviewed/Scopus/Web of Science publication + 02 national/international conference certificates.
- **Option B**: 02 Scopus/Web of Science publications reflected in Author ID + 02 national/international conference certificates.
- **Option C**: 02 Scopus-indexed conference papers or book chapters/books reflected in Scopus Author ID + 02 peer-reviewed/Scopus/Web of Science publications + 02 national/international conference certificates.

- **Option D**: 01 patent granted + 01 Scopus/Web of Science publications + 01 peer-reviewed/ Scopus/Web of Science publications + 02 national/international conference certificates.
- **Option E**: 01 project/consultancy (Minimum Rs. 5 lakhs) + 01 Scopus/Web of Science publications + 01 peer-reviewed/ Scopus/Web of Science publications + 02 national/international conference certificates.

Important Notice:
- Mixing or merging of criteria is not permitted.
- All publications, patents, projects, **consultancy affiliation must be attributed to Suresh Gyan Vihar University only.**
- The project or consultancy amount must be deposited only in the account of Suresh Gyan Vihar University.
- The inventor or co-inventor must be **affiliated with Suresh Gyan Vihar University for patent.**

8. Pre-Submission and Final Viva Voce Presentation for Ph.D. Scholars: The pre-submission presentations and the subsequent final viva voce for the award of the Ph.D. degree will be held offline at the university campus. In the event of any grievance, the Office of the Dean (Research) will address and resolve the matter upon the request of the supervisor and the research scholar.

9. Guidelines for External Expert Involvement in Research Meetings: The supervisor, in consultation with an external expert, has the discretion to conduct meetings for activities such as Research Advisory Committee (RAC) meetings, pre-submission presentations, and Ph.D. viva voce etc. in either offline or online mode.

10. Plagiarism and Compliance Guidelines for Ph.D. Thesis Submission: Plagiarism Compliance: Ph.D. candidates must ensure that their thesis contains less than 1% plagiarism in core sections and no more than 10% in non-core sections. Additionally, candidates must fulfill one of the submission criteria stated in Point 7.

All other rules and regulations as previously notified must be strictly adhered to. Any violation of UGC regulations is strictly prohibited.

All stakeholders are requested to adhere to these guidelines to support the timely and effective continuation of research for Ph.D. scholars. This process aims to ensure that each scholar receives guidance that best suits their academic and research needs.