

**Research Department**

**Ph.D. PROCEDURE**

| STEPS   | DETAILS  | Ph.D. Processes          |
|---------|--|--------------------------|
| Step-1  | Registration on SGVU website to create SID and password  | Admission Process        |
| Step-2  | Filling up of online Application by logging in using SID and password  |                          |
| Step-3  | Eligibility check of the applicant   |                          |
| Step-4  | Information by e-mail to applicant for the eligibility status, link of syllabus, link of Entrance Test fee (online)  |                          |
| Step-5  | Entrance examination fee   |                          |
| Step-6  | Issuance of Admission Card for entrance test.  |                          |
| Step-7  | Entrance Test and Interview  |                          |
| Step-8  | Result of entrance examination   |                          |
| Step-9  | Result information to candidates by email and uploading of result on SGVU website  |                          |
| Step-10 | Issuance of provisional admission letter with semester & enrolment fee link (online)   |                          |
| Step-11 | Enrolment generation procedure and email ID on LMS   |                          |
| Step-12 | Information to candidates of Course Work classes' schedule with time table   |                          |
| Step-13 | Course Work classes conduction   |                          |
| Step-14 | Course work examination  |                          |
| Step-15 | Result of Course Work examination, issuance of course work mark-sheet  | RAC & DRC                |
| Step-16 | Synopsys RAC & DRC (Research Advisory Committee & Departmental Research Committee) in the concerned department)  |                          |
| Step-17 | Issuance of the Registration letter after due approval of DRC  | Research Work            |
| Step-18 | Progress report PPT presentation in RAA meeting in every three months and submit the hard copy progress report in Research Department in prescribed format (Total 8 reports) |                          |
| Step-19 | Paper Publications as per SGVU norms   |                          |
| Step-20 | Supervisor Certificate to research department for completion of research work along with publication of two research papers as per SGVU norms of his/her scholar             | Pre-Submission DRC       |
| Step-21 | Submission of Draft copy of Thesis in spiral bound to Research Department along with Supervisor Certificates   |                          |
| Step-22 | Pre-Submission DRC   |                          |
| Step-23 | Issuance of the DRC certificate after due approval of Pre-submission DRC   | Thesis Submission        |
| Step-24 | Scholar will send soft copy of thesis by bifurcating it in two parts (Core and Non-core) for Plagiarism check  |                          |
| Step-25 | Thesis Submission after fulfilling the criteria of SGVU norms of thesis submission   | Evaluation and Viva-Voce |
| Step-26 | Thesis Evaluation  |                          |
| Step-27 | Viva-Voce  | Award of the Degree      |
| Step-28 | Issuance of the notification for award of Ph.D. degree and submission of chapter wise thesis in softcopy to Research Department for Shodhganga website                       |                          |
| Step-29 | Issuance of the Provisional Certificate  |                          |
| Step-30 | Conferment of Ph.D. Degree in Convocation  |                          |

- Note:-**
1. The scholar has to deposit fee for Five Semesters only
  2. Semester 1 fee: At the time of admission
  3. Semester 2, 3, 4, and 5 fee to be deposited by July 10 and Jan 10 of coming years