

SARDAR BHAGWAN SINGH UNIVERSITY
PhD ORDINANCE- 2025



REGULATIONS GOVERNING
THE DEGREE
OF
DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAM

With effect from Academic Session 2025-2026

Amended as per the Notification from
UGC, MHRD, New Delhi, Dated 7th November 2022


REGISTRAR

SARDAR BHAGWAN SINGH UNIVERSITY
BALAWALA, DEHRADUN

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1 Introduction

1.1 Title

This Ordinance is called the "Doctor of Philosophy (Ph.D.) Ordinance—Sardar Bhagwan Singh University shall govern the minimum standards and procedures for awarding the Doctor of Philosophy (Ph.D.) degree.

1.2 Scope

This ordinance shall apply to all the faculties, departments, and recognized research centers (if any) of Sardar Bhagwan Singh University that are authorized to offer the Ph.D. program.

1.3 Objectives of the Ph.D. Program

The objectives of the Ph.D. program are:

- To develop high-quality research scholars equipped with scientific knowledge and research skills.
- To promote original research in various fields of knowledge.
- To train scholars in the methods of research for careers in academia, research organizations, industry, and other sectors.
- To ensure high standards in research by enforcing a structured and transparent framework.

1.4 Definitions

For the purpose of this Ordinance, unless the context otherwise requires:

- AC shall mean the Academic Council of SBS University
- BPR shall mean Biannual Progress Report
- Candidate/Scholar shall mean a person registered for the Ph.D. Degree and successfully completed the pre-Ph.D. course requirement, and submitted a research plan (Synopsis).
- Caretaker Supervisor shall mean a member of the academic staff appointed to look after the candidate's/student's research interests in the absence of the Supervisor or under extraordinary circumstances.
- COE shall mean the Controller of Examinations.
- Coursework refers to mandatory academic requirements before thesis registration.
- Cumulative Grade Point Average (CGPA) is a numerical index that represents a student's overall academic performance across all semesters. It is calculated as the ratio of the total credit points earned to the total credits attempted, and is presented up to two decimal places.
- DRC means Departmental Research Committee.
- DRC-AL means Departmental Research Committee approval letter
- External examiner means an academician/researcher with published research work who is not part of SBS University where the Ph.D. scholar has registered for the Ph.D. programme.
- Full-time Research Student/Candidate shall mean an individual enrolled in the Ph.D. program, who is committed to pursuing the research and academic requirements on a full-time basis.



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- **Guide/Research Supervisor** shall mean a member of the academic staff of the University approved by DRC & RDC to guide/supervise the research/academic work of the student/candidate.
- **Joint/Co-Supervisor** shall mean an additional research guide formally approved by the University's competent authority (eg. DRC), under exceptional circumstances, to assist the scholar in completing the research work.
- **Online Mode** shall carry the same meaning as prescribed under the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020.
- **Ph.D.** means Doctor of Philosophy, the highest academic degree awarded by the University.
- **Plagiarism** refers to the unethical practice of presenting another individual's work, ideas, or expressions as one's own, without proper acknowledgement.
- **Prospectus** denotes any official document—printed or digital—issued by SBS University to provide accurate, transparent, and comprehensive information about the University and its academic programs to the general public, especially prospective students.
- **RAC** means Research Advisory Committee, constituted for the scholar.
- **RDC** means Research Degree Committee.
- **Registration Period** refers to the duration starting from the initial date of enrollment or fee payment at the University and continuing until the completion of the Ph.D. program.
- **Research Proposal** is a concise document submitted by a Ph.D. scholar, outlining the objectives, scope, methodology, and significance of the intended research work, as part of the process for confirmation of registration in the Ph.D. program.
- **Residency** denotes the minimum required time during which a scholar must be physically present at the University as a full-time student.
- **Thesis** means the dissertation or report submitted by the scholar in support of candidature for the Ph.D. degree.
- **University** means Sardar Bhagwan Singh University.
- **VC** shall mean the Vice-Chancellor of SBS University.

2. Eligibility Criteria

2.1 Academic Qualifications

A candidate seeking admission to the Ph.D. program must have:

- A Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least **55% marks in aggregate** or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in 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.
- As per the National Education Policy (NEP) 2020 and UGC guidelines, students who have completed a four-year Bachelor's degree with Research and obtained a minimum of 75% marks or an equivalent **CGPA of 7.5 are eligible for direct admission to Ph.D.** programmes without the requirement of a Master's degree. A relaxation of 5% marks may be applicable for reserved category candidates as per UGC norms.



2.2 Equivalent Qualifications and Exceptions

- Candidates who have completed M.Phil. Program with at least 55% marks (or equivalent grade) are eligible to pursue research work leading to a Ph.D.
- Candidates possessing a degree considered equivalent to M.Phil. by the university and fulfilling eligibility conditions as per UGC norms are also eligible.
- Foreign nationals with equivalent qualifications and satisfying visa and equivalency requirements may also be eligible.

2.3 Reservation Policy

- Admission shall be in accordance with the reservation policy of the Center/ State Government of India & University regulations *especially Sikh minorities* as applicable from time to time.

3. Admission Process

- As per the UGC Regulations 2022, the University shall follow a **two-stage process** for admission to the Ph.D. programme, which includes a written entrance test followed by an interview.
- The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and/or Academic Council of the university, and taking into account the reservation policy of the Central/State Government from time to time. The university will adhere to the State-level/minority reservation policy, as applicable.

3.1 Notification of Admission

- The University shall notify Ph.D. admissions at least once a year or as decided by the Academic Council/Commission.
- The University shall determine the number of Ph.D. candidates to be admitted each academic year through its respective departments and schools, based on the availability of eligible Research Supervisors, while strictly adhering to the scholar-to-supervisor ratio as stipulated in the UGC regulations. The notification shall be displayed on the university website and advertised through appropriate media.

3.2 Application Procedure

- Eligible candidates shall apply through the university's prescribed online or offline mode.
- The application shall be complete in all aspects, including academic qualifications, category certificates (if applicable), statement of purpose, and proof of any prior research experience or publications (if any).

3.3 Entrance Test and Interview

The University will have a separate mode for Ph.D. Entrance Test for the following categories of candidates. For the candidates of such categories, it will not be necessary to appear in the written component of the entrance examination. They will be called upon for the interview



(online for International applicants) directly, along with those who will qualify for the written entrance examination.

- Those who have qualified UGC-NET (including JRF)
- Those who have qualified UGC-CSIR NET (including JRF & LS)
- Those who have qualified SLET
- Those who have qualified GATE/GPAT
- Those who are teacher fellowship holders
- Those who are regularly appointed teachers of the university.
- Those who are international students.

For International Students:

- **Eligibility Criteria:** International students must possess a Master's degree with a minimum of 55% marks or an equivalent grade from a recognized university.
- **Academic Qualifications:** Candidates must submit academic transcripts, degree certificates, a valid research proposal, and letters of recommendation from previous academic institutions.
- **Admission Process:** Admission is typically based on online interviews
- **English Proficiency:** Applicants whose native language is not English must provide evidence of English proficiency through standardized tests such as IELTS (with a minimum score of 6.0 in each section) or equivalent score of TOFEL, unless exempted by the university.
- **Visa Regulations:** International students must obtain a Student Visa (Research Visa for PhD) issued by the Indian Embassy/Consulate in their home country. The visa is granted based on the admission offer letter from the respective university and is generally valid for the entire duration of the program. Visa holders are required to register with the Foreigners Regional Registration Office (FRRO) within 14 days of arrival in India.
- **Financial Proof:** Applicants must provide financial documentation to demonstrate sufficient funds for tuition fees, living expenses, and other associated costs for the duration of the program.
- **Health and Medical Requirements:** Students must submit a valid medical fitness certificate and undergo health screening as specified by the university.

3.4 Eligibility for Interview

Candidates who obtain a minimum of **50% marks** in the Ph.D. entrance examination shall be considered eligible to appear for the interview. A relaxation of **5% marks** (i.e., qualifying at 45%) shall be granted to candidates belonging to **reserved categories** such as SC, ST, OBC (non-creamy layer), Persons with Disabilities (PwD), Economically Weaker Sections (EWS), and other categories as notified by the University Grants Commission from time to time.

3.5 Entrance Test, Structure, Syllabus and Pattern

The Entrance Test shall comprise **two components**, each carrying **50% weight age**:

- **Part A – Research Methodology** (50%) (syllabus attached as Annex)
- **Part B – Subject-Specific Knowledge** (50%) (syllabus attached as Annex)


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The Research Methodology component may either be **common or discipline-specific**, based on the academic decision of the University. If the component is common across disciplines, the Vice-Chancellor shall constitute a moderation committee comprising internal and/or external subject experts from all relevant fields to ensure balanced and appropriate question design.

For the Research methodology & Subject-Specific component, the **Associate Director-Research & Innovation**, with the Vice-Chancellor's approval, may engage **external/internal subject experts** to develop the question papers.

The Entrance Test shall be conducted by the office of the **Controller of Examinations (COE)** at the **designated examination centres** as notified by the University in advance. Any changes in test centers, if applicable, shall also be communicated to candidates well in advance through official channels (COE/Admission cell).

- Candidates who qualify the written test shall be called for an **interview/viva-voce**, where they must:
 - Present their research interests/area.
 - Discuss the research proposal's feasibility.
 - Assess their research aptitude and alignment with department priorities.

3.6 Preparation of Merit List

- The final merit list shall be **prepared by the COE, SBSU**, based on the combined performance in:
 - Written test (where applicable)
 - Interview
- The list of selected candidates shall be approved by the competent authority and notified on the University website/University notice boards.

3.7 Provisional Admission

- Selected candidates shall be granted **provisional admission** and shall be required to complete the prescribed coursework within the stipulated period.
- Provisional admission shall be confirmed only after successful completion of coursework and approval of the research proposal by the Departmental Research Committee (DRC).
- For admitting international candidates to the Ph.D. programme, the University shall follow the procedure outlined under **Section 3.3**. However, the **Academic Council** reserves the right to modify the selection process for such candidates in accordance with the latest guidelines or norms issued by relevant statutory or regulatory authorities. Additionally, each Research Supervisor may guide up to **two international Ph.D. scholars** only as per the prescribed limit of doctoral candidates permitted under existing regulations.

4. Allocation of Research Supervisor, Eligibility, Max number of students, Co/joint supervisors etc

- Only a full-time regular teacher of the University can act as a supervisor. The allocation of a research supervisor to a Ph.D. scholar shall be carried out in a structured manner, compliance with UGC norms and University policies.
- The process of assigning a Research Supervisor to a Ph.D. student is not random or informal—it is done in a structured and systematic manner. This includes considering factors such as the area of specialization of the faculty member, the research interests/preference of the student, the

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number of scholars already assigned to the supervisor (to ensure workload balance), and the availability of resources. The aim is to ensure an academically meaningful match between the scholar and the supervisor, promoting quality research and proper guidance.

4.1. Eligibility Criteria for Research Supervisors

- Permanent faculty members of the University serving as **Professors, Associate Professors**, holding a **Ph.D. degree** and having a minimum of **five research publications** in journals recognized by the UGC shall be deemed eligible to act as Research Supervisors. In disciplines where UGC-recognized journals are either unavailable or limited in number, the **Academic Council** may relax this criterion, provided that reasons for such relaxation are duly recorded in writing.
- Similarly, **Assistant Professors** with a **Ph.D. degree** and a minimum of three years of post-PhD experience & at least **three research publications** in UGC-recognized journals shall also be considered eligible to serve as Research Supervisors. However, in cases where such journals are scarce within a given discipline, the Academic Council may grant relaxation under documented justification.
- Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. degree will not be awarded by the university under the supervision of a faculty member who is not an employee of the university.
- In rare and exceptional cases, a senior Professor without a Ph.D. degree, but with a proven track record of academic contributions and extensive research experience, may be permitted to act as a Research Supervisor. Such appointments must be:
 - Recommended by the concerned Department/School, and,
 - Approved by both the Vice-Chancellor and the Academic Council, with reasons duly recorded.
- Faculty members appointed on a **contractual, part-time, or temporary basis** shall not be eligible to act as Research Supervisors, unless specifically authorized by the **Academic Council** under special circumstances.

4.2. Maximum Number of Scholars/Students per Supervisor

- A Research Supervisor may guide up to the maximum number of scholars as prescribed by the University Grants Commission (UGC) and the University regulations from time to time. (UGC Regulations, 2022, Published on 15/11/2022)
- A Research Supervisor or Co-Supervisor holding the position of Professor may supervise a maximum of eight (08) Ph.D. scholars at any given time.
An Associate Professor may supervise up to **six (06) Ph.D. scholars**, while an Assistant Professor may supervise a maximum of **four (04) Ph.D. scholars** concurrently.
- In addition, each Supervisor is permitted to guide up to **two international research scholars** on a **supernumerary basis**, beyond the prescribed limit of Ph.D. scholars.
- Upon the **submission of the thesis** by a Ph.D. scholar, the corresponding supervisory seat shall be considered **vacant** and available for new allocation.

4.3. Appointment of Co-Supervisor (if Applicable)

- In cases where the research work requires additional expertise or in interdisciplinary research, a Co-Supervisor/Joint Supervisor may be appointed with the approval of the **competent authority**, following the guidelines laid down by the University.
- The selection of a co-supervisor for a PhD should be made in consultation with the principal supervisor, based on the specific needs and interdisciplinary requirements of the research proposal. This ensures that the co-supervisor brings relevant expertise and contributes meaningfully to the successful execution of the research. The decision should prioritize academic alignment, research support, and the overall benefit to the doctoral candidate's scholarly development.
- In cases where the University has entered into a **Memorandum of Understanding (MoU)** or a formal collaboration with another **recognized academic or research institution**, a **Co-Supervisor** from the partner organization may be appointed to guide a Ph.D. scholar. Such appointments shall be made:
 - In accordance with the terms of the MoU,
 - With approval from the "Vice-Chancellor-chaired RDC" and the **Departmental Research Committee**.

4.4. Allocation Procedure

- The allocation of a Research Supervisor shall be made on the recommendation of the **Departmental Research Committee (DRC)**, considering the scholar's proposed area of research, the availability of eligible faculty members, and their willingness to supervise. The appointment of a Research Supervisor for a selected Ph.D. scholar shall also take into account the permissible number of scholars per Supervisor (as outlined in Section 4.2), along with the specialization and research interests of both the candidate and the faculty member.
- The recommendation(s) of the DRC shall be subject to approval by the **Associate Director, Research & Innovation of SBS University**, in accordance with the provisions of the **UGC Regulations** and the **University's Ph.D. Ordinance**.

4.5. Change of Supervisor

- A change of Research Supervisor may be permitted under exceptional circumstances such as non-availability of the Supervisor, administrative reasons, or upon request by the scholar with valid justification, subject to the approval of the Academic Council or its authorized committee viz. DRC.
- In case of the resignation, superannuation, or demise of the Supervisor, the University shall arrange for the reallocation of a new supervisor in a timely manner as per section 4.4.

4.6. Appointment of Joint-Supervisors and/or Caretaker-Supervisor for Ph.D. Students in Extraordinary Circumstances

- In exceptional circumstances, such as the requirement of interdisciplinary expertise, the need

for additional academic support or the prolonged unavailability of the assigned Research Supervisor due to sabbatical, retirement, resignation, or any other valid reason, the University may appoint a **Joint Supervisor** and/or a **Caretaker Supervisor** to ensure the timely progress of the Ph.D. student.

- The appointment of a Joint Supervisor shall be based on the recommendation of the **Departmental Research Committee (DRC)** and shall require the approval of the **Research Degree Committee (RDC) & Associate Director, Research & Innovation**, in accordance with the University's Ph.D. Ordinance.
- Similarly, if a Supervisor is temporarily unavailable, a **Caretaker Supervisor** may be appointed to oversee the student's research work until a new permanent Supervisor is assigned or the original Supervisor resumes their role.
- The Joint Supervisor and/or Caretaker Supervisor must meet the eligibility criteria prescribed for Research Supervisors under the University and UGC regulations. Such appointments must be made carefully, ensuring that the student's research work is not adversely affected, and must be formally notified by the University.

5. Coursework and Evaluation for Doctoral Candidate

Course Work- Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

5.1. Coursework Structure & Minimum required credits

- All Ph.D. scholars (full-time and part-time) must complete a mandatory Pre-PhD coursework as part of their doctoral program. Every candidate admitted to the Ph.D. programme shall be required to complete the coursework prescribed by the respective Department within six months from the date of initial registration and fee deposition.
- This coursework shall include a course on "Research and Publication Ethics," as mandated by UGC through D.O. No. F.1-1/2018 (Journal/CARE) issued in 2019, along with a course in Research Methodology. Additionally, the Department or Research Advisory Committee may recommend UGC-recognized online courses to fulfill part of the credit requirements for the Ph.D. programme.
- All courses, credit prescribed for pre-PhD coursework, shall be in conformity with credit hours instructional requirement and shall specify content, instructional & assessment methods; these shall be duly approved by the Academic Council.



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- The coursework shall include:

Table 1: Pre PhD Courses of the program and schemes for end semester examinations.

Component & Course Code	Course Title/Area	Credits & Allotted Max Marks	UGC Guideline/Requirement
Compulsory Core Course I (PHDC 711)	Research Methodology	4 Credits & 100 Marks	Mandatory for all Ph.D. scholars (as per UGC 2022 Regulations)
Compulsory Core Course II (PHDC 712)	Research Publication and Ethics (RPE)	2 Credits & 50 Marks	Mandatory for all Ph.D. scholars (as per UGC 2022 Regulations)
⁵ Elective I (PHDC 713) Interdisciplinary: A. Computer Applications / B. Advanced Writing & Presentation Skills /C. IPR/ D. /Others	Interdisciplinary subjects	2 Credits & (50 marks)	As per UGC Recommendations & Interdisciplinary approaches
Subject-Specific Course Elective II (PHDC 714)	Advanced Topics in Relevant Research Area ¹	04 credits (100 marks)	As recommended by the Departmental Research Committee (DRC)
⁶ Specialized Teaching Practice/Course/Module/Field work) PHDC 715	Teaching/ Professional Practice	02 Credits (marks not applicable)	As recommended by the Departmental Research Committee (DRC)
Total Minimum Credits Required		14 Credits & Total Marks = 300	As per UGC Regulation, a Minimum of 12 credits are compulsory

¹Supervised Self Study (05 Seminars, 05 Assignments, 01 Problem Solving Classes/Week (n=15); All these under the supervision of DRC.

⁵Elective I (PHDC 713) course can be completed by the students from Swayam & MOOC Portal also (optional but **result/completion certificate must be produced by the student by the specified given time**).

⁶(Specialized TP/Course/Module/Field work) must be completed by the students upto 2nd semester of the PhD program.

Important notations:

- Compulsory courses on **Research Methodology & Research Publication ethics (RPE)**, which will cover quantitative methods, qualitative methods, research ethics, publication ethics, and research writing.

- Subject-specific courses relevant to the scholar's area of research.
- **Additional modules**, if necessary, as recommended by the Departmental Research Committee (DRC), tailored to the research needs of the scholar.
- If deemed necessary, and based on the recommendation of the **DRC**, Research scholars may be permitted to complete part of their coursework in related departments or institutes, either within the University or at other recognized institutions. Appropriate credit will be awarded for such coursework. However, the evaluation of all coursework shall be conducted by the faculty members of the University.

5.2. Attendance Requirements

- Each Ph.D. scholar must maintain a minimum of **75% attendance** in the coursework.
- In exceptional circumstances, an attendance shortage up to **10%** may be condoned by the Vice-Chancellor based on valid and documented reasons.
- Scholars failing to meet attendance requirements shall not be permitted to appear for coursework evaluation and must repeat the course(s).
- **All Ph.D. scholars, regardless of their discipline**, are required to **undergo training in teaching, education, pedagogy, and writing relevant** to their chosen area of research during their doctoral studies. Additionally, Ph.D. scholars may be assigned 4-6 hours per week of teaching or research assistantship duties, which may include conducting tutorials, laboratory work, and evaluations.

5.3. Evaluation and Grading

- To successfully complete the coursework, a scholar must secure a minimum of **55% marks** or its equivalent grade/CGPA.
- For the end-semester examination of the pre-Ph.D course work, the concerned department will provide the necessary details to the office of COE authorized by the Vice-Chancellor. This will include course codes, course titles and syllabi and the names of at least three external experts (who are qualified to set the question paper and evaluate the answer booklets for each course).
- Evaluation of the course work will be based on a combination of written examinations, assignments, term papers, presentations, and/or seminars.
- A relaxation of **5% marks** (i.e., minimum **50%**) shall be given to candidates belonging to SC/ST/OBC (non-creamy layer)/Differently-abled categories and other categories as per UGC rules.
- A scholar who fails to obtain the minimum required marks must **reappear** in the examination(s) or **redo** the coursework as decided by the DRC.
- In accordance with university guidelines, students who fail to meet the minimum required marks in the prescribed coursework or fail to attend the mid-term or final semester exams due to emergencies or medical conditions may be allowed to appear for a **make-up exam**.
- In case a student misses the **mid-term exam** due to valid reasons, such as medical emergencies or unforeseen circumstances, a **mid-term make-up exam** will be scheduled. The student must submit valid documentation (such as a medical certificate or relevant proof) to justify the absence. Similarly, students who fail the mid-term or final semester exam will be permitted to appear for the **make-up exam** within a specified period. The exact date, format, and conditions for these exams will be decided by the respective **Department Research Committee (DRC)** with the Approval of the **Associate Director- Research & Innovation**. Each student can only appear

for one make-up exam per course, and the maximum marks achievable in the make-up exam will be capped at the marks specified for the original exam. Students who fail to pass the make-up exam **will not be eligible for further re-examinations** and may be subject to the academic regulations of the University regarding their continuation in the Ph.D. programme.

5.4. Exemption from Coursework (if any)

- Candidates who have successfully completed M. Phil Coursework or an equivalent program from a recognized institution, in compliance with UGC regulations, may apply for exemption from coursework requirements, wholly or partially.
- Such exemption shall only be granted after a careful review of equivalence by the Departmental Research Committee (DRC) and approval by the Associate Director, Research & Innovation.
- Documentary proof, such as transcripts and syllabi, must be submitted along with the exemption request.

6. Research Proposal and Registration

- The **Ph.D. research proposal** (*duly signed by candidate & allocated supervisor(s)*) must be submitted in a standardized format that clearly presents the research plan and methodology. This proposal serves as the foundation for the candidate's doctoral research and will be assessed for its feasibility, clarity, and academic rigor.

6.1 Format and Content:

The proposal should include, at a minimum, the following sections:

- Title of the Research:**
 - A concise and descriptive title of the research topic.
- Introduction:**
 - A brief overview of the research area and its significance in the broader field of study.
 - A statement of the research problem or question.
- Objectives of the Research:**
 - Clear and concise listing of the research objectives, outlining what the candidate aims to achieve through the study.
- Literature Review:**
 - A critical review of existing literature relevant to the research topic.
 - Identification of the research gap or areas that need further investigation.
 - Citation of key studies that support the research focus.
- Research Methodology:**
 - Detailed explanation of the research design, methodology, and approach to be used in the study.
 - Description of the research methods, data collection techniques, tools, and instruments.
 - Sampling methods, data analysis, and ethical considerations.
- Expected Outcomes:**
 - A clear outline of the expected outcomes or contributions to the field of study.
 - How the research findings could be applied or impact the academic community and society.
- Timeline and Milestones:**

- A projected timeline for the completion of the research, indicating key milestones and deadlines for each phase of the project.
- viii. **References:**
 - A list of relevant academic references, journals, books, and other sources cited in the proposal.
- ix. **Budget (if applicable):**
 - A tentative budget if the research requires financial resources for conducting experiments, fieldwork, or data collection.

6.2. Presentation before Departmental Research Committee (DRC)

- Once the **research proposal** is prepared, the candidate must present it before the **Departmental Research Committee (DRC)**. This is a key stage in the evaluation process and helps ensure that the proposed research is of sufficient academic merit.

Procedure for Presentation:

1. Submission of Proposal:

- The candidate submits the research proposal, duly signed by the allocated and approved supervisor, to the Departmental Research Committee (DRC) for review.

2. Presentation Format:

- The candidate is required to present the proposal in a structured format, usually in a 15-30 minute presentation, followed by a Q&A session. The presentation may be done in person or virtually, depending on the department's requirements.

3. Criteria for Evaluation:

- The DRC will assess the following key aspects of the proposal:
 - **Clarity and relevance** of the research question or problem.
 - **Quality and originality** of the research objectives and methodology.
 - **Feasibility** of the proposed research plan and timeline.
 - **Potential impact** of the research and its contribution to the field.
 - **Academic rigor** in terms of literature review and methodological approach.

4. Feedback and Revisions:

- The DRC may provide feedback and suggestions for improvement or clarification of certain aspects of the proposal.
- The candidate may be required to revise the proposal based on the recommendations provided and resubmit it for further review.

6.3. Research Degree Committee (RDC) Approval

- The **Research Degree Committee (RDC)** is the final body responsible for reviewing and approving the Ph.D. research proposal on the basis of DRC recommendations. After the approval of the DRC, "Proposal & DRC approval letter" (DRC-AL) must be submitted to the Associate Director- Research & Innovation for its formal approval by **RDC**. The Associate Director- Research & Innovation will get the final approval from the Research Degree Committee (RDC) of the University.

Role of the RDC:

i. **Evaluation of the Proposal:**

- o The RDC thoroughly reviews the candidate's research proposal to ensure that it adheres to academic standards, ethical guidelines, and aligns with the University's research objectives.

ii. **Approval/Recommendations:**

- o If the RDC is satisfied with the proposal, it grants approval for the candidate to proceed with the research.
- o In some cases, the RDC may request further revisions before granting approval. The committee may provide specific guidelines or suggestions to improve the research focus or methodology.

iii. **Final Decision:**

- o Upon receiving the RDC's approval, the candidate can proceed with the Ph.D. registration process.
- o The RDC approval signifies that the research has met the necessary academic and institutional standards.

iv. **Documentation:**

- o Once the RDC approves the proposal, the candidate will receive official confirmation in the form of a registration letter, marking the beginning of their doctoral research journey.

6.4. Registration of Scholar (Retrospective/Prospective)

- The **Date of Registration** for a Ph.D. candidate marks the official start of their doctoral research journey. It is important for the university to establish a clear and defined date for registration, which can either be **retrospective** or **prospective**, depending on the circumstances.
- In both cases, the official **date of registration** will be documented in the university's records and is essential for determining the timeline for completing the Ph.D. requirements, including the submission of progress reports, thesis submission, and final defense.

Retrospective Registration

- In certain cases, a Ph.D. candidate may have already begun their research work prior to the formal registration process. If such a situation arises, the university may allow **retrospective registration**.
- The date of registration will be backdated to the start of the research work, provided that all requirements for admission and proposal approval have been met.
- This type of registration is typically allowed if the candidate has undertaken substantial work and has met the initial milestones of the Ph.D. program. The university may also assess whether the candidate's work aligns with the guidelines of the Ph.D. program to ensure the retrospective registration is valid.



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Prospective Registration

- For most Ph.D. candidates, the registration date is **prospective**, meaning it will be set at the time of the candidate's formal admission and the approval of their research proposal by the **Research Degree Committee (RDC)**.
- The **prospective registration** date marks the official start of the Ph.D. program, and all subsequent academic requirements (evaluations, progress reports, etc.) will be scheduled from this date.

Special Considerations

- The university may allow exceptions for **retrospective registration** under special circumstances, such as for candidates who have faced delays due to personal, academic, or health reasons, but still wish to register their research work within the defined time frame.
- The decision to approve retrospective registration will be made on a case-by-case basis, in consultation with the **Research Degree Committee (RDC)** and the **Departmental Research Committee (DRC)**.

Cancellation of the registrations

- The registration of a Ph.D. scholar shall be liable for cancellation under the following circumstances:
 - (i) Failure to submit satisfactory progress reports for two consecutive review periods,
 - (ii) Violation of University rules, academic misconduct, or ethical breach,
 - (iii) Exceeding the maximum allowed duration without an approved extension,
 - (iv) Voluntary withdrawal from the program.
 - (v) Non-compliance with any condition stipulated by the Research Advisory Committee (RAC), Departmental Research Committee (DRC), or Research Degree Committee (RDC).
 - (vi) The final decision for cancellation shall be made with the approval of the Vice-Chancellor based on the recommendations of the Associate Director Research & Innovation.

7. Duration of the Ph.D. Program

7.1. Minimum and Maximum Duration

- The Ph.D. program at the University has a **minimum duration of three years** from the date of registration, during which the candidate is expected to complete coursework, conduct research, and prepare their thesis.
- The **maximum duration** for completion of the Ph.D. program is **six years** from the date of registration. If the Ph.D. candidate has not completed the degree requirements within this

period, they will be required to discontinue the program unless they apply for an extension (as per section 7.2).

- Extensions beyond the six-year limit are not typically granted except in exceptional cases, subject to the approval of the **Research Degree Committee (RDC)**.

7.2. Extension of Time

- Candidates who are unable to complete the Ph.D. within the maximum duration may apply for an **extension** of time.
- The extension request must be made in writing, detailing the reasons for the delay, the work completed, and the timeline required for completion.
- The application for extension must be submitted to the **Research Advisory Committee (RAC)** for recommendation, followed by approval from the **Research Degree Committee (RDC)**.
- Extensions will generally be granted in cases of illness, personal emergencies, or other unforeseen circumstances, but the total extension will not exceed **one year** beyond the maximum duration.
- A female Ph.D. scholar who is registered in the program and requires maternity leave during the course of her research shall be entitled to a maternity leave of up to **six months** (as per UGC/University norms), which may be availed once during the entire duration of the Ph.D. program. During this period, the scholar shall not be required to engage in academic or research activities. The period of maternity leave will not be counted towards the maximum duration of the Ph.D. program. The candidate must submit a formal written application along with a medical certificate to the Research supervisor for approval and official record.

7.3. Re-registration Policy

- If a candidate is unable to meet the completion requirements even after the extension, they may be required to **re-register** for the Ph.D. program.
- Re-registration involves the candidate reapplying for admission and submitting a new research proposal for evaluation.
- A candidate who is granted re-registration will be treated as a new entrant, with the registration date being reset, and they will be subject to all **prevailing Ph.D. program regulations** (including all fees).

8. Progress Monitoring and Reporting

8.1. Biannual Progress Reports

- All Ph.D. candidates must submit a **Biannual Progress Report (BPR)** detailing their research activities, outcomes, challenges, and future plans.
- The report shall be evaluated by the Research Advisory Committee (RAC), which may assess the candidate's progress **through an interview and/or presentation** before providing its feedback and recommendations.
- The report should be submitted to the **Departmental Research Committee (DRC)** at the end of each academic year, or as specified by the DRC.
- A copy of the Progress report & a progress report certificate must be submitted to the **COE department**.

- COE will verify & forward the **Progress Report Certificate (PRC)** to the **Associate Director-Research & Innovation**.

8.2. Research Advisory Committee (RAC) Meetings

- The **Research Advisory Committee (RAC)** will meet with each Ph.D. candidate at least twice a year to review their research progress.
- The meetings provide an opportunity for the candidate to present their research findings, receive guidance, and address any issues or challenges they are encountering in their work.
- Based on these meetings, the RAC will offer recommendations for improvement and decide if the candidate is progressing satisfactorily or if they need additional support.
- The **Research Advisory Committee (RAC)** must submit a written report every three months to the **Departmental Research Committee (DRC)**, providing a detailed assessment of the scholar's research progress and academic development.

8.3. Discontinuation and Rejoining Procedure

- If a scholar wishes to voluntarily **withdraw** from the Ph.D. program, they must submit a written application to the **Departmental Research Committee (DRC)** through their **Research Supervisor**. The withdrawal will be considered final only after approval by the competent authority of the University, and all outstanding dues and formal clearances must be settled before issuance of the **withdrawal order**. At this stage scholar will be treated as a withdrawal candidate (**W**).
- A Ph.D. candidate may be required to discontinue their program if they fail to meet academic or progress requirements or if they have been absent for a prolonged period without valid justification. In this case, the candidate will be **considered as a drop-out (DO) case**. Rejoining of such cases will be discussed case by case during the upcoming Academic Commission/Council.
- Candidates who wish to rejoin the program after discontinuation must submit a **formal request** to the **Research Advisory Committee (RAC) & Departmental Research Committee (DRC)**, including a plan for completing the remaining work.
- A candidate who has previously **withdrawn or dropped out** of the Ph.D. program may apply to rejoin within a maximum period of **one year** from the date of withdrawal, subject to valid reasons. Rejoining shall require approval from the **Departmental Research Committee (DRC)**, the **Associate Director Research & Innovation** and the **Vice-Chancellor**.
- Rejoining of such cases will be discussed case by case during the upcoming Academic Commission/Council.
- Upon rejoining, the scholar must comply with any new regulations or requirements applicable at the time of re-admission, and the period of absence shall not be counted towards the minimum duration required for the Ph.D. program, and the candidate may be asked to update their research proposal based on current research trends.

9. Pre-Submission Requirements

- The pre-submission requirements for Ph.D. candidates are designed to ensure that the candidate's research is thorough, original, and ready for final submission. **The process includes a pre-submission seminar, plagiarism check, publication requirements, and clearance from relevant University sections.** The RAC and DRC play critical roles in reviewing the research progress, and their recommendations will determine whether the candidate is ready to submit

the thesis for final evaluation.

- When the **Research Advisory Committee (RAC)** is satisfied that the research work has been substantially completed and the thesis draft is in its final stages of preparation, the RAC shall review and confirm the appropriateness of the thesis title, as specified in the approved research proposal. If the RAC determines that a revision to the title is necessary, the title must be modified prior to the Pre-Submission Seminar. The **updated title** shall then be officially communicated to the **COE & Associate Director's** offices, authorized by the Vice-Chancellor for record-keeping and/or notification. **No changes to the thesis title** will be permitted after this stage.

9.1. Pre-Submission Seminar

- The Research Advisory Committee (RAC) shall recommend a specific date and time for conducting the pre-thesis submission seminar. This seminar must be held at least one month before the formal submission of the thesis.
- Upon the RAC's recommendation, the Supervisor will issue the seminar notice, duly countersigned by the Head of Department/Director/In-charge, with a copy sent to the **Registrar's Office, Associate Director -Research & Innovation or any office authorized by the Vice-Chancellor.**
- During the seminar, the student will present a preliminary overview of their research findings.
- Before submitting the final thesis, all Ph.D. candidates are required to present a **Pre-Submission Seminar** to the faculty and the **Research Advisory Committee (RAC).**
- The seminar will provide an overview of the candidate's research, findings, and how the work contributes to the field. The RAC will provide feedback, suggest further improvements, or recommend additional research.

9.2. Plagiarism Check and Certificate

- As per university guidelines, all Ph.D. candidates must submit their thesis for a **plagiarism check** through the University-approved software/UGC recommended software.
- A **plagiarism certificate** must be submitted along with the thesis, indicating that the work is original and does not exceed the allowable threshold for plagiarism. Certificate must be verified by the DRC.
- Any thesis found to have significant plagiarism issues will be rejected, and the candidate may be asked to revise and resubmit the thesis.

9.3. Publication Requirements

- Ph.D. candidates shall be required to publish at least one (01) research paper as the First/Principal Author in a peer-reviewed journal indexed in Scopus/Web of Science (WoS)/PubMed, or before submission of the thesis. In addition, candidates are also required to have presented their research work in at least two (02) international conferences related to their research area. Publication of additional research papers arising from the Ph.D. work shall be highly encouraged and expected.



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- These publications serve as evidence of the candidate's scholarly contribution to the field. The candidate must provide proof of these publications (published copy & indexed In respective student's ID) as part of their final submission.

9.4. No Dues and Clearance

- Before submission of the final thesis, candidates must clear all **academic and financial dues** with the university.
- The candidate must obtain a **No Dues Certificate** from the library, department, and other relevant university offices.
- The **No Dues Certificate** must be submitted along with the final thesis for consideration of the thesis submission.

10. Thesis Submission

10.1 Application for thesis submission & its Further Processing

- The application for thesis submission, prepared by the student/Ph.D. Scholar, must be forwarded by the **Research Advisory Committee (RAC)** and **Departmental Research Committee (DRC)** to the **Associate Director-Research & Innovation**. The application must also be countersigned by the Dean/Director or Head of the Department/In-charge of the School.
- Upon approval of the thesis submission Request by the **Associate Director-Research & Innovation**, the **RAC** will forward the **four (04) copies** of the thesis, along with the 04 copies of the "summary of thesis", to the **Office of COE**.
- The **Associate Director** will ensure that all timelines are adhered to and will act as the liaison between the academic departments and the administrative offices involved in the thesis submission process.
- The clerical attestation for the Ph.D. thesis submission involves the verification and formal endorsement of the thesis documents by the appropriate administrative office. This attestation confirms that all procedural requirements have been met and that the thesis is in compliance with the university's academic regulations.
- The clerical attestation will be carried out by the administrative staff at the **Registrar's office** in coordination with the **Associate Director- Research & Innovation**. This process includes verifying the submission of the required number of copies, ensuring the completion of all necessary certificates (such as the plagiarism certificate and supervisor's certification), and confirming that the submission is in accordance with the university's guidelines. Once attested, the documents are officially recorded for **further academic action (examination/evaluation)**.
- The **Associate Director of Research & Innovation** shall be responsible for informing and providing updates to the **Office of the Vice Chancellor** regarding the further processing of the thesis submission.

10.2 Important considerations

- In accordance with the prescribed regulations, upon submission of the thesis for evaluation, the Ph.D. candidate shall **provide an undertaking**, along with a **certificate from the Research Supervisor**, certifying the originality of the research work. The certificate shall explicitly affirm that the thesis has not been submitted for the award of any other degree or diploma, whether

- at the same university or any other institution, and that the work is free from plagiarism.
- Furthermore, the certificate shall include a statement confirming that there has been no **infringement of copyright laws**. This affirmation shall be substantiated by a report generated through plagiarism detection software and tools, as specified by the academic council and/or the **University Grants Commission (UGC)** in compliance with relevant ordinances, for the detection of plagiarism and other forms of academic dishonesty.
- The thesis shall be accompanied by a certificate from the Research Supervisor certifying that the recommendations made by the committee (if any) have been duly implemented.

10.3. Format and Guidelines

- The final thesis must be submitted both in hard copy and soft copy.
- Hard Copy:** The candidate must submit a specified number (04) of hard bound copies of the thesis, which will be retained by the University for evaluation and archival purposes.
- Soft Copy:** The thesis must also be submitted in digital format (PDF or as specified by the University), and the soft copy should be uploaded to the University's research portal or emailed to the relevant office as per submission instructions. This will serve as the official digital record of the thesis.
- The four (04) copies of the Ph.D. thesis** must be submitted in a prescribed format (i.e. approved by the Academic Commission) of the University, which is consistent with the guidelines outlined by the University and complies with the UGC regulations.

The following components are mandatory for the thesis: (strictly as per the "guidance document for thesis format" of the Sardar Bhagwan Singh University)

- Title Page:** The title page must include the title of the thesis, the candidate's name, department, University name, degree program, date of submission, and name of the supervisor(s).
- Abstract:** A concise summary of the research, including objectives, methodology, results, and conclusions, typically not exceeding 300-350 words.
- Table of Contents:** Clear listing of all chapters, sub-chapters, and major sections of the thesis.
- Chapters:** The thesis must include an **Introduction, Literature review, Methodology, Results, Discussion & Conclusions**.
- References and Citations:** The referencing style must be consistent throughout the document (e.g., APA, Chicago, Harvard, etc.).
- Appendices:** Any additional material, such as **data sets, questionnaires, or survey instruments**, should be included in the appendices.
- The Ph.D. student shall enclose the documents (in the form of conference presentation certificates and/or reprints of published articles) in the form of the last pages of the thesis.
- Candidates are expected to strictly adhere to these guidelines, ensuring proper formatting for margins, font size, line spacing, and page numbering.

10.4 Language and Structure

- Language:** The thesis must be written in English (British, American, or Indian English). If a language other than English is to be used, a formal request for approval must be submitted by the Research Advisory Committee (RAC) to DRC.

10.5 Fee Submission

- **Fee**

As per the University's Ph.D. guidelines, the thesis processing fee must be paid at the time of submission. The fee structure will be notified by the admission/account office and may vary depending on the specific department or program.

11. Evaluation of Thesis

11.1 Panel of Examiners

- Once the thesis has been submitted & clerically attested, the University will constitute a panel of external examiners for the evaluation of the thesis. The panel will consist of experts in the relevant field of research, as per UGC regulations.
- The **supervisor** shall submit a panel consisting of **6-10 distinct examiners (national & international)**, each recognized within the relevant broad research area, along with their specific areas of expertise, current affiliation, a list of their publications, in the prescribed format (**panel of examiner format**). It is required that **at least five** of the proposed examiners be from outside the **State of Uttarakhand**.
- The proposed panel will be submitted to the **Associate Director- Research & Innovation** for final approval by the **Vice-Chancellor** of the University.
- The **Vice-Chancellor** will **appoint** two external examiners. While doing so, he may ensure that at least one of them are outside the **State of Uttarakhand**.
- This process is to be strictly adhered to in accordance with the University's Ph.D. Ordinance.

11.2 Criteria for Selection of Examiners

- **Expertise:** Examiners should be recognized experts in the field of the candidate's research, with a proven track record of publications in peer-reviewed journals.
- **Independence:** The examiners must be independent and impartial, with no prior connection to the candidate, supervisor, or any member of the University faculty.
- **Geographic Location:** The panel will ideally consist of examiners from both national and international institutions to ensure a broader perspective on the research.

11.3 Evaluation Report of examiners & Format

- The University shall establish effective procedures to ensure that the entire process of Ph.D. thesis evaluation is completed within a period of six months from the date of submission.
- Each examiner shall provide a certificate affirming that they do not have any blood or close familial relationship with the Ph.D. candidate in any form.
- The examiners shall thoroughly evaluate the thesis and submit their reports in the prescribed format to the University, clearly stating their recommendations. The thesis evaluation reports from the examiners shall be initially submitted to the Registrar. If any report is incomplete or unclear, the Registrar will bring the matter to the attention of the Vice Chancellor. If the Vice Chancellor **deems the report to be deficient**, the report will be returned to the concerned examiner for necessary revisions or clarifications.
- If one of the external examiners unanimously and unambiguously recommend that the thesis be

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accepted and the second external examiner recommends rejection of the thesis, the Vice-Chancellor will appoint the 3rd examiner from the same panel, and the thesis will be sent further to the 3rd examiner for evaluation.

- If all the external examiners unanimously and unambiguously recommend that the thesis be accepted/recommended for the award of PhD degree, the Vice-Chancellor shall direct that the viva-voce examination of the student be arranged as early as possible.
- If any external examiners recommend revision and the requirement of some other work to be done, such recommendation shall be appropriately communicated to the student. The Vice-Chancellor shall issue directions (through the Associate Director- Research & Innovation) to the student and/or his/her research supervisor.
- If the student chooses not to accept the suggested modifications and provides a response to the examiner's points or observations, but the examiner does not accept the reply, the matter will be referred to a committee of experts (with the Supervisor as a member) appointed by the Vice-Chancellor. The decision of this committee will be considered final. If the Vice-Chancellor decides not to accept the committee's recommendation, the Vice-Chancellor shall record specific and detailed reasons for the decision.

The external examiners are required to provide a detailed evaluation report (as per the University's format) that addresses the following areas:

- **Originality/Novelty:** Assessment of the originality and contribution of the research to the field.
- **Methodology:** Evaluation of the methodology used, including the appropriateness of data collection and analysis techniques.
- **Findings and Conclusions:** Review of the research findings and conclusions drawn from the study.
- **Quality of Writing:** Evaluation of the clarity, structure, and overall quality of the thesis.
- **Recommendations:** Specific recommendations for revision, if necessary, before the final approval of the thesis.

11.4 Recommendations by Examiners

Upon reviewing the thesis, the panel of examiners will make one of the following recommendations:

- **Approval:** If the thesis is deemed satisfactory and meets academic standards, the examiners will recommend approval for the award of the Ph.D. degree.
- **Minor Revisions:** If minor revisions are required, the examiners will specify the necessary changes, and the candidate will be given a specified period to make the revisions and resubmit the thesis.
- **Major Revisions or Re submission:** In case of major concerns or inadequacies, the examiners may recommend substantial revisions or re-submission of the thesis for re-evaluation.
- **Rejection:** If the thesis is found to be of insufficient quality, the examiners may recommend rejection of the thesis, and the candidate may be required to withdraw from the program.

11.5 Re-submission and Re-evaluation

- **Re-submission:** If the examiners request revisions or resubmission, the candidate must address the concerns raised and submit a revised version of the thesis within a specified period.

- **Re-evaluation:** The revised thesis will be re-evaluated by the same examiners or, if necessary, a new set of examiners may be appointed to assess the changes made. The final decision on the thesis will be based on the outcome of this re-evaluation.

12. Viva-Voce Examination

- On the receipt of the satisfactory evaluation reports, recommendation of examiners or decision, made by the Vice-Chancellor in some specific or extraordinary circumstances (mentioned under clauses), the student shall undergo a Viva-Voce examination. The Viva-Voce examination shall be open to be attended by the members of the Research Advisory Committee (RAC), all faculty members of the Department, other Ph.D. students and other interested experts/researchers.
- If the Viva-Voce examiners do not recommend award of Ph.D. degree, the student shall have to re-appear at a second Viva-Voce examination within three months. If the student fails to satisfy the Viva-Voce examiner the second time, his/her thesis shall be rejected finally. No student shall be entitled or permitted to re-appear at the Viva-Voce examination more than once.
- The research supervisor, the convener of the Viva-Voce examination, shall submit a report of the Viva-Voce examination (prepared by the RAC) in the prescribed format highlighting the clear recommendation to the concerned Head of the Department, who will forward the same to the Vice-Chancellor through the Registrar or other authorized office.
- The Vice-Chancellor or the officer authorized by the Vice-Chancellor may grant permission for declaring the result and declaring the date of Viva-Voce to be the date of award of the degree.
- A provisional certificate of the award of the degree may be issued to the student on his/her written request by the appropriate University authority.
- Along with the award of the degree, the University shall also issue a certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.

12.1 Constitution of Viva Panel

The Viva-Voce panel will consist of the following members:

- **External Examiner(s):** At least one examiner from outside the University, who is an expert in the candidate's research area.
- **Internal Examiner(s):** At least one examiner from the University's faculty, preferably a subject expert.
- **Research Supervisor(s):** The supervisor(s) will be present during the viva to provide context and clarify any questions raised during the defense (if needed or required).
- **Chairperson:** The Chairperson of the viva panel will be DRC-chair/Head of the School.
- **Associate Director (Research & Innovation)** of the University may also be present to oversee the proceedings and ensure fair conduct.



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12.2 Mode (Online/Offline)

The Viva-Voce may be conducted either in person or online, depending on the circumstances (e.g., travel restrictions, health concerns, etc.). The University will ensure that the mode of examination does not affect the fairness or integrity of the process.

- **Offline Viva:** If conducted on campus, the viva will be open to faculty members and Ph.D. scholars as per University policy.
- **Online Viva:** In case of online viva, appropriate technological measures will be taken to ensure smooth communication and the integrity of the examination.

12.3 Final Decision on Award of Degree

The final decision on the award of the Ph.D. degree will be made based on the Viva-Voce performance and the recommendations of the examiners. The following outcomes are possible:

- **Approval for Degree Award:** If the candidate successfully defends the thesis and addresses any questions raised during the viva, the Ph.D. degree will be awarded.
- **Postponement:** If minor revisions or additional work are required following the viva, the candidate will be given a specified period to submit the revised work for re-evaluation.
- **Rejection:** If the candidate fails to defend the thesis satisfactorily or the thesis is found to be inadequate, the Ph.D. degree may not be awarded.
- The final decision will be communicated to the candidate by the Registrar's office and the University's research administration.

13 Award of the Degree, Notification and Documentation

13.1. Approval by Academic Council

- Upon successful completion of all prescribed requirements, including the Viva-Voce examination and submission of all relevant documents, the recommendation for award of the Ph.D. degree shall be placed before the Academic Council for its final approval.
- After approval by the Academic Council, the degree certificate shall be formally issued to the candidate during the convocation or through an official process approved by the University.
- A formal notification of the award of the degree shall be issued by the University. Relevant documentation shall be maintained in the official records of the Academic Section, Registrar's Office, and Office of the Associate Director-Research.

14. Depository and Publication

- **Submission to INFLIBNET/Shodhganga:** In accordance with UGC regulations, a soft copy of the final approved thesis shall be submitted to the INFLIBNET/Shodhganga repository for digital archiving and public access.
- The University shall also maintain a digital repository of all approved theses, accessible through the University's library portal, for academic reference and transparency.

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15. Ethical Clearance for Research:

- For research involving human or animal subjects, the candidate must obtain ethical clearance from the Institutional Ethics Committee prior to data collection. Proof of such clearance shall be submitted with the thesis.

16. Misconduct and Disciplinary Action:

- Any instance of academic misconduct, including plagiarism, data fabrication, or breach of ethical standards, shall be subject to investigation and appropriate disciplinary action as per University rules.

17. Refund Policy:

- The refund of any fee shall be governed by the University's fee refund policy, which takes into account the stage of the program at which withdrawal is made.

18. Miscellaneous:

- Matters not specifically covered under this ordinance shall be dealt with in accordance with the general academic rules and regulations of the University, as approved by the Academic Council from time to time.

19 Removal of Difficulties/Power of the Vice Chancellor

- Notwithstanding anything contained in these Regulations, the Vice-Chancellor is empowered to take suitable decisions, measures and notifications to overcome doubts/constraints/difficulties, and resolve any other extraordinary issue.
- The Vice Chancellor shall have the power to interpret and clarify any provision of this ordinance. In the event of any dispute or ambiguity, the decision of the Vice Chancellor shall be final and binding. The Vice Chancellor is also empowered to approve exceptions or take appropriate actions in matters not explicitly provided for in the ordinance, in the interest of maintaining academic integrity and institutional efficiency.


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