

STANDARD OPERATING PROCEDURE (SOP)

For the PhD Program in the Rayat-Bahra University, Mohali

1. Purpose

The purpose of this SOP is to establish the procedures to be followed for the admission, conduct, and completion of the PhD program in accordance with UGC guidelines. It ensures a systematic and transparent process for research scholars, supervisors, and administrators throughout the PhD journey from application to the award of the degree.

2. Scope

This SOP applies to all candidates applying for and enrolled in the PhD program within the Department of Research. It outlines the key stages of the program, including admission, coursework, research activities, thesis submission, and degree award.

3. Definitions

- **UGC:** University Grants Commission, the governing body setting standards for higher education in India.
- **DRC:** Departmental Research Committee responsible for the evaluation and oversight of PhD research work.
- **Supervisor/Co-Supervisor:** Faculty members assigned to guide the candidate in their research work.
- **Synopsis:** A brief outline of the research work proposed by the candidate, submitted for approval.
- **Thesis:** A comprehensive document containing the candidate's research findings submitted for final evaluation.

4. Procedure

i. Admission Process

Step 1: Advertisement: Advertisements for the PhD program will be released biannually in **June** and **December**. The advertisement will include eligibility criteria, application deadlines, and submission instructions.

Step 2: Application Submission: Applications will be accepted within the **June-July** or **December-January** window. Candidates must submit all required documents, including

academic records, research proposals, and any relevant certificates, as per the guidelines provided.

Step 3: Entrance Test and Interview: An entrance test will be conducted to assess the candidate's knowledge in their field of research. Candidates who pass the entrance test will be called for an interview with the DRC. Final results will be declared in **August** or **January**.

ii. Enrolment and Coursework:

Step 4: Enrolment: Selected candidates will be required to enroll in the PhD program and submit the applicable fees during the **August-September** or **January-February** period.

Step 5: Coursework: Candidates will undertake the following mandatory coursework:

- **Research Methodology (03 Credits)**
- **Research Methodology Lab (03 Credits)**
- **Research and Publication Ethics (03 Credits)**

Duration of Coursework: 10 days of continuous classes, including weekends, followed by a dual-mode course (online and on-campus) for two months. Fee submission will occur in **February/June** depending on the session.

iii. Research Activities

Step 6: Literature Review and Seminar: After completing the coursework, candidates must submit:

- A **Literature Review Report (03 Credits)** in their research area.
- Present a **Doctoral Core Subject Seminar (04 Credits)**, during which Supervisors/Co-Supervisors will be assigned.

This process will take place from February to March or June to July.

Step 7: Submission of Synopsis: Candidates must prepare and submit their research synopsis for evaluation by the DRC in **August** or **January**. Upon successful evaluation, a viva voce will be conducted to assess the feasibility and novelty of the proposed research. Fees must be submitted during the **August-September** or **January-February** period.

Step 8: Semester Progress Reports: Candidates are required to submit progress reports every semester, signed by their Supervisor/Co-Supervisor, to the Director (Research) office. Reports are due in **January** and **August** of each year, accompanied by the submission of research papers to Scopus-indexed journals or conferences.

iv. Thesis Submission and Evaluation

Step 9: Pre-Thesis Submission: Candidates must submit a **Final Synopsis** and prepare for a **Pre-Thesis Open Defense** during **July-August** or **December-January**. The DRC will evaluate the research before proceeding to the final submission stage. Fee submission will occur in **August-September** or **January-February**.

Step 10: Thesis Submission: Upon successful completion of research work, candidates must verify their publications as per SCOPUS/UGC Care guidelines. The final thesis submission must adhere to the guidelines provided by UGC/RBU, with all required forms and approvals. Submission is to occur in **October** or **March**.

Step 11: Examiner Approval and Thesis Evaluation: The thesis will be sent for evaluation by external examiners approved by the DRC. This process will begin in **November-December** or **July-August**.

Step 12: Final Viva-Voce and Degree Award; Once the thesis has been positively evaluated, the candidate will undergo a **Final Viva-Voce** and **Open Defense** of the thesis. Upon successful defence, the PhD degree will be awarded. The entire process is expected to conclude in **December-January** or **July-August**.

Key Timelines

Step	Timeline
Advertisement	June / December
Application Submission	June-July / December-January
Entrance Test + Interview	August / January
Enrolment and Coursework Fee Submission	August-September / January-February
Coursework Completion	February / June
Literature Review & Seminar	February-March / June-July
Synopsis Submission and Viva-Voce	August / January
Semester Progress Report	January / August
Pre-Thesis Submission & Open Defense	July-August / December-January
Thesis Submission	October / March
Examiner Approval and Thesis Evaluation	November-December / July-August

Final Viva-Voce and Award of Degree	December-January / July-August
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5. Monitoring and Compliance

The progress of each PhD candidate will be regularly monitored by their Supervisor/Co-Supervisor and the DRC. Any deviations from the above procedures must be reported to the Director (Research) office immediately, and corrective measures must be taken as required.

6. Review and Amendments

This SOP will be reviewed annually to ensure compliance with updated UGC guidelines and institutional policies. Amendments may be made as required, with approval from the DRC and the Director (Research).

This structured SOP ensures a clear pathway for PhD candidates, faculty, and administrators to follow, promoting a transparent and effective PhD journey from admission to degree award.