



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

No. Exam. VII/ 5309 /2020,

Dated: 30.05.2020

Notification

As approved by the Vice-Chancellor it is for the information of all concerned that following guideline/principle are notified in addition to the UGC (Minimum Standards and Procedure for Award of M.PHL./Ph.D. Degrees) Regulation, 2016 which is to be adhered to by all the scholars and guides working under Utkal University with immediate effect.

30/5/2020
CONTROLLER OF EXAMINATIONS

Controller of Examinations
Utkal University
Bhubaneswar-4

Guidelines for Ph.D. Candidates (2019)

1. All India Entrance Test shall be conducted by the University at centre(s) to be notified in advance with objective type of questions (Multiple Choice Questions, MCQ). The entrance test shall be a qualifying test.
2. Viva-Voce of qualified candidates will be conducted by Departmental Research Committee (DRC) of respective subject and evaluation will be made on the basis of interview performance and merit of the synopsis of research.
3. Provisional admission cum registration into Ph.D. programme on the basis of followings:
 - i) Recommendation of the Research Supervisor/Head of the Department./Dean.
 - ii) Recommendation of DRC.
 - iii) Synopsis of Research Proposal.
 - iv) Controller of Examinations will recommend/accept the provisional admission.
 - v) Candidate will pay the required fees at office of the Chairperson, P. G. Council.
4. Candidate will attend the classes and complete the course work requirements in the respective department/nodal centres.
5. Course work shall be successfully completed within six month failing which the candidate will get one more chance in the subsequent semester. Provisional registration shall be liable for cancellation if the candidate fails to complete the course in second chance (subsequent semester).
6. Confirmation of Ph.D. Registration will be through open seminar before DRC and recommendation of DRC. **Ordinarily there shall be no change of the research topic after final registration.** Requisite fee for confirmation of Ph.D. Registration shall be paid in the office of the Comptroller of Finance.
7. After completion of the work on the research topic, the draft copy of the thesis shall be submitted to the Supervisor(s) for preparation of pre-submission seminar in consultation with Research Advisory Committee.
8. The candidate shall present the pre-submission seminar before the DRC at least two months before the final submission. The feedback and comments obtained from DRC may be suitably incorporated into the draft thesis. The period between the date of pre-submission seminar and date of final submission of thesis shall not be more than three months.
9. Final thesis shall be recommended by the DRC before reaching the Controller of Examinations. The final thesis shall be presented in accordance to prescribed format.
10. The Controller of Examinations shall receive the following documents along with final Ph.D. thesis:
 - i) Original receipts for payment of provisional registration and confirmation Ph.D. registration fees;
 - ii) Course work completion certificate;

- iii) Confirmation of Ph.D. topic certificate;
 - iv) Pre-submission seminar presentation certificate by DRC;
 - v) Two published research papers with at least one research paper in UGC notified journal and two presentations of papers in conferences/seminars from the research topic;
 - vi) Plagiarism Test Report (20 : 80)
 - vii) Copies of synopsis (1500 words) and abstract of thesis (500 words);
 - viii) Soft copy of thesis in CD
11. After verifying documents, the Controller of Examinations shall recommend for final submission and the candidate shall pay the required fees. The fees will be paid in the office of Comptroller of Finance.
12. For every candidate the DRC will maintain a separate file and the same will be sent to the Controller of Examinations who shall keep all records pertaining to candidate's progress.
- Chairman, DRC shall be requested to forward their names specifying their category, Supervisor/Co-supervisor to Controller of Examinations for approval of Honble' Vice-Chancellor.

Sd/-
Controller of Examinations

N.B. : The above guideline is only informative and not exhaustive. However, scholars have to satisfy all other procedure in accordance with UGC Minimum Standard and Procedure for the award of Ph.D. Degree Regulations 2016.



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004
APPLICATION FOR ADMISSION INTO
Ph.D. PROGRAMME, 20
(To be filled in by the Applicant)

Subject:	Paste passport size photograph
Registration No:	

1. Name of the Applicant : _____
(In Block Letters)
2. Name of the Mother/Father/Guardian : _____
3. Permanent Address : _____

4. Present Address : _____
Including E mail ID _____
Mobile No. _____
Aadhar Card (Copy) _____
5. Date of Birth : _____
6. Caste _____ Sex _____ Nationality _____
(original and copy of the caste certificate to be attached in case of ST/SC/OBC)
7. Educational Qualifications:

Name of the Exam.	Board/ University	Year of Passing	Class / Division	% of Marks	Optional / Spl. Paper

(copies of all certificates and mark-sheets are to be attached)

8. Whether employed (Yes/No) : _____

(If employed experience certificate and No Objection certificate from employer in official stationary has to be enclosed)

9. Area of Research (Subject/Discipline) : _____

10. Topic of Proposed Research : _____

11. Copies of Research Proposal/Synopsis: _____

12. Name and Address of Supervisor/Co-supervisor:

Name and Address of Supervisor (Proposed)	Name and Address of Co-Supervisor (Proposed)

13. Research Experience/Publications/Number of M.Phil. and Ph.D. students already supervised by the Supervisor/Co-supervisor, please mentioned only the name(s) of already awarded the thesis (Attached additional sheet if required).

Date: _____

Signature of the Applicant

Research Supervisor

Head of the Dept. /
Chairperson DRC

Coordinator of
Nodal Institute

UTKAL UNIVERSITY
VANIVIHAR, BHUBANESWAR-751004

PARTICULARS OF RESEARCH SUPERVISOR

1. Name and Designation : _____

2. Address : _____

3. Whether a Ph.D. Degree holder (Yes/No) _____
(Xerox copy of the certificate should be attached)

4. No. of years having
 - a) Teaching Experience (PG & UG): _____
 - b) Post Doctoral Research Experience: _____
(If any)

5. Particulars about Research Publications in referred/reputed journals:
 - i)
 - ii)
 - iii)
 - iv)
 - v)

6. Name of the Research Scholars registered under Universities including Utkal University presently working under him for their Ph.D. Degree.

Sl. No.	Name	Year of Registration	Topic	Status of Research
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Signature of the Supervisor

Addendum to Guidelines for Ph.D. candidates

The following guidelines are to be followed in addition to the earlier guideline publish in this regard:

1. The guidelines for admission of scholars to Ph.D. Programme 2019 is accepted with following inclusion in the guidelines.
 - a) Notification of the entrance test (CRET) shall be published by the Controller of Examinations for Ph.D. / IRP programmes taking the available vacancy into consideration.
 - b) For every scholar there will be a 03 (three) members RAC (Research Advisory Committee) including
 - (i) One member from within Department
 - (ii) One External to the Department
 - (iii) Supervisor is the Convener.(All the members must be eligible for Ph.D. Supervisor)
 - c) Process of Ph.D. registration has the two stages
 - (i) Provisional registration (Admission of Ph.D. course work)
 - (ii) Conformation of registration

For confirmation of research topic, a candidate has to apply to Chairman of DRC (Department Research Committee) through the supervisor(s) and finally DRC will decide to grant confirmation. This confirmation of registration will be done after the completion of course work in a confirmation seminar.

- d) Any minor modification requested by scholar, will only be allowed after approval of University Research Committee (URC).
- e) At department level, records will be maintained on the progress of research scholars as per the UGC guidelines which will be procedured at the end with a certificate to this effect by RAC.
- f) After completion of research work, the DRC will conduct per-submission board for submission of thesis following due procedure on recommendation of RAC without waiting for any official approval.
- g) After approval, the Ph.D. thesis will be submitted by the scholar in the last week of every month For smooth functioning and processing of thesis in the University office.
- h) The Examiner list may be submitted by the guide three months before the submission of thesis for approval of the BoS. The Ph.D. scholar has to submit five copies each of Abstract of thesis (500 words) and Synopsis (1500 words) along with the examiner's list.

2.

- a) Necessary changes in IRP/ M.Phil. course curriculum be incorporated in conformity to Resolution passed by the academic council meeting held on 29.05.2019 of item no 23 of Regulation amendment committee (proposal of 2 year IRP/Ph.D. course from 2019-20).
- b) Inclusion of the course Research and Publication Ethics (RPE) is mandatory with two credit for the Ph.D. students for Pre-registration course work as per the UGC guideline (copy enclose) from the forthcoming academic session.

3.

- a) It has been observed that in registration letter of the scholar the date of registration is the date of recommendation of SRC.
- b) However there are cases where a gap between date of issue of registration letter and date of registration i.e date of SRC exists which vary from case to case.
- c) It was placed before the URC for its kind view

- d) After discussion the URC decided that for the cases which has been placed after 18th February 2018 (i.e last two years) the date of SRC, will be date of Registration as per previous practice but for the cases where recommendation of SRC has come before 18th February 2018 the date of registration will be fixed at the 18th February 2018.

4.

- a) The issue related to different National institutes like IMMT, RPRC etc., was discussed.

It was unanimously resolved that these institutions may apply to Utkal University in their own interest to be the nodal centre of Utkal University for research. There after permission be given to the recognized Ph.D. supervisor by the appropriate authority to guide the scholars under Utkal University.

- b) It was also decided that one day workshop for the supervisor shall be organized to aware them about the new guidelines
- c) As a part of Industry-University interface, 2% of the total no of Ph.D. to be enrolled/offered in a year (as per notification) will be made available for the Extraordinary achievers / person of excellence from the fields like industry, corporate eminence section and Govt. organizations.

After receiving applications from the concerns achievers / persons of excellence, URC will take final decision in the selection of scholars in this regard.

No Ph.D. course work will be necessary for the scholar of this category.

Sd/-
Vice-Chancellor

Sd/-
Controller of Examinations