

STANDARD OPERATING PROCEDURE FOR PH.D. PROGRAMME

1. Apply for Vivek University Research Aptitude Test “VURAT” by paying prescribed application fee.
2. Appear for written test (VURAT) and result to be declared within 07 days.
3. Appear for interview/viva voce after written test (VURAT) result declaration, including the candidates exempted from VURAT.
4. Final VURAT result will be declared on the website of the university within one week from the date of interview/viva voce conducted.
5. Provisional admission letters sent to the successful candidates, within 03 days from the date of declaration of the result, by the office of Dean research.
6. Candidates have to pay the registration & first semester fee within stipulated time period from the date of receiving the Offer Letter.
7. Notification by the R & D office to the registered candidates (now called Research Scholars) to attend the Orientation program.
8. Notification by the R & D office to the registered candidates for the commencement of Pre Ph. D. course work classes.
9. Research Scholars attend the prescribed course work classes as per time table. 75% minimum attendance must be required.
10. Allocation of Supervisor based on the area of interest of the research supervisor.
 - Research Scholar start preparing research Work Plan and Synopsis/ Research Proposal in consultation with SRAC/ DRAC/ supervisor.
11. Course Work Exams as notified by the University Examination Division.
12. Notification for 1st SRAC/DRAC meeting at least two weeks before by the chairperson of SRAC/DRAC. Research Scholar have to submit and present his/her complete research work plan for the approval of research proposal/ synopsis.
13. Recommendations of the SRAC/DRAC on the duly completed research proposal/ synopsis of each research scholars along with MOM, will be sent to the R & D Cell within 3 days from the date of conducting SRAC/DRAC Meeting.
14. If not approved then SRAC/DRAC may provide second chance.
15. Notification for 2nd SRAC/DRAC meeting at least two weeks before by the chairperson of SRAC/ DRAC. Research Scholar have to submit and present his/her progress report of research work done for approval.
16. Recommendations of the SRAC/DRAC on the duly completed research progress of each research scholars along with MOM, will be sent to the R & D Cell within 3 days from the date of conducting SRAC/DRAC Meeting.

17. Notify to attend 3rd, 4th and 5th SRAC/DRAC meeting respectively for monitoring the progress of research of each research scholar.
18. Notify to attend 6th RAC meeting & counsel the research scholar to make pre-thesis submission presentation after having completed minimum duration as per Ph D ordinance from the date of registration.
19. If approved, the thesis be readied and submitted for its evaluation only after completing minimum period as per ordinance from date of registration.
20. The SRAC/ DRAC to submit the list of panel of examiners for approval as soon as the pre thesis submission presentation is approved.
21. If not approved then SRAC/DRAC may provide further direction and recommendation for revision of the thesis.
22. However, if the research scholar performance is unsatisfactorily, SRAC/DRAC may be recommend for his/her registration shall deem to be cancelled.
23. The submitted thesis be sent to the approved examiners for evaluation of thesis.
24. If the examiners' reports are favourable then conduct the ODE & the research scholar defends his/her work.
25. If the report(s) of the external evaluation of thesis is/are unfavourable then direct to scholar make necessary corrections & then conduct ODE.
26. If the ODE report is positive, conduct the RDC for award of degree.
 - Letter by the University for Award of Ph.D. Degree.
 - Call for attending the Convocation.