



**REGULATION FOR DOCTOR OF PHILOSOPHY (Ph.D.), POST DOCTORAL DEGREE IN
HUMANITIES, MANAGEMENT AND SOCIAL SCIENCES (D. LITT), SCIENCE AND
ENGINEERING (D.SC.) AND LAW (LL.D.)
(Effective from 1st March, 2022)**

SECTION-A (Ph.D.)

1. The regulation governs the conditions for admission, imparting courses of instruction, conduct of the examinations and evaluation of research scholar's performance leading to a Ph.D. Degree. For items not covered in this regulation, the relevant rules and regulations of UGC shall be followed as amended from time to time with due approval of the University authorities.

2. **Selection Process & Admission**

- 2.1. **Notification:**

The Chairman, P.G. Council shall issue admission notification in at least two leading newspapers (one in National English and one in Odia newspaper) as well as in the University website preferably in the month of April every year inviting applications from candidates desirous of taking admission into Ph.D. Programme scheduled to start in the month of July. The notification shall indicate the number of vacancies available in each subject.

- 2.2. **Eligibility:**

A candidate, who has obtained Master's degree in any discipline of Sambalpur University or any other University/ Institute recognized by this University or such degree obtained from a UGC recognized Institution or University and foreign universities recognized by Sambalpur University/AIU/UGC/AICTE, etc. as may be considered equivalent for this purpose by Sambalpur University with at least 55% of marks (or equivalent grade), shall be eligible for submitting application for admission into the Ph.D. programme. However, candidates belonging to SC/ST/Differently-Abled categories or those who obtained their Master degree prior to 19th September, 1991 shall be given a relaxation of 5% marks at Master's degree level. In-service candidates shall have to submit a no-objection certificate from their employers in a prescribed format, failing which their applications will be rejected. A copy of the same will be submitted at the time of Registration. Candidates who are admitted into the Ph.D. programme as unemployed candidates and applying for Registration as in-service candidates will have to submit a no-objection certificate from their employers at the time of registration in prescribed format.

- 2.3. **Scrutinization:**

All applications received by the University in response to admission notification within the stipulated date shall be scrutinized by the Scrutiny Committee (As provided in Appendix- A). Applications of candidates which are incomplete in any respect or received after the last date shall be treated as invalid and shall be summarily rejected. The valid applications shall be scrutinized by the scrutiny committee which shall list out the names of candidates eligible for appearing entrance test, candidates exempted from appearing the entrance test and the ineligible candidates. For the candidates eligible for appearing entrance test and candidates exempted from appearing the entrance test, the web-site notification will be treated as the official intimation. No separate intimation in any form will be issued.

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2.4. Research Eligibility Test of Sambalpur University (RETSU):

The eligible applicants will have to appear at an Entrance Test to be conducted by the PG council of the University in the subject in which they are interested to pursue their Ph.D. programme as per the website notification and schedule. No separate individual intimation in this regard shall be sent to individual candidates. The syllabus of the Entrance Test shall consist of 50% of Research Methodology and 50% shall be subject specific. However, the following categories of candidates shall be exempted from appearing the Research Eligibility Test of Sambalpur University (RETSU).

2.4.1. Candidates, who have qualified in UGC/CSIR NET, GATE, INSPIRE, and such other national level Examinations conducted by UGC, ICAR, ICMR, CSIR, ICSSR and other such National Bodies and candidates who are eligible to get fellowship from national or state level organizations/institutions.

- (i) Candidates who have passed M. Phil./ M. Tech/ MD/MS from this University or from other University / Institute recognized by Sambalpur University/ Govt of India/UGC provided that their admission in M. Phil/M. Tech/ MD/MS Programme has been through an entrance examination and they have undertaken course work as has been prescribed in the regulation with Research Methodology as a paper.
- (ii) A candidate who has successfully passed the 1st Semester Course of M.Phil programme of Sambalpur University with Research methodology as a paper with a minimum of 6.5 OGPA or 60% marks in aggregate provided that the candidate concerned should have cleared M. Phil. programme at the time of registration to Ph.D. programme.
- (iii) The candidates covered by University-Institution or University-Industry MoU or Executive Ph.D. being offered by Sambalpur University will be assessed based on interview performance only.

2.5. Results of Research Eligibility Test of Sambalpur University (RETSU):

In order to clear the RETSU, a candidate shall have to secure a minimum of 50% marks (relaxation of 5 % of marks for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/Differently-abled category). The list of candidates who have secured at least 50% marks in the RETSU will be displayed in the University website. No separate letter of intimation for interview/viva- voce shall be sent from the University to the candidates individually.

2.6. Viva Voce Examination:

Candidates securing a minimum qualifying mark of 50% in Entrance Test and the candidates who **have been exempted** from written test shall be declared eligible by the University for appearing the Viva- Voce examination at the Nodal Center. The list of candidates for such Viva- Voce examination will be displayed in the University website and no separate communication will be sent. The list of candidates for Viva- Voce along with their past academic records shall be sent by the P.G. Council office to the respective Nodal Centers. A duly constituted committee shall take the Viva- Voce Examination of the candidates at the Nodal Centre. (Appendix-B).

2.7. Merit list:

The final merit list of the successful candidates shall be prepared by the Nodal Centre by assigning weightage 70% to the written test and 30% to the performance in the Viva voce. The assessment of the candidate in the Viva-Voce shall be primarily based on

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the candidate's subject knowledge, research interest and communication skill. A candidate has to secure at least 15 marks out of 30 (i.e., 50%) to qualify the viva-voce examination. The merit list will be displayed in the University website.

2.8. Reservation of Seats

Reservation of seats under different categories shall be made as per the Odisha State Government norms issued from time to time. If suitable candidates are not available in any of these categories, then the university will advertise for the vacant seats two times and the seats lying vacant will be de-reserved.

2.9. Admission:

Intimation for admission in a prescribed format to the successful candidate(s) as per the merit list following due reservation policy shall be sent by the Nodal Centre by Speed Post/Regd. Post, e-mail and will also be displayed in the University website. The selected candidates shall have to take admission at the respective Nodal Centers by paying the prescribed fees and submitting other required documents within due date for such admission.

2.10. Admission for Interim Vacancies:

The merit list shall be valid till the next merit list is prepared. Interim vacancies may be filled up from this merit list. However, the candidates who have successfully qualified UGC/CSIR NET JRF (or any other similar National level test) to secure fellowship to pursue Doctoral Programme can be considered by the Nodal Centre against existing vacancy. However, such candidates will have to take the course work in the subsequent semester/year in case the course work has substantially advanced (maximum up to one month) by the time such admission takes place.

2.11. Enrollment:

The Chairman, P.G. Council shall send list of candidates admitted into Ph. D. Programme along with their application forms assigning roll numbers to the concerned Nodal Centre.

3. Course Work

The Nodal Centre shall make two lists of the candidates admitted:

(i) candidates who shall undergo the course work and

(ii) candidates who shall be exempted from the course work;

and issue a notification to this effect. A copy of the notification must be sent to the Controller of Examinations (CoE) and P.G. Council office by the Nodal Centre.

The following categories of candidates are exempted from course work.

3(ii)a Candidates who have passed M. Phil/M. Tech/MD/MS in the same subject of Ph.D. Programme from this University or from other University/Institute recognized by this University/UGC with Research Methodology as a paper and the admission at the M.Phil./MTech/MD/MS Programme has been through an Entrance Examination and course work has been prescribed.

3(ii)b A candidate who has successfully passed the 1st Semester course of M.Phil. Programme in the same subject under revised UGC regulation 2016 with a minimum of 6.5 OGPA or 60% of marks in aggregate from this University or from other University/Institute recognized by this University / Government of India with Research Methodology as a paper.

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- 3(ii)c Candidates with M.Phil. degree or those who have completed a pre-doctoral course successfully from a UGC-recognized university in the same subject will be exempted from the pre-doctoral coursework provided their qualifying degree has been obtained within the last 5 years from the date of advertisement.
- 3.1. After having been admitted, each Ph.D. student **under category (i) of clause 3** shall be required to undertake prescribed course work of at least M. Phil/M. Tech/MD/MS level of this university for a minimum of one semester in the approved Nodal Centre comprising **16 credits**. The Nodal Centre shall frame the course structure which will consist of different courses including a paper on Research Methodology which may include Quantitative Methods, Computer Application and such courses which are prescribed by the UGC from time to time. It may also involve reviewing of published research in the relevant field. However, each paper shall not be of less than 3 CH (credit hours) and not more than 4 CH. The course structure and the contents of the courses of each Nodal Centre shall be duly approved by the University Authority. If found necessary by the Nodal Center the course work may also be carried out in sister departments/Institutions of the Sambalpur University/Central Govt./ State Govt./other universities/institutions recognized by UGC/AICTE/MCI, etc. for which due credit will be given with due permission of the University authorities.
- 3.2. Besides the above minimum one semester course, for candidates included in 3 given above, any candidate even of exempted category, if so desires or being advised by the concerned SRC, may register in any semester(s) before submission of the Ph.D. thesis to undertake any other course(s) in his/her Nodal Centre or any other Nodal Centre(s) which would help him/her to pursue the Ph.D. research project. Before the submission of the Ph.D. thesis and on request by such candidates, the Nodal Centre shall issue a grade sheet which will indicate the title(s) of the course(s) undertaken and the GP and grade secured during the Ph.D. Programme (**Annexure -IB**).
- 3.3. **Teaching / Credit Hours:**
The credit of a course shall be based on teaching hours and contents of the course. Thus, teaching shall be imparted at the rate of 1 hour per week per credit of each theory course.
- 3.4. **Attendance:**
A candidate shall have to attend 75% of the classes, and in exceptional cases, the Nodal Center may condone the deficiency of attendance to the extent of 15% on grounds of (i) participation in Sports and Games as university delegate, (ii) attending advance academic training deputed by the university and (iii) serious illness. This shall be supported by documentary evidence.
- 3.5. **Course Work Examination:**
- 3.5.1. There shall be two internal assessments for each theory course during the semester carrying 40% of weight in total and each of two hours duration.
- 3.5.2. There shall be a final examination in each course, at the end of the semester carrying 60% of weight to be conducted by the Nodal Centre. The duration of an examination for every theory course of 3-4CH shall be three hours.
- 3.5.3. The performance of the candidate both in the internal assessment and the final examination shall be taken into account together for calculation of grade point (GP) for each paper.

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3.6. Awards of Grade Point, Grade Point Average and Overall Grade Point Average:

3.6.1. The grade awarded to a student in any particular Course shall be based on his/her performance in the entire tests conducted by the Nodal Centre. The percentage of marks secured by the student in a particular course shall be converted to a grade and grade point for that course in the manner specified in the following table:

% of marks	Grade	Grade Point	% of marks	Grade	Grade Point
≥ 90	E	10	$\geq 50 - < 60$	B	6
$\geq 80 - < 90$	A+	9	$\geq 40 - < 50$	C+	5
$\geq 70 - < 80$	A	8	< 40	F	0
$\geq 60 - < 70$	B+	7			

3.6.2. Calculation of Grade Point Average (GPA): GPA in each semester will be calculated as per the following procedure. $GPA = \text{Summation of (GP in a course} \times \text{CH in that course)} / \text{Total Credit hours in a semester}$. Calculation of Overall Grade Point Average (OGPA): As this is a one semester course, OGPA shall be same as GPA.

3.7. Course Work Examination Criteria:

In order to qualify in the course work to pursue the Ph.D. Programme a candidate must pass each credit course and must secure a minimum of 60% marks or GPA 6.5 (B+ Grade) to be eligible for registration into Ph. D. Programme.

3.8. Repeat Examination:

A candidate who secures less than the required GPA 6.5 or 60% marks (B+ Grade) may repeat those course works in the next chance from his/ her first admission to Ph.D. programme. A candidate who fails to secure a minimum of 60% marks or GPA 6.5 even after repeat examination shall be out of the Ph.D. programme.

3.9. Course Work Completion Certificate / Grade Sheet:

All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the SRC during the initial one or two semesters. Course work completion certificate shall be issued by the concerned Nodal Centre reflecting the grades/grade point obtained in each course with signature of the Head of the concerned nodal center.

3.10. For students, who are exempted from pre-Ph.D. Course Work examination will be issued with an exemption certificate in prescribed format as per Annexure XI. For this the scholars have to apply at their respective Nodal centres (Annexure-XI).

4. Registration Procedure

4.1. The candidates will be required to make a presentation of their research problem and plan of execution in front of the SRC before the final examination of the Predoctoral course work. For candidates with M.Phil. who are exempted from pre-doctoral coursework or completed pre-doctoral coursework will be registered within a month following approval of their plan of execution and research design by the SRC and submission of application for registration with all documents complete in all respects (see Annexure-VIII).

4.2. The allotment of Supervisor/Advisor should be made through mutual discussion with the candidate by the Subject Research Committee (SRC) within 30 days from the date of admission into the Ph.D. program. The candidates will evolve their research problem through mutual discussion with the designated supervisor.

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- 4.3. At the time of registration of the Ph.D., a research advisory committee (RAC) consisting of two advisors as recommended by the Supervisor and the supervisor himself would be formed by the SRC for each candidate to monitor the progress of the Ph.D. work. They will discharge their responsibility in confidence with the supervisor and/or co-supervisor of the Ph.D. student. The student may like to discuss her/his problems linked to the Ph.D. work with the advisors anytime with permission from the Supervisor or Co-supervisor.
- 4.3.1. There will be a six-monthly review by the RAC with reports submitted to the CoE through SRC. Two dis-satisfactory progress review report of any Research Scholar may lead to disqualification of the scholar from Ph.D. programme.
- 4.4. (1) The Ph.D. scholars exempted from the 'Coursework' should submit the synopsis before SRC within two months from the date of the allotment of Supervisor.
 (2) The Ph.D. Scholars undergoing coursework should submit the synopsis before the end term examination of the 'coursework.'
 (3) The synopsis submitted by a scholar should be presented before the SRC for modification and necessary correction if any. The proceedings of the SRC meeting with the final synopsis of the Ph.D. scholars should be submitted by the Chairperson, SRC to the CoE within seven days from the date of the SRC meeting.
 (4) On approval by the SRC, the Synopsis will be forwarded to the Research Degree Committee (RDC) for registration. After the final approval of the Syndicate, the CoE will issue Registration Letter to Ph.D. Scholars within seven days from the date of receipt of the final synopsis along with the application form, requisite fee and other necessary documents as per Annexure-VIII.
- 4.5. **Research Degree Committee (RDC):**
 The Research Degree Committee (RDC) shall be constituted by the Syndicate with 03 Professors of P.G. Departments of Sambalpur University including the Chairperson, P. G. Council as the ex-officio Chairperson of the RDC. It shall meet at least once in every two months to process Ph.D. Registration proposals. The Nodal Centre will forward all such proposals recommended by Research Advisory Committee (RAC) in time to the CoE through the SRC to be placed before the Research Degree Committee (RDC). The candidates who have passed from other Universities and are admitted directly without pursuing a course work shall also apply for registration as a student of Sambalpur University in the prescribed form enclosing migration certificate and other required documents. (Annexure- IIB)
- 4.6. **Subject Research Committee (SRC):**
 All the Teachers of the Department who are recognized research supervisors will be the members of the SRC. In addition, the Nodal Centre may co-opt two other subject experts recognized as research supervisors from among the affiliated colleges/institutions/research centres of the Sambalpur University. The quorum will be 50% of the total number of members of the committee.
- 4.7. **Research Advisory Committee (RAC):**
 The RAC will be constituted with the research supervisor as the convener and two experts in the same area of research nominated by the supervisor comprising one internal member from the Nodal Centre and one from outside the Nodal Centre or the university. The expenditure relating to the sitting fee, TA and DA of the external member will be borne by the university as per rules.

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4.8. Submission of Application for Registration (see Annexure-VIII):

The applications for Registration shall contain the following along with other information:

- i. The subject in which the candidate proposes to work and submit the Thesis.
- ii. The title of the proposed Thesis.
- iii. In addition, the candidate shall submit an extended research proposal of 10-15 pages of the proposed thesis containing Literature Review, Objectives, Methodology, and References etc. with the Application.
- iv. The name, position and qualification of the sole supervisor and the co- Supervisor (if any)
- v. The name of the approved Research Centre in which the Ph.D. work is proposed to be carried out.
- vi. The endorsement by the supervisors who had agreed earlier to supervise the candidate's work at the time of admission.
- vii. The filled-in application, along with research proposal and other documents, etc. shall be submitted by the candidate to the Head of the Nodal Centre of his/her subject to be forwarded to the Convener of his/her designated Research Advisory Committee (RAC). The RAC shall evaluate the research proposal. The evaluation report and recommendation of RAC (Annexure-III) shall be submitted to the Head of the Nodal Centre who will forward all such research proposals recommended by the individual RAC to the CoE. The CoE shall place it before the Research Degree Committee (RDC) constituted by the Syndicate for consideration.
- viii. The title of the research proposal so approved by the University shall be adhered to by the candidate while submitting the final thesis. However, a candidate shall be given only one chance to change the title of his / her thesis at least six months before submission of Ph.D. thesis with payment of fee of Rs. 6,000/- at the university office and with due approval of his/ her RAC.

4.9. Registration:

The registration shall be done in the subject/discipline in which the candidate is admitted into the Ph.D. programme. The letter of registration to Ph.D. shall be sent by the CoE to the individual candidate separately and the list of all registered candidates along with name of Guides and subject shall be displayed in the University website.

4.10. Extension of Registration:

The effective date of Ph.D. registration of a candidate shall be the date of his admission to Ph.D. The registration shall automatically lapse after a period of 6 (six) years from the date of admission unless requested by the candidate duly recommended by his/her Research Advisory Committee (RAC) (Appendix-F) at least 3 months before the lapse of the tenure. However, on the recommendation of the Research Advisory Committee, the time may be extended by one more year by the syndicate on payment of prescribed fees of Rs.5000/- in the university office. Under no circumstances extension shall be given beyond this limit. The Ph.D. Programme shall be for a minimum duration of three years including course work and a maximum of six years. The women candidates and Persons with Disability (more than 40% disabilities) may be allowed a relaxation of two years for Ph.D. in the maximum duration.

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4.11. Submission of Migration Certificate:

Students migrating from other Universities recognized by UGC, have to submit their Migration Certificate in original along with requisite fees and filled-in application form as per Annexure-II B at the time of registration.

4.12. Annual Renewal of Registration:

Till submission of their Ph.D. thesis all the registered candidates shall renew their registration annually at the beginning of each academic session by depositing the required fees of Rs.10,000/- (Rs.5,000/- in P.G. Council Office and Rs.5,000/- in University).

4.13. Cancellation of Registration:

The Ph.D. registration of a candidate may be cancelled on the recommendation of his/her Research Advisory Committee as mentioned in Appendix - F or due to lapse of Registration Tenure or due to non-renewal of enrolment in an academic year. The University may also cancel the registration of a candidate at any time, in case the conduct of the candidate is found not satisfactory during his/her research tenure or in the event of disciplinary proceedings against him/her by the university or non-clearance of university dues in time.

5. Eligibility Criteria for Research Supervisors / Co-Supervisor and maximum number of scholars permissible per Supervisors / Co-Supervisors

The following categories of persons may be declared eligible to become Supervisor/Guide by the University.

- i. Full time Regular Professor of Sambalpur University with a Ph.D. degree in the appropriate subject from a recognized institution with at least five research publications in Scopus Indexed / UGC Care listed Journals/SCI Journals and involved in active research.
- ii. Full time Regular Reader/Lecturer/Associate Professor/Assistant Professor of Sambalpur University with Ph.D. degree from a recognized institution in the appropriate subject and at least five research publications in Scopus Indexed / UGC Care listed Journals/SCI Journals and involved in active research.
- iii. Full time Regular Professor with Ph.D. obtained from a recognized institution in appropriate subject of the Affiliated/Constituent Colleges with at least five research publications in Scopus Indexed / UGC Care listed Journals/SCI Journals and involved in active research.
- iv. Full time Regular Reader/Lecturer/ Associate Professor/Assistant Professor of Affiliated/Constituent Colleges with Ph.D. degree in appropriate subject and at least five research publications in Scopus Indexed / UGC Care listed Journals/SCI Journals and involved in active research.
- v. For recognition as guide/co-guide the application has to be duly recommended by the respective SRC to be placed before RDC by CoE.
- vi. The CoE in consultation with the RDC may relax the requirement of 5 publications in Scopus Indexed / UGC Care listed Journals/ SCI Journals in case of subject like Odia, Hindi, Sanskrit and other regional languages.
- vii. The regular faculty of the affiliated colleges of Sambalpur University can be recognized as guide, if the affiliated college has PG teaching in the respective subjects and fulfills the eligibility criteria for Research Supervisor.

- 5.1.** External Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other Departments of Sambalpur University or other related institutions with the approval of RDC after due recommendation of SRC. The appointment of Co-Supervisors shall be subject to such terms and conditions as may be specified and agreed upon by the concerned Institutions/Colleges.

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- 5.2. A Research Supervisor/Co-Supervisor who is a professor, at any given point of time cannot guide more than Eight Ph.D. scholars. A Reader/ Associate Professor as Research Supervisor/Co-supervisor can guide up to a maximum of six and a Lecturer/ Assistant Professor up to a maximum of four scholars. This number of scholars is the maxim limit which includes both Supervision and Co- Supervision taken together.
- 5.3. The allocation of Supervisor/Co-Supervisor for a selected scholar shall be decided by the Nodal Centre depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them in the application and at the time of Viva-voce Test.
- 5.4. The persons as mentioned above shall have to apply to the CoE of the University through the Head of the Department concerned for recognition as sole supervisor / co-supervisor in a subject in the prescribed format (Annexure-XIIA) with in due dates before they opt for supervision/co-supervision.
- 5.5. In order to guide or co-guide a candidate in Engineering/Medical/Technology etc. for award of Ph.D. in technical subject or discipline both the supervisor/ co-supervisor must be recognized guide in the respective discipline.
- 5.6. **Supervision for Dissertation:**
 - 5.6.1. Every candidate admitted to Ph.D. programme shall be required to work under the supervision of a recognized research Supervisor as decided by SRC/Nodal Centre.
 - 5.6.2. The Controller of Examinations shall furnish a list of its recognized sole supervisor / co-supervisor in every subject with their field / area of research of different approved Research Centre to all the Nodal Centers on annual basis preferably by the end of March every year. A copy of the same will be posted on the university website. Recognized guides of Sambalpur University willing to guide Ph.D. students shall be required to submit their vacancy position along with their specialization or area of research in prescribed format as per Annexure-XIV to the Nodal Centre concerned by February every year, on the basis of which the Nodal Centre shall ascertain the vacancy position which shall be submitted to the Controller of Examinations as per Annexure-XV, with a copy to the Chairman, Post-Graduate Council.
 - 5.6.3. The sole supervisor/co-supervisor shall have to mandatorily renew their recognition by the end of January every year giving details of their present place of posting and date of superannuation (as per Annexure-XIIB).
- 5.7. **Guide-ship for Ph.D. Degrees:**
 - 5.7.1 Along with the above, the regulation on guide-ship will be as per UGC guidelines as applicable from time to time. However, existing guides will maintain their guide-ship status post superannuation for 5 years or until all the students registered under her/him submit their theses, whichever is later. However, the superannuated faculty will not be permitted to take fresh students beyond superannuation.
 - 5.7.2 Faculty posted in Government and Aided Colleges recognized as guides with any State University will maintain their guide-ship status with the existing university on transfer to any other college within the state.
 - 5.7.3 The incumbent Vice-Chancellors, if they are eligible guides in their parent institution, will continue in their status as an M.Phil./Ph.D. guide in that institution along with the University where they are appointed as Vice-Chancellor.

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6. Research Centre:

- 6.1. The Post-Graduate Departments of the University and its Affiliated/Constituent Colleges which are recognized for offering Ph.D. programme shall act as Research Centers for Ph.D. programme. Where ever necessary a doctoral candidate may be allowed to pursue his / her research in a Research Center outside the jurisdiction of the University on the recommendation of the RAC concerned and with due approval of the Vice-Chancellor.
- 6.2. Some selected Colleges under the Sambalpur University may be considered eligible after inspection to offer Ph.D. programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructures and supporting administrative and Research promotion facility as per these regulations and submission of fees of Rs. 5 lakhs as security deposit and Rs. 2 lakhs as annual renewal fees. However, Ph.D. programme of all such Colleges shall be controlled by the Chairman Post Graduate Council & Controller of Examinations of Sambalpur University on the approval of Vice-Chancellor.
- 6.3. The Post-Graduate Departments of Sambalpur University and the Colleges under Sambalpur University with at least two Ph.D. qualified teachers in the relevant discipline and adequate facilities for research as mentioned below alone may be allowed to offer Ph.D. programme.
 - 6.3.1. In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and un-interrupted power and water supply etc.
 - 6.3.2. Earmarked library resources including latest books, Indian and international journals, e-journals, Wi-Fi facility, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.
 - 6.3.3. Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/ Organizations which have the required facilities.
- 6.4. **Place of Research at the Affiliated Colleges**
 The university will recognize the place of research at the affiliated colleges if the following conditions are met:
 - i. The affiliated college imparts PG teaching in the subject of the research.
 - ii. The college has at least one qualified and recognized Ph.D. guide in the subject concerned as per the UGC guidelines and has at least two teachers with a Ph.D. degree in the same subject including the eligible guide.
 - iii. The basic requirements for conducting a Ph D. Program in a specific subject are available in the college.
 - iv. The place of research will be candidate-specific.
 - v. A fee of Rs. 1 lakh will be deposited year on year basis for regular inspection of the place of affiliation.

7. Pre-submission Presentation & Submission of Final Thesis:

- 7.1. The RAC will review the progress of the candidate on an annual basis and submit its report to the respective SRC. The Ph.D. Scholars shall be allowed to apply for the Pre Ph.D. Thesis Submission Presentation through their Supervisors and Chairperson, SRC

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to the CoE after the minimum elapsed time of 24 months from the date of registration (with an intimation to the CoE) with approval from RAC.

- 7.2. The Ph.D. Scholars are to submit four (04) hard copies of the thesis with an electronic copy (PDF format) within Three Months of the Pre-Ph.D. seminar.
- 7.3. At the time of Thesis Submission, the Scholars have to produce the evidence of publication [print copies] of at least two research papers on the topic/area of research of the Ph.D. thesis in Scopus Indexed / UGC Care listed journals during the Ph. D. period. These papers will be included in the thesis. The publication of the scholar must have mention of affiliation of Sambalpur University.
- 7.4. The guide will have the responsibility to get the thesis checked through permissible anti-plagiarism checks with a Plagiarism Detection Software (PDS) as prescribed and distributed freely INFLIBNET or by the Odisha State Higher Education Council. The Institutional Ethics Committee (IEC) as constituted by the Sambalpur university will issue clearance certificate (in case of research work where ethical issues are involved) and the Librarian or any designated authority nominated by the Vice Chancellor will issue anti-plagiarism certificate duly signed which are required to be submitted during the submission of the thesis.
- 7.5. The publications submitted in support of the Ph.D. thesis submission should be based on the Ph.D. work of the student.
- 7.6. At any time after 24 months from the date of registration to Ph.D. program a registered scholar can apply for pre-submission presentation before the RAC. Within three months of pre-submission presentation, the student may be allowed to submit his/her thesis following due procedure.
- 7.7. The candidate shall submit three (03) hard copies and a soft copy (PDF) of the final thesis along with eight (08) hard copies and one soft copy of the Abstract of the thesis to the CoE of the University. The regular candidates shall submit a clearance certificate from the Nodal Centre, P.G. Council Office, Library, Hostel, etc. while submitting the thesis to the University, whenever necessary as per rules. The candidates may also be asked to submit additional print copies of the thesis during the evaluation process if necessary. The thesis shall not contain any personal data of Supervisor and scholar such as Telephone No., e-mail ID, etc.
- 7.8. The student can apply for a thesis submission certificate by paying necessary fee after submission of thesis with all necessary documents.

8. Evaluation of Thesis:

- 8.1. The adjudicators for the evaluation of the thesis will be selected by Syndicate from the panel of Eight Examiners being shortlisted by the Chairperson, SRC submitted by the respective supervisor to the SRC (Annexure-XVI). The list of adjudicator needs to be recommended by Board of Studies. In case of emergency, the chairperson of the respective BOS can recommend the list which has been submitted by the RAC.
 - 8.1.1. If not satisfied with the list of Examiners/ Adjudicators, the Syndicate may return the list to BOS for recommending a fresh list of Examiners.
- 8.2. **Dispatch of Thesis**
 - 8.2.1 The Ph.D. thesis will be dispatched to the adjudicators within a maximum of 10 days from the receipt of all documents completed in all respects along with the hard & soft copies of the thesis from the scholar duly forwarded by the supervisor.
 - 8.2.2 The panel of adjudicators should be finalized two months before the expected date of the submission of the Ph.D. thesis. The expected date should be communicated to the University by the Ph.D. student and her/his supervisor.

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- 8.2.3 A consent letter or otherwise from all the adjudicators shall be procured by the office of the CoE in advance within one month of the list being submitted. In case necessary a second list should be finalized within seven days of refusal from the selected adjudicators and consent requests sent. Communication should be made through email and confirmation obtained.

8.3. Period of Evaluation of Thesis

- 8.3.1 A maximum of six weeks may be given to the adjudicators for the evaluation of the thesis. Follow-up action may be initiated after 30 days from the date of dispatch of the thesis to the adjudicators. In case of noncompliance beyond 45 days, correspondence with the 3rd Examiner shall be initiated after obtaining approval from the Vice-Chancellor.
- 8.3.2. In case of any of the adjudicators do not agree to an award of Ph. D. degree to the thesis and have provided reasons thereof, the Examination Committee of the University will meet and suggest future course of action. Moreover, the comments of all adjudicators may be forwarded to SRC and the guide for discussion and taking necessary action.

9. Conduct of Viva Voce:

- 9.1. If the PhD. thesis is approved unanimously by all the examiners and the Syndicate approves the report, the candidate shall be required to appear for a Viva-Voce examination.
- 9.2. The examination committee for Ph.D. will meet normally once in a month to examine the reports of examiners and recommend to Syndicate for consideration. If approved by the Syndicate, letters will be issued by the CoE to conduct viva-voce within 15 days. The viva-voce committee will consist of the RAC, the external examiner, one member of SRC, and a nominee of the Vice-Chancellor. The committee will be chaired by the HOD of the concerned department and convened by the guide at the nodal center.
- 9.3. The viva-voce will be an open forum and notified well in advance. All the committee members will be provided with a copy of the comments of the adjudicators. The committee members will be given the privilege of examining first following which, the others can raise their queries.
- 9.4. The viva-voce will be held in physical mode. However, in extra-ordinary situation or if the external examiner(s) desires to conduct the same through on-line mode, then the facility for viva-voce examination through on-line mode is to be provided by the nodal center with the approval of Vice-Chancellor.
- 9.5. The Chairman of the Board of Examiners shall report to the Controller of Examinations, the result of the Open Viva-Voce examination in a prescribed form (Annexure-V)
- 9.6. In case the Board of Examiners is not satisfied with the performance of the candidate in the Open Viva-Voce examination the Board may recommend for reappearing in the Open Viva-Voce Examination after three months.

10. Notification:

- 10.1. If the recommendation of the Board of Examiners is unanimous for the award of Ph.D. degree to the candidate and the Syndicate, after considering the report of the Board is satisfied that the candidate is worthy of the degree of Ph.D they shall approve his/her name to be published with the subject and faculty along with title of the thesis and name of the Supervisor(s).
- 10.2. Result Notification will be made within seven working days from the date of the Viva-Voce Examination and approval of reports by the Syndicate.
- 10.3. The entire process of award of Ph.D. degree starting from the date of thesis submission to notification should be completed within 120 days.

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- 10.4. In instances of revision of the Ph.D. thesis, the result should be published within 90 days following submission of the revised Ph.D. thesis.
- 10.5. Within one month of publication of results, a Provisional Certificate shall be issued to the candidate (Annexure-VI) by the CoE.
- 10.6. Each successful candidate shall be conferred with the Ph.D. degree in the prescribed form under the seal of the University and signed by the Vice Chancellor in the subsequent convocation (Annexure-VII)

11. Publication of Thesis/Dissertation

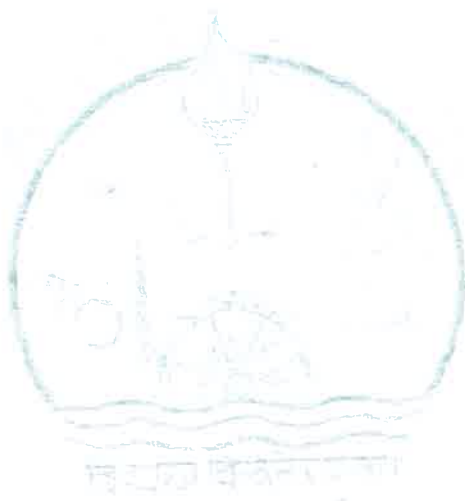
- 11.1. It is mandatory to submit an ETD at the time of submission of the Ph.D. thesis. The University shall submit a soft copy to the UGC within a period of 30 days after the award of the degree, for hosting the same in INFLIBNET, accessible to all Institutions /Universities.
- 11.2. Any request by scholar for permission to publish his/her thesis in the form of book will be processed through DAC / Nodal Centre (as per previous regulation) and through RAC / SRC (as per present regulation). The reports of external examiners are also to be taken into consideration, while making recommendation for publication. The recommendation will be placed before the Syndicate by CoE for consideration.

12. Anti-Plagiarism Policy:

- i. 'Plagiarism' means the act of copying or paraphrasing others' work or ideas into your work without full acknowledgment.
- ii. All academic documents, such as thesis, dissertations, project reports, field study reports, and project proposals, etc. have to be checked for plagiarism.
- iii. 'Collusion' means involvement of unauthorized collaboration of students with others in a piece of academic work. This is another form of plagiarism. For example, the publications in support of the Ph.D. thesis should be authored by the Ph.D. student herself/himself along with her/his supervisor/co-supervisor. If it is necessary to have collaboration in some instances, then prior approval should be sought from the competent authority of the university.
- iv. Broadly the act of plagiarism will include all or any one of the following: (a) Verbatim quotation without clear acknowledgment; (b) Paraphrasing; (c) Cutting and pasting from online sources; (d) Collusion; (e) Inaccurate citation; (f) Failure to acknowledge
- v. The students and their guides/ supervisors, before submitting the thesis, or synopsis, or any kind of academic document, related to the curriculum of the university, must follow the below-given criteria for plagiarism checking.
- vi. The candidate will submit a declaration that the thesis is free from plagiarism or produce a certificate from the institutional plagiarism cell to that effect.
- vii. Plagiarism check should be carried out using the iThenticate/Ouriginal software or any other software, like Copyleaks provided to each supervisor by the Controller of Examination (CoE).
- viii. The supervisors are herewith advised to follow the exclusion criteria outlined below at the time of actual checking of the document. (a) Quotes ('...' Or "...") used in the manuscript (b) Bibliography or References (c) Common words or Phrases like ("the," "an," "a," "and," "but," "of" and so forth) (d) Small word matches up to 10 words (e) Similarity up to 10% or less than 10% (f) Author name(s) (g) Affiliation details (h) Mathematical or statistical formulae (i) Anything that is considered 'common knowledge.'
- ix. The cumulative similarity matching up to a maximum of 15% shall be permitted. However, the supervisors should encourage the students to limit similarity matching below 10%.

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- x. The supervisors are also advised to do away with self-plagiarism. However, the materials and methods section and the results section of previously published research papers/articles [if they contribute to the similarity] of the candidate who is submitting the thesis or dissertation shall be excluded, provided the findings reported in the paper relates to her/his Ph.D. work.
- xi. The plagiarism report along with the thesis/dissertation should be forwarded by the guide through the head of the Department to the CoE. The CoE is the ultimate authority to check the plagiarism status, and his report shall be final for taking action as deemed fit.
- xii. The certificate obtained after plagiarism checking by the CoE has to be submitted, along with the thesis/dissertation at the time of its final submission.



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SECTION-B (D.Litt./D.Sc./LL.D.)

1. Eligibility:

- 1.1. The degree of D.Litt. or D.Sc. or LL.D. may be conferred on a candidate who is qualified according to the provisions contained herein on a thesis in a subject or published work in a topic in which the candidate has registered for the degree within the purview of the faculty/subject from which he/she has received a Ph.D. Degree.
- 1.2. The degree shall be opened to those who have obtained a Ph.D. degree and have completed five years of research experience from the effective date of Ph.D. award notification.
- 1.3. The candidate for Post-Doctoral Degree Registration must be a scholar of repute and must have at least eight (08) research papers published in UGC-CARE journals during the post Ph.D. period.

2. Registration:

- 2.1. The candidate will submit the proposal along with the synopsis to the respective Nodal Centre. This will be evaluated by the SRC of the Department for D.Sc. / D.Litt. / LL.D. The SRC may coopt one or two subject experts from other universities / institutes, if necessary for the purpose.
- 2.2. In order to determine suitability of the proposal, a pre-registration presentation by the candidate before the SRC may be conducted. If required, the necessary modifications, may be suggested by the SRC.
- 2.3. The Nodal Centre will forward all such proposal placed by SRC to the CoE to put before the RDC. On recommendation of the RDC the Syndicate may allow the candidate to register for the degree.
- 2.4. The application of the candidate in prescribed form for registration for the degree shall be sent to the Controller of Examinations with a registration fee of Rs. 5,000/- (Rupees five thousand) only. The application shall be accompanied by five copies of the synopsis of the proposed thesis or published work on which the candidate rests his/her claim for the degree and shall specify:
 - i. The subject and faculty of Research
 - ii. His/her qualification, including details of publications
 - iii. How far his/her work is original and contributes to the advancement of knowledge.
- 2.5. The candidate shall carry out his research work independently and there will be no provision of Guide / Co-guide.
- 2.6. Annual Renewal of Registration:
Till submission of their D.Sc./ D.Litt./ LL.D. thesis all the registered candidates shall renew their registration annually at the beginning of each academic session by depositing the required fees of Rs.10,000/- (Rs.5,000/- in P.G. Council office and Rs.5,000/- in University).

3. Submission of Thesis:

- 3.1. The candidate shall submit 05 copies of the thesis after a minimum period of 4 years from the date of registration. However, he/she must have published at least 10 papers related to the work in Scopus Indexed / UGC Care listed Journals after registration and before submission of the thesis. For subjects like Odia/Hindi/Sanskrit, which have

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limited such journals, research articles in UGC Care listed journals need to be published. The publication of the scholar must have mention of affiliation of Sambalpur University.

- 3.2. The candidate shall also deposit Rs.50,000/- (Rupees fifty thousand) only and submit ten copies of abstracts of the thesis to the Controller of Examinations at the time of submission of the thesis for examination.
- 3.3. The University shall adhere to the regulation issued on 23rd July, 2018 by the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) for the award of Ph.D. Degree and subsequent amendments from time to time as notified by the UGC. Further, the level of similarity at level 0 to 10% is acceptable for submission. The Librarian or any designated authority nominated by the Vice Chancellor will issue anti-plagiarism certificate duly signed which are required to be submitted during the submission of the thesis.
- 3.4. A declaration in the form of undertaking from the scholar on the content of the thesis in the prescribed format declaring the findings/ report of the research free of plagiarism as per the University norms (3.C) and that the work has not been submitted for the award of any other degree/diploma by any Institution by anybody shall be submitted at the time of Thesis submission.

4. Examination:

- 4.1. The concerned Subject Research Committee (SRC) shall recommend to the BOS a list of 8 examiners from outside the state of Odisha and 2 examiners from abroad, out of which the Syndicate shall appoint any three examiners to examine the thesis. In case of Odia language / Odia literature / regional literature / comparative literature, the BOS shall recommend 8 names from inside the country including from Odisha and any 2 foreign examiners, if available. The process of examination/viva-voce will remain the same with that of Ph.D. The Examining Committee will be constituted by the Syndicate under advice from the concerned SRCs.
- 4.2. The examiners shall submit the report in the prescribed form to the Controller of Examinations. The report must be clear on the points
 - i. it must be substantial work making a distinct contribution to the knowledge in the subject,
 - ii. it must be original in the sense of opening up new fields of research or of making a marked advance on the results of previous research or a new interpretation to the facts already known
 - iii. it must be a scholarly work of high merit. It must supplement and enrich the existing stock of knowledge.
 - iv. The minimum average grade-point on a scale of 10 for the award of Post-Doctoral degree will be 8.
- 4.3. The examiners may recommend that the work be accepted for the award of the degree or that it be rejected or be revised. It should not be ambiguous. In case, one of the examiners does not recommend, the thesis shall be sent to the fourth examiner. It will be sent to the Indian examiner if one of the Indian examiner does not recommend the thesis. In case of non-recommendation of the foreign examiner, the thesis will be sent to other foreign examiner from the list. The decision of the fourth examiner will be final. If two examiners out of three reject the thesis or suggest for modification, the thesis shall be revised in the line of the suggestion / observation given by the examiners and re- submitted afresh.

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- 4.4. An open viva voce examination will be held with at least two out of the three examiners present. The viva voce board will consist of the three examiners who recommended the thesis and one of them will be the Chairman of the board. The examination process may be conducted online with due permission of the Vice Chancellor. The Chairman will coordinate the process of viva voce Examination. The Chairman of the board will send the report of the examination, in the prescribed form. The Head of the concerned nodal centre will facilitate for smooth conduct of the Viva-Voce examination and send a report separately about conduct of the viva-voce. The candidate shall be awarded with the degree upon his satisfactory performance in the viva-voce as well as the unanimous recommendation of the three examiner for such award.
- 4.5. If the performance of the candidate is not satisfactory in the viva voce examination, he/she will be allowed to reappear the examination after six months again. If he/she fails, no more chance will be given.

5. Award of the Degree:

- 5.1. The Controller of Examinations shall place the reports before the Syndicate, if the recommendations are unanimous and performance of the candidate is satisfactory, the Syndicate may consider for publication of result if it is fit and proper. The result will be published and the Diploma in the prescribed format signed by the Vice-Chancellor will be conferred to the candidate in the next convocation.
- 5.2. Appendix I, II and III (Formats) will be used as usual and change may be made by the Controller of Examinations, whenever necessary.
- 5.3. If any discrepancy arises regarding interpretation of regulations, the decision of the Syndicate shall be final.

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Appendix - AScrutiny Committee

There shall be a scrutiny committee comprising 3 Professors/ Associate Professors of the University to be formed by the Chairman, P.G. Council. The Committee shall scrutinize hard copies of all applications received by the Office in response to the admission notification into Ph.D. Programme. The Committee shall make lists of candidates (i) eligible to appear the Entrance Test, (ii) exempted from appearing the Entrance Test (iii) not eligible for admission.

Appendix - BNodal Centre

There shall be a Nodal Centre in each subject. The list of approved Nodal Centre for different subjects is in Appendix - C.

Composition of the Committee for Viva-Voce Examination:

- (A) In case of School/Department of University-
 - (i) Head - Chairman & Convener
 - (ii) All teachers of the School or Department having Ph. D. Degree -Members
- (B) In case of college-
 - (i) Principal - Chairman
 - (ii) Head of the Concerned Department - Member Convener
 - (iii) Maximum 3 teachers of the concerned department having Ph. D. Degree -Members
(To be nominated by the principal)

The function of the Nodal Centre shall be as follows:

- (i) Conduct Viva-voce of the eligible candidates and prepare the merit list for admission and allot guides as per vacancy and specialization.
- (ii) Make two lists of the candidates to be admitted: (i) candidates who shall undergo the course work and (ii) candidates who shall be exempted from the course work; and issue a notification to this effect. A copy of the notification shall be sent to the CoE of the University and P.G. Council office.
- (iii) Constitute a Doctoral Advisory Committee for each candidate admitted to the Programme with due approval of the Authority.
- (iv) Conduct the course work, examination, publish results and issue grade sheet to the candidate.
- (v) Conduct Pre-Ph.D. presentation seminar.
- (vi) Organize open Ph. D. viva-voce examination.

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LIST OF NODAL CENTRES

Sl. No.	Name of the Nodal Centres	Subject / Department
1	Post Graduate Department of Anthropology, Sambalpur University	Anthropology, Social Work
2	Post Graduate Department of Sociology, Sambalpur University	Sociology
3	Post Graduate Department of Home Science, Sambalpur University	Home Science, Food Science & Technology
4	Post Graduate Department of Physics, Sambalpur University	Physics
5	Post Graduate Department of Mathematics, Sambalpur University	Mathematics
6	Post Graduate Department of Statistics, Sambalpur University	Statistics
7	Post Graduate Department of Chemistry, Sambalpur University	Chemistry, Pharmacy
8	Post Graduate Department of Environmental Science, Sambalpur University	Environmental Science & Engineering
9	School of Life Sciences, Sambalpur University	Botany, Zoology & Life Sciences
10	Post Graduate Department of Bio-technology & Bio-informatics, Sambalpur University	Bio-technology, Bio-informatics
11	Post Graduate Department of Law, Sambalpur University	Law
12	Post Graduate Department of Library & Information Science, Sambalpur University	Library & Information Sciences
13	SUIT, Sambalpur University	Computer Application, Computer Science & Engineering, Electronics
14	Post Graduate Department of Computer Science, Sambalpur University	Computer Science (M.Sc.)
15	Post Graduate Department of Odia, Sambalpur University	Odia
16	Post Graduate Department of English, Sambalpur University	English
17	Post Graduate Department of Economics, Sambalpur University	Economics
18	Post Graduate Department of History, Sambalpur University	History
19	Post Graduate Department of Political Science, Sambalpur University	Political Sciences
20	Post Graduate Department of Earth Science, Sambalpur University	Geology & Earth Sciences, Remote Sensing & GIS
21	Department of Business Administration, Sambalpur University	Management
22	Government Ayurvedic College, Balangir	Ayurveda
23	Dr.PMIASE, Sambalpur University	Education
24	NIPER, Hyderabad	Pharmaceutical Research

Recommendation for Ph.D. admission and Allotment of Guide by the Nodal Centre

Based on the academic career, viva voce, availability of vacancy and guides the following candidates are selected for admission to Ph.D. Programme and allotted guides as mentioned against their names for the year _____.

List of Selected Candidates

Sl. No.	Name of the Candidate	Exemption from course work or not (Yes/No)	Category (SC/ST/UR)	Preferred subject Area of Research of the candidate	Name of Guides & Co-Guide & Members of RAC

List of Wait-listed Candidates

Sl. No.	Name of the Candidate	Exemption from course work or not (Yes/No)	Category (SC/ST/UR)	Preferred subject Area of Research of the candidate	

Signature of Members of selection committee of the Nodal Centre

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Appendix-E**Willingness of the Supervisor & Co-Supervisor at time of selection of candidates for admission to Ph.D.**

1	(a) Name of the candidate to be supervised	
	(b) Category	
2	Area of Research to be carried out by the candidate	
3	Name of the Supervisor/Co-Supervisor with address, Phone No.	
4	Date of Superannuation of Supervisor(s)	
5	Name and position of the co-supervisor (if necessary)	
6	Date of Superannuation of co-supervisor (if any)	
7	Proposed center of Research where the work will be carried out	
8	(For the Supervisor) Total number of candidates already admitted for doing research under the supervisor in Sambalpur University and outside.	
	a. Already registered	As Sole-Supervisor- As Co-Supervisor
	b. Applications submitted	As Sole-Supervisor- As Co-Supervisor
9	(For the Co-Supervisor) Total number of candidates already admitted for doing research under the supervisor in Sambalpur University and outside.	
	a. Already registered	As Sole-Supervisor- As Co-Supervisor
	b. Applications submitted	As Sole-Supervisor- As Co-Supervisor
10	In case of two supervisors, whether justification for the same submitted	YES / NO
11	Endorsement by the Supervisor(s)	<p>i. I am willing to supervise the Ph.D. work of the candidate as sole Supervisor in the area/topic mentioned. The information provided above are true.</p> <p>(Signature of the Supervisor with date)</p>
		<p>ii. I am willing to Co-Supervise the Ph.D work of the candidate as sole Supervisor in the area/ topic mentioned. The information provided above are true.</p> <p>(Signature of the Co-Supervisor with date)</p>
12	Countersignature of the Head of the Nodal Centre	

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Research Advisory Committee (RAC)

The RAC will be constituted with the research supervisor as the convener and two experts in the same area of research nominated by the supervisor comprising one internal member from the Nodal Centre and one from outside the Nodal Centre or the university.

The function of the RAC shall be as follows:

- (i) To decide the elective paper of the candidate who will undertake the course work.
- (ii) To decide the center of research
- (iii) To evaluate the Ph. D. research proposal submitted by a candidate with Ph.D. registration application and to submit the evaluation report and recommendation (Annexure - III) along with the application of the candidate to the University to be placed before the Research Degree Committee (RDC) for consideration.
- (iv) To monitor the research progress of the candidate from time to time, specifically all registered Ph.D. candidates shall make a seminar presentation of 30 minutes based on a written progress report endorsed by the supervisor regarding his/her annual progress. The seminar presentation and progress report will be evaluated by the RAC.
- (v) To recommend cancellation of the Ph.D. registration in case the RAC is not satisfied with the performance and progress of the candidate.
- (vi) To examine and recommend cancellation of Ph.D. registration of a candidate on being requested by candidate or guide with sufficient justification.
- (vii) To examine and recommend the change of title on being requested by the candidate through the supervisor and send it to the Controller of Examinations for consideration of RDC.
- (viii) To examine change of supervisor(s) on being requested by the candidate through the supervisor and recommend to the University.
- (ix) To recommend a recognized supervisor(s) in the event of death or incapability of the supervisor for consideration of the University.
- (x) Shall resolve any dispute between the candidate and supervisor and recommend course of action to the CoE.
- (xi) To consider and recommend extension of Ph.D. registration tenure to a maximum period of one year at least three months before the lapse of registration on being requested by the candidate with justification through the supervisor.
- (xii) To recommend the list of Examiners to the Subject Research Committee (SRC) for evaluation of Ph.D. thesis of the candidate.
- (xiii) To attend the pre-Ph.D. submission presentation by the candidate in the Nodal Centre.
- (xiv) To attend the open Ph.D. viva-voce examination of the candidate.

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SAMBALPUR



UNIVERSITY

First Semester (Course Work) Under Ph. D. Programme

TRANSCRIPT

Name of the Candidate:

Year and Month of Examination:

University Roll Number:

University Registration Number:

Subject and Specialization:

Grade Point and Grade Point Average secured are as follows:

Examination	Course No.	Title of the course	Credit hours	Grade point
First Semester (One of the courses shall compulsorily be on Research Methodology)	Course-611			
	Course-612			
	Course-613			
	Course-614			
	Course-615			
	Course-616			

Over All Grade Point Average:

Conversion of GPA to % = $(\text{GPA} - 0.5) \times 10 =$

Award of Grade:

In order to pass a course a candidate has to secure a minimum of C (GP-5) in each theory practical and other credit component.

In order to pass the semester, a candidate must pass each credit course of the semester and must secure a minimum of GPA of 6.5 to be eligible for Ph.D. programme.

A candidate securing an OGPA of less than 6.5 shall be declared as Fail, hence not eligible for Ph.D. programme.

Head of Nodal Centre

Date:

Controller of Examinations

Date:

SAMBALPUR



UNIVERSITY

First Semester (Course Work) Under Ph. D. Programme

TRANSCRIPT (Extra Courses)

Name of the Candidate:

Year and Month of Examination:

University Roll Number:

University Registration Number:

Subject and Specialization:

Extra Course/Department:

Grade Point and Grade Point Average secured are as follows:

Examination	Course No.	Title of the course	Credit hours	Grade point
First Semester (One of the courses shall compulsorily be Research Methodology)	Course-611			
	Course-612			
	Course-613			
	Course-614			
	Course-615			
	Course-616			

Over All Grade Point Average (in extra courses):

Conversion of GPA to % = $(\text{GPA} - 0.5) \times 10 =$

Award of Grade:

In order to pass a course a candidate has to secure a minimum of C (GP-5) in each theory practical and other credit component.

In order to pass the semester, a candidate must pass each credit course of the semester and must secure a minimum of GPA of 6.5 to be eligible for Ph.D. programme.

A candidate securing an OGPA of less than 6.5 shall be declared as Fail, hence not eligible for Ph.D. programme.

Head of Nodal Centre
Date:

Controller of Examinations
Date:

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SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA

APPLICATION FOR REGISTRATION FOR Ph.D. DEGREE

Subject: _____ Roll Number: _____

Name of the Nodal Centre: _____

1	(a) Name of the Candidate (In Block Letters) (b) Roll No of the candidate (at the time of admission to Ph.D.)	
2	Occupation (In case of Teacher Fellow, JRF or SRF etc. an attested copy of the appointment order and joining report accepted by the employer along with the original for verification be submitted)	
3	Qualification (Please indicate the percentage of marks obtained in Master's Degree Examination. The Master's Degree Diploma in original along with an attested copy to be submitted).	
4	Presented Address: (with Mobile Number and email)	
5	Are you exempted from the Ph.D. Course work. (If "YES" photo copy of the relevant notification to be Submitted)	YES / NO
6	If "NO" in Sl. No. 5, then GPA secured in one semester Ph.D. Course work (Photocopy of transcript be submitted)	
7	Title of the thesis in BLOCK CAPITAL in English	
8	Script in which the thesis will be written	
9	Whether 3 copies of research proposal of the thesis of 10-15 pages signed by both the supervisor and the candidate is enclosed	YES / NO

10	i. Name, Position held and address of the Supervisor(s) along with Ph.D. degree and specialization.	
	ii. Date of Superannuation of Supervisor(s)	
	iii. Name & position of the Co - supervisor (if necessary)	
	iv. Date of superannuation of co- supervisor	
11	Institution where the work will be carried out	
12	(For the Supervisor) Total number of candidates already registered/admitted for doing research under the supervisor in Sambalpur University and outside	
	a. Already registered (in all universities) (As Sole-Supervisor / As Co- Supervisor)	
	b. Applications submitted (As Sole-Supervisor / As Co- Supervisor)	
13	(For the Supervisor) (if any) Total number of candidates already registered / admitted for doing research under the supervisor in Sambalpur University and outside	
	a. Already registered (in all universities) (As Sole-Supervisor / As Co- Supervisor)	
	b. Applications submitted (As Sole-Supervisor / As Co- Supervisor)	
14	In case of two supervisors, whether justification for the same is submitted	YES / NO
15	Endorsement by the Supervisor(s)	i. I am willing to supervise the Ph. D. work of the candidate as sole Supervisor in the topic mentioned. The information provided in 10 - 13 is true Signature of the Supervisor (with date)
		ii. I am willing to co-supervise the Ph.D. work of the candidate as Co-Supervisor in the topic mentioned. The information provided in 10 - 13 is true Signature of the Co-Supervisor (with date)

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16	Remarks of the Head of the Department / Institution where the work is proposed to be carried out	<p>i. Necessary facilities will be provided to the candidate for conducting research work. The center has facilities to carry out research work on the subject indicated in the application.</p> <p>ii. Date of Admission to Ph.D. Programme.</p> <p>The candidate is eligible as per rule.</p> <p>Head of the Nodal Center (Signature, date and seal)</p>
17	Whether no objection certificate, issued by the Head of the Institution where the Candidate is presently serving / employed is submitted. (If yes, enclose a copy)	YES / NO
18	Undertaking - I hereby undertake that I have not applied for or registered my name for Ph.D., Degree in any other University/Institution prior to the date of submission of this application and shall not register in any other University till my registration at Sambalpur University stands valid.	
19	<p>Paid Rs. 5000/- (Five thousand only) towards registration fee in the shape of Bank Challan (in the A/c No. _____ IFSC Code _____ payable to Comptroller of Finance of Sambalpur University, A/c No. _____ SBI, Jyoti Vihar, Burla.</p> <p>Journal No..... dt.....</p>	
20	Recommendation of Head of Nodal Centre	<p>Certified that the candidate has cleared the course work as per Ph.D. regulation/ exempted as per rules and is eligible for registration to Ph.D.</p> <p>Head of the Nodal Center (Signature, date and seal)</p>

Enclosed:

- (i) Copy of the Course work clearance grade sheet (self-attested)
(ii) Copy of the Ph.D. admission letter (self-attested)

Date:

Full Signature of the Candidate

Note: the students migrating from other Universities shall apply for registration in the following format (II B) to be a student of this University before being allowed to register for Ph. D. degree. They have to submit form II A and II B along with requisite fees.

If already registered as a student of Sambalpur University, the original Registration Receipt be attached with the application.

All document submitted by the applicant must be self- attested.



SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA

**APPLICATION FOR REGISTRATION AS A STUDENT OF SAMBALPUR UNIVERSITY FOR THOSE
MIGRATING FROM OTHER UNIVERSITIES RECOGNIZED BY UGC/CENTRAL GOVERNMENT/STATE
GOVERNMENT (To be submitted with requisite fee)**

Subject: _____ Roll Number: _____

Name of the Nodal Centre: _____

1	Name (in Block Letters)	
2	Name of the Father or Guardian	
3	Date of Birth in the Christian era	
4	Religion	
5	Language i.e. Mother tongue	
6	Where educated (Name and address of High School and Colleges)	
7	Examination: Matriculation/HSC equivalent and year of passing with Roll Number (Original Certificate should be submitted)	
8	Any examination passed/failed under this University (Name of examination centre and year) (if applicable)	
9	(a) Any examination passed from another University (Attested copies of examination certificates be attached) (b) Whether that university is recognized by Sambalpur University/ UGC/ Central Govt./State Govt.	
10	a. Whether he/she had studentship in any of the affiliated colleges under this University	
	b. In case of discontinuance of study in the affiliated college, the date on which the CLC was issued to him should be stated.	
	c. Name of the College/P.G. Department where passed Master Degree Examination	

has

11	Applicant's present designation	
12	Address to which communication will be sent	
13	Paid Rs. _____ in the form of _____ for studentship registration on Migration from _____.	

Enclosed:

- (i) Copy of the Course work clearance grade sheet (self attested)
- (ii) Copy of the Ph.D. admission letter (self attested)

Date:

Full Signature of the Candidate

Note:

The applicant should enclose the following documents to this application otherwise the application will summarily be rejected and no correspondence will be made with him in this connection.

1. Matriculation or equivalent certificate in original (attested copies not acceptable).
2. Receipt for payment for fees (Bank Challan of State Bank of India payable to Comptroller of Finance, Sambalpur University, Jyoti Vihar, Burla)
3. Migration certificate issued by the other University or Board.
4. Information furnished above should be supported with records.

Res-

SAMBALPUR



UNIVERSITY

JYOTI VIHAR, BURLA

EVALUATION REPORT OF RAC FOR Ph.D. REGISTRATION

Name of Nodal Center: _____

1	Name of the Candidate	
2	(i) Name of the Supervisor/Guide (ii) Name of the Co-Supervisor/Co- guide (if any)	
3	Department/School where admitted for the Ph.D. Programme	
4	Name of the Research Centre	
5	Proposed title of thesis (in Capital Letters)	
6	Is the proposed title appropriate with the proposed research project?	
7	Change of the proposed title may be suggested (If necessary)	
8	Whether the proposed objectives are within the framework of the outline of synopsis	
9	Specific comments on:	
	a. Methodology	
	b. Objectives	
	c. State of art	
	d. References	
10	(a) Whether the candidate has been exempted from doing coursework (b) Whether the candidate has cleared the requirement of coursework.	
10	Specific suggestion and recommendation of the RAC	RECOMMENDED / NOT RECOMMENDED FOR Ph.D. Registration in _____ in the faculty of _____. (mention the subject & faculty)

Signatures of the Members of Research Advisory Committee (RAC)

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA-768019, ODISHA, INDIA

Report of the Thesis for the degree of Doctor of Philosophy in Humanities & Social Sciences, Science & Technology, Pedagogical Sciences, Business Studies & Management, Legal Studies and Medical Sciences Examinations

Part - A (To be filled up by the office)

Name of the Candidate:

Name of the subject and faculties

Subject:

Faculties:

Title of the Thesis:

Part - B (To be used by the Examiner)

Report (detailed report be submitted in separate sheet)

- a. Do you recommend that the thesis be accepted for the award of the degree? (Please mention recommended or not recommended).
- b. If recommended, please attach ten number of questions pertaining to the entire thesis for the conduct of the Open Viva Voce Examination.
- c. If recommended, do you suggest that the queries/ suggestions, if any pointed out by you in your report shall be met by the candidate and submitted before the viva voce board to their satisfaction (please mention -Yes/No).
- d. If not recommended do you suggest that the thesis be resubmitted after necessary revision (Please mention - Yes /No).

If yes, kindly suggest the necessary modifications required to be done by the candidate in the thesis. (In such case the revised thesis will be sent to the concerned examiners for further evaluation).

Place:

Date:

Signature of the Examiner

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA-768019, ODISHA, INDIA

Report of the Board of Examiners on the Open viva voce of the candidate for the degree of Doctor of Philosophy in Humanities & Social Sciences, Science & Technology, Pedagogical Sciences, Business Studies & Management, Legal Studies and Medical Sciences Examinations.

Part - A (To be filled up by the office)

Name of the Candidate:

Name of the subject and faculties

Subject:

Faculties:

Title of the Thesis:

Part - B (To be used by the Examiner)

Report (if space is not sufficient, separate sheet may be used):

On the basis of the performance of the candidate in the Open viva voce and considering the reports of the thesis examiners we recommend/do not recommend the award of the degree of doctor of philosophy to _____ (Name of the candidate).

We certify that

We have examined the reports of the thesis examiner and the queries/ mistakes/ suggestions reported by the examiners have been / have not been complied with by the candidate to our satisfaction.

Signature(s)

Name(s) of the Examiner(s) and date:

Res-

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA-768019, ODISHA, INDIA

DOCTOR OF PHILOSOPHY**PROVISIONAL CERTIFICATE**

This is to certify that Mr. /Mrs./Miss. _____

bearing registration number _____ passed the

Examination for the degree in

Doctor of Philosophyin <Name of the Subject> under faculty of <Name of the Faculty>held in the month <Month of passing> of 20____

on the basis of the thesis entitled ".....".

This degree pursued is in conformity with the provisions of UGC Regulations, 2016.

Date of Publication of Result: <date>

Controller of Examinations

Sambalpur University



DOCTOR OF PHILOSOPHY

This is to certify that

<Name of the Candidate>

having passed the examination under regulations for the degree of

Doctor of Philosophy

in <Name of the Subject>, under the faculty of <Name of the faculty>

held in the month of <month of passing>, <year of passing>

was this day admitted to the degree.

Jyoti Vihar, Burla
Odisha, INDIA

The <date of the convocation>

Vice Chancellor

Res-

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA-768019, ODISHA, INDIA

List of documents to be submitted at the time of Ph.D. Registration

- a. Admission Proof of the candidate.
- b. In case of employed category "No Objection Certificate".
- c. In. case of Teacher Fellow/JRF or SRF attested copy of appointment order and joining report acceptance by the employer.
- d. Attested photo copy of certificate of H.S.C., B.A./B.Sc./B.Tech, M.A./M.Sc./M.Tech.
- e. If exempted. from Ph.D. Course work, photocopy of exemption notification.
- f. If not exempted from course work, photocopy of one Semester Ph.D. Course work Certificate
- g. Photo copy of Constitution of the Research Advisory Committee {(RAC) } and Evaluation Report of RAC for Ph.D. Registration in original in supplied format
- h. Three copies of Synopsis with signature of scholar and Guide/Co-guide and members of RAC
- i. Photo copy of recognition notification of the Supervisor in the relevant
- j. Subject and also for co-supervisor in case of Joint guidance.
- k. Information regarding Ph.D. registration (vacancy) status of the supervisor/ co-supervisor in supplied format. (Annexure-XV).
- l. Ph.D. registration fee of Rs.5000/- (either B.D. in favour of Comptroller of Finance, Sambalpur University payable at SBI, Jyoti Vihar (Branch Code 6672) or Money receipt of the University in Original)
- m. Migration Certificate in Original in case of candidate other than Sambalpur
- n. University with requisite fees and filled in application for registration under
- o. Sambalpur University.
- p. e-mail address/Contact no. of the candidate.
- q. Duly filled-in Application.

SAMBALPUR**UNIVERSITY****JYOTI VIHAR, BURLA-768019, ODISHA, INDIA****List of documents to be submitted at the time of thesis submission**

- a. Application of the Scholar for submission of thesis & forwarding letter of Guide through proper channel.
- b. Photocopies of PhD of Registration letter/Extension letter/Change of title/change of guide if any.
- c. Photocopy of student Registration card.
- d. Report of SRC (Thesis pre-submission report) for scholars. In the prescribed format.
- e. Clearance Certificate of the Nodal Centre, Chairman, P. G. Council and EG-111 Section.
- f. Clearance Certificate from Institutional Ethics Committee (IEC), wherever necessary.
- g. Report on Plagiarism checked by prescribed software duly certified by competent authority.
- h. Four copies of the Thesis.
- i. Ten copies of Abstract and envelopes of A4 size.
- j. Cash receipt of Rs.15,000/- for new scholars.
- k. Cash receipt of Rs. 50/- for Thesis submission certificate.
- l. Soft copies of Thesis and Abstract in Separate folder (in PDF form)
- m. Copies of research paper in support of at least two publication as per UGC guidelines and at least two paper presentation in the Conference/Seminars in the same area of research
- n. List of 08 Examiners submitted by the Supervisor in the prescribed format duly recommended by the SRC and approved by the Board of Studies. (Format attached)

Has-

SAMBALPUR**UNIVERSITY****JYOTI VIHAR, BURLA**

**EVALUATION REPORT OF RAC FOR
Ph.D. PRE-SUBMISSION PRESENTATION / PROGRESS OF RESEARCH**

Name of Nodal Center: _____

1	Name of the Candidate	
2	Name of the Supervisor/Guide	
3	Department/School where admitted for the Ph.D. Programme	
4	Name of the Research Centre	
5	Proposed title of thesis (in Capital Letters)	
6	Evaluation report of RAC	
7	Specific suggestions and recommendation of the SRC	

Signatures of the Members of Research Advisory Committee (RAC)

Signatures of the Chairman, Subject Research Committee

bs-

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA

Pre-Ph.D. Course Work Examination

EXEMPTION CERTIFICATE

Certified that *<Name of the Candidate>* is declared to have been exempted from Pre-Ph.D. Course work in *<Name of the Subject>*. This exemption is granted for passing the M.Phil. Examination held in the month of *<Month / Year>* vide Notification Number: *<Notification>/<date>* taking admission through an Entrance test as per UGC (Minimum Standards and Procedure for Award of M.Phil / Ph.D Degree) Regulations, *<Year>*.

Head of the Department

Chairman, P.G.Council

Controller of Examinations

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA

Form for Recognition as a

Guide/Supervisor and Co-Guide/Co-Supervisor

(As per para 5.4 of Ph.D. Regulation)

(To be submitted to the Nodal Centre for consideration of SRC
and onward transmission to CoE)

1	Subject of Research	
2	Name and Designation	
3	E-mail ID and Contact No.	
4	Present place of Posting with University of affiliation	
5	Courses offered in the present place of Posting	
6	Date of Superannuation	
7	Area of Research / Specialization	
8	Date of award of Ph.D. (attach photo copy)	
9	Number of articles published in UGC care Journal etc. (Name of the Journal and Date of Publication)	
10	Number of articles published in UGC care Journal etc. (Name of the Journal and Date of Publication)	
11	Whether recognized as a Supervisor/Co-Supervisor in any other University (Give detail(s))	

Place:

Date:

Signature

Recommendation of SRC.

(Signature of Chairman, SRC)

SAMBALPUR**UNIVERSITY****JYOTI VIHAR, BURLA**

**Form for Renewal of Recognition as a
Guide/Supervisor and Co-Guide/Co-Supervisor**

(As per para 5.6.3 of Ph.D. Regulation)

(To be submitted in the month of January every year to the Nodal Centre
for consideration of SRC and onward transmission to CoE)

1	Subject of Research	
2	Name and Designation	
3	E-mail ID and Contact No.	
4	Present place of Posting with University of affiliation	
5	Courses offered in the present place of Posting	
6	Date of Superannuation	
7	Area of Research / Specialization	
8	Recognition letter No. and Date	
9	Letter No. and Date of Last renewal	
10	Number of articles published in UGC care Journal etc. in the last one year (Name of the Journal and Date of Publication)	
11	Total No. of Scholars awarded Ph.D.	
12	Total No. of Scholar already submitted Ph.D. Thesis	
13	Total No. of Scholars are registered at Present	
14	Whether recognized as a Supervisor/Co-Supervisor in any other University (Give detail(s))	

Place:

Date:

Signature

Recommendation of SRC.

(Signature of Chairman, SRC)

SAMBALPUR**UNIVERSITY**

JYOTI VIHAR, BURLA

Form of Recommendation for Registration of D.Sc. / D.Litt./LL.D. by SRC

1	Name of the Nodal Centre	
2	Name and Designation of scholar	
3	E-mail ID and Contact No.	
4	Present place of Posting with detail address	
5	Date of award of Ph.D. (attach photo-copy)	
6	Subject and faculty of Ph.D.	
7	Title of Ph.D. thesis	
8	Number and details of Research Publication after award of Ph.D. (attached separate sheet)	
9	Title of Post-doctoral thesis	
10	Subject and faculty recommended for Post-doctoral registration.	
11	Recommendation for registration	YES / NO
12	Special observation of SRC (if any)	

Place:

Date:

(Signature of Chairman, SRC)



JYOTI VIHAR, BURLA

FORMAT FOR SUPPLY OF INFORMATION REGARDING Ph.D./D.Sc./D.Litt. BY THE SUPERVISOR/ CO-SUPERVISOR

1. Name and Designation: _____
2. Present place of working: _____
3. Date of superannuation: _____
4. Date of last renewal as Supervisor/ Co-Supervisor*: _____

5. The following information to be provided:

Sl. No.	Name of the recognized guide with designation	Recognition order with data and subject	Allotted quota as per regulation	Extra ordinary quota as per rule	Number of scholars who have already awarded			Number of scholars who have already submitted			Scholars working for Ph.D. at present		Scholars working at present		Vacancy position at present		Email id. and phone number of guide
					Ph.D.	D.Sc.	D.Litt.	Ph.D.	D.Sc.	D.Litt.	Allotted quota	Extra ordinary quota	D.Sc.	D.Litt.	Ph.D.	D.Sc./ D.Litt.	
1																	
2																	

* As per para 5.6.2 of the Ph.D. guideline

To be submitted to Nodal Centre

Signature of Supervisor / Co-supervisor with seal



SAMBALPUR

UNIVERSITY

JYOTI VIHAR, BURLA

Annexure - XV

FORMAT FOR SUPPLY OF INFORMATION REGARDING Ph.D./D.Sc./D.Litt. GUIDE AND VACANCY POSITION BY THE NODAL CENTRE

1. Name of the Nodal Centre: _____
2. Subject approved for Ph.D./D.Sc./D.Litt.: _____

Sl. No.	Name of the recognized guide with designation	Recognition order with data and subject	Allotted quota as per regulation	Extra ordinary quota as per rule	Number of scholars who have already awarded			Number of scholars who have already submitted			Scholars working for Ph.D. at present		Scholars working at present		Vacancy position at present		Email id. and phone number of guide
					Ph.D.	D.Sc.	D.Litt.	Ph.D.	D.Sc.	D.Litt.	Allotted quota	Extra ordinary quota	D.Sc.	D.Litt.	Ph.D.	D.Sc./D.Litt.	
1																	
2																	
3																	
4																	
5																	

Signature of Head of Nodal Centre with seal



SAMBALPUR UNIVERSITY
JYOTI VIHAR, BURLA
LIST OF EXPERTS FOR PH.D. THESIS EVALUATION

Discipline: _____ Name of the Candidate: _____

Title of the Thesis: _____

Area of Study: _____

Name of the Supervisor & address with email id.: _____

Sl. No.	Name of the Expert with designation	Office address	Residential address	Email id. (mandatory)	Contact Number: Land line / Mobile Number
1					Land Line: Mobile:
2					Land Line: Mobile:
3					Land Line: Mobile:
4					Land Line: Mobile:
5					Land Line: Mobile:

Signature of the Supervisor