

SOP for Research Center Student Progress and Report Submission

Credit requirements, number, duration, syllabus, minimum standards for completion etc. for the PhD program shall be as (as per reference of ***Circular no. 11/2026, PGS/216 Dated 23/01/2026***);

1. PhD course work shall be **16** credits
2. The coursework shall be treated as a prerequisite for the PhD program.

The PhD coursework shall consist of the following components, namely;

COURSE	COURSE NAME	CREDIT
Course 1:	Research Methodology	4
Course 2:	Attending at least one seminar / conference / workshop (National / International)	1
Course 3:	Subject specific advance level courses	
	[i] Subject 1	4
	[ii] Subject 2	4
Course 4:	Research and Publication Ethics	2
Course 5:	Pedagogical training / Industrial visit report / Assessment statement	1

3. Grades in the course work, will be finalized at research center, and the final grades will be communicated to the PG admission section of the SPPU.
4. There is a research advisory committee set for each PhD scholar. It consist of head of the research center, Head of the department, research supervisor of the scholar, and expert in that field/ external selected who was present at the time of topic finalization.
5. The research advisory committee perform the following responsibility:
6. Review / supervise the PhD scholar in developing the study design and methodology of research and identify the course
7. After comlition of initial six months of course work, the PhD scholar can give progress seminar after next six months.
8. The first date of progress seminar is noted at research center coordinator and after every six months the progress seminar is arranged for the PhD scholar (after discussion with student and research supervisor)
9. The research advisory committee submit the progress seminar report to PhD Coordinator.
10. PhD Coordinator will do all required documentation and all the committee recommendations shall be communicated to the PG admission section of the SPPU.

11. All the committee recommendations will be communicated to the PhD research scholar, and within next fifteen days he/she asked to submit/upload the duly signed report with attendance report and Comments / Suggestions by examiner, to PhD tracking system.
12. Before submitting the thesis, the PhD scholar asked to make a presentation before the research advisory committee of the research center. The research advisory committee will check all objectives are fulfilled or not, plagiarism of the report, and number of publications as specified by SPPU. After successful/positive recommendation by the research advisory committee, student will asked to go for pre-synopsis process.
13. Then PhD scholar allowed to submit the thesis for evaluation after reviewing his/her PhD supervisor.