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Academic (PG/Ph.D) Section  
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No.KU/Aca/Ph.D/ASO/2023-24/ 2

Date: 08-02-2023

**Sub: Guidelines for award of Ph.D. degree within 06 months from date of submission of Ph.D. thesis**

**Ref: UGC D.O. No. 3-2/2022(PS/PG/MoE; dated 08-02-2023**

As per UGC (minimum standard and procedure for award of Ph.D. Degree) Regulations; 2016 and 2022, the Higher education institution concerned shall develop the appropriate methods to complete the entire process of evaluating a Ph.D. thesis, including the declaration of the Viva- Voce result, within a period of Six months from date of submission of the theses.

**Hence, the following guidelines are framed to attain the goal.**

- 1. Pre-submission colloquium / presentation of draft thesis:** Before submitting the thesis, the Ph.D. scholar shall make a presentation before the Doctoral / Research Advisory Committee of the subject, which shall also be open to all faculty members and other research scholars/students (Need not wait / communicate the letter from Ph.D. Section).
- 2. Recommendations for submission of Ph.D. Thesis by Chairperson:** The Chairperson shall convene Doctoral / Research Advisory Committee meeting to invite the Ph.D. scholar to make the presentation and may recommend to the University for permission to submit the thesis if no comments or the feedback and comments obtained need to be incorporated in the draft thesis or Doctoral / Research Advisory Committee may recommend to resubmit and present the draft thesis in the immediate next term or reject the draft thesis if found to be not satisfactory , if so he / she present the draft in the next two terms if his/ her maximum research tenure permits.
- 3. All such decisions shall be brought to the notice of Research Scholar and University within 03 days.**
- 4. Responsibility to Communication for submission of thesis - Chairman:** The **Chairperson** of the P.G. Department shall inform in writing within 03 days to the Research scholar to submit the thesis within 06 months or before last date of his/her tenure whichever is earlier. (Need not wait / communicate the letter from Ph.D. Section).

5. **Submission of Ph.D. Thesis:** On receipt of the letter from Chairperson, the research scholar shall submit four copies of the Thesis along with a CD in PDF form and 05 copies of Synopsis with soft copy to the Registrar through the Research Supervisor and the Chairperson of the concerned P.G Department.
6. **The following documents must be enclosed with the application for submission of thesis:**
  - Certificate issued by the Chairperson of concerned P.G .Department regarding the successful presentation of the pre-submission colloquium / presentation of draft thesis.
  - Permission letter from the Chairman of concerned P.G. Department to Research scholar for submission of the thesis.
  - Five copies Synopsis of the thesis along with soft copy in PDF form.
  - Ph.D. Registration Confirmation Certificate.
  - Course work Marks Card.
  - Fees Challan towards payment of thesis submission.
  - The candidate should produce “No Dues Certificates” from the Research Supervisor, Chairperson of the concerned P.G Department/Head of the Institution, Librarian, IT Director, Hostel Warden, Director of Students’ Welfare(DSW), etc of the University.
  - **Similarity-Index Check’** (should be  $\leq 10\%$ ) issued by Shodhaganga.
  - Publications, course work, presentation of research articles in the conference etc are applicable as per the prevailing regulations under which the candidate registered.
7. **Preparation of Panel of Examiners:** The panel of examiners shall be prepared exhaustively on an annual basis and approved by the P.G. Board of Studies and approved by Dean (Need not wait / communicate the letter from Ph.D. Section).
8. **Submission of Panel of Examiners:** The Research Supervisor shall prepare the panel of examiners in consultation with the Chairperson of the P.G. BoS from the exhaustive panel prepared and approved as above and submit within **03 days** from the date of submission of Ph.D. thesis. The panel shall include five experts within the State and Five from outside the State/Country (Need not wait / communicate the letter from Ph.D. Section).
9. **Need not circulate the synopsis:** Since, Pre-submission colloquium / presentation of draft thesis is an open presentation and similarity index Check is mandatory, it is recommended to discontinue such process of circulation of synopsis. Thus, University’s Ph.D. Section *need not circulate the synopsis and panel of examiners.*

10. **Panel Approval:** University's Ph.D. Section shall submit the panel through **Registrar (Evaluation)** to the Vice Chancellor within 03 days from date of submission of thesis for approval and recommendation to seek the consent from the examiners through e-mail created in the KUD domain (kud.ac.in) for the said purpose only. No conventional postal correspondence shall be allowed.
11. **Consent from Examiners:** All the selected examiners( 02 each in within state and outside state ) shall be communicated immediately through email along with PDF of synopsis by giving 05 days time to get the consent.
12. **Dispatch of Ph.D. Thesis:** The thesis shall be dispatched by the University's Ph.D. Section to the examiner who responds first in both the categories.
13. **Duration for submission of evaluation report:** The examiners shall submit the evaluation report within 45 days from the date of dispatch of thesis. A reminder through e - mail may be communicated to the examiners after 30 days of dispatch of the thesis. The e-Evaluation report of the thesis shall be accepted if the attachment is signed by the examiner.
14. **Special Circumstances:** For further delay / not receiving report on time / not recommended for award of Ph.D. degree, the University's Ph.D. Section shall process as per the prevailing regulations.
15. **Approval of Reports:** Once all the 03 reports are received, the University's Ph.D. Section shall submit all such reports within 03 days to the Hon'ble Vice Chancellor through **Registrar (Evaluation)** for consideration and selection of Examiner to conduct viva voce.
16. **Conduct of Viva voce Examination:** University's Ph.D. Section shall issue a letter to Research supervisor as per the regulations to fix the date for viva voce in consultation with External examiner and Chairperson of P.G. Department within 03 working days.
17. **Conduct of Viva voce:** Viva voce shall be conducted within 10 days of request letter from the Research Supervisor. Viva voce can be conducted in virtual mode also.
18. **Consideration of Viva Voce Report:** University's Ph.D. Section shall submit the viva voce report to the Vice Chancellor through **Registrar (Evaluation)** for consideration / approval.
19. **Declaration of Ph.D. Degree:** The **Registrar (Evaluation)** shall issue a notification for declaration of successful completion of Ph.D. degree within 02 working days.

**Abstract of the Time line for award the Ph.D. degree after submission of Ph.D. Thesis in normal course**

- Submission of Panel of Examiners by the research Guide - 03 days.
- Approval of Panel of Examiners by Vice Chancellor - 03 days
- Consent from the Examiners through E-mail - 05 days
- Dispatching the Thesis by Ph.D. Section after consent - 03 days
- Assessment of Ph.D. thesis by examiners - 45 days
- Consideration of Reports by Vice Chancellor - 03 days
- Fixing Viva Voce date by Research Guide - 03 days
- Invitation to External examiner for conduct of Viva voce by the Ph.D. Section - 03 days
- Conduct of viva voce by external Examiners - 10 days
- Consideration of Viva voce reports by Vice Chancellor - 03 days
- Declaration of Ph.D. Result. - 02 days

**Total days required to award the Ph.D. degree after submission of Thesis**  
-78 days (2.5 months)

**Applicability:** The above time line is applicable for the candidates already registered under UGC (minimum standard and procedure for award of Ph.D. Degree) Regulations; 2009, 2016 and 2022 and here onwards till it is modified.

**General Guidelines:**

**Empowerment to the Chairperson:** Chairperson of the concerned department is empowered to fix and conduct Pre-submission colloquium / presentation of draft thesis and issuance of letter to the research scholar for submission of thesis, preparation of exhaustive panel of examiners (within state / outside the state), submission of panel of Examiners, conduct of Viva voce as the per prevailing Regulations, etc.

  
**REGISTRAR**