PhD Road Map

Stage 1 – Student Admission & Registration for Courses

Stage 2- Completion of Course Work

Stage 3 – Constitution of SRC

Stage 4 – Comprehensive Examination (Written and Oral Presentation) **before SRC**

Stage 5 – Pre-PhD Seminar in front of SRC and DRC

Stage 6 – Submission of Synopsis after Pre-PhD Seminar & List of Experts

Stage 7 – Submission of PhD Thesis for final Viva-Voce and Award of Ph.D. Degree

- SRC – Student Research Committee

- DRC – Department Research Committee

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Stage 1 – Student Admission & Registration for Courses (contd.)

- Registration in the course is done via ERP Portal after you are allotted roll number
  - In case of any issue, contact Examination Branch and Computer Centre

- Registration is valid till the submission of thesis.

- Fees is to be paid **annually** till the thesis submission
  - For fee related issues, contact Academic PG Branch

Stage 2 – Completion of Course Work

PhD Course Work

- Credits to be earned by the student depends on his academic qualifications (check PhD ordinance http://dtu.ac.in/Web/AcademicsPG/ordinance.php)

- A requirement of minimum **"B" Grade** in each registered course is mandatory for PhD candidacy (Minimum 60% required to qualify the Course Work)

- Minimum 75% attendance is required for each registered course every month for the course work

- Coursework is to be completed within the **first three semesters** of admission

- Courses as part of coursework:
  - (i) Research Methodology (SM-901) – 4 credits <Click here for Syllabus > - Mandatory Course
  - (ii) Research and Publication Ethics (SM-903) – Mandatory and Qualifying Course <Click here for Syllabus >
  - Balance credits to be earned by opting:
  - (iii) Subject specific courses from the department enrolled **– To be Guided by respective Supervisors**

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Stage 3- Constitution of Student Research Committee (SRC)

Pre-requisites:

- Minimum B grade in each course registered would be mandatory for Course Work

- Minimum of 08 credits and a maximum of 16 credits for course work.

Stage 3- Constitution of SRC

To be done at department level
SRC Constitution Format:
http://dtu.ac.in/Web/AcademicsPG/pdf/SRC/SRCperforma.pdf

Comprehensive Examination and Approval of Research Plan must be completed –
For Full-time students: Within **two years** from the date of joining the program
For Part-time students: Within **two and half years** from the date of joining the program failing which their registration will be cancelled.

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Stage 4 – Comprehensive Examination (Written and Oral presentation) before SRC

Pre-requisites:

SRC Constitution Order (to be provided by respective department)

Stage 4 – Comprehensive Examination at the department (Written and Oral presentation) before SRC

On successful completion - >
Documents:
Form A and B:
http://dtu.ac.in/Web/AcademicsPG/pdf/SRC/FORM_A_and_B.pdf
After submission of documents, **Formal Registration Order** is issued by Academic PG

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Stage 4 – Comprehensive Examination (Written and Oral presentation) before SRC

- The Supervisor shall arrange the SRC Meeting for Comprehensive Examination (Oral and Written) before the SRC

- **Written Examination-** 60 marks and 3 hour duration

- **Oral Examination**: The student presents his "Research Plan" in the SRC meeting – 40 marks

- The After the Examination the requisite documents are sent to the Dean PG Office (e.g. Form A, Form B, SRC Constitution Format, Question paper, Evaluated answer script, Research Proposal all signed by SRC Members, Presentation Copy)

- After qualifying the Examination, the Formal **Registration Order** is issued by the Academic PG Branch

Stage 5 – Pre-PhD Seminar in front of SRC and DRC

Pre-requisites:
- Minimum two publications in approved list of journals
- Two Paper presentations in International conferences
- Submission of relevant documents to Academic PG Branch
http://dtu.ac.in/Web/AcademicsPG/pdf/DRC/RevisedProformafor_%20Pre_PhD_Seminar%20.pdf

Stage 5 – Pre-PhD Seminar

Conduct of Pre-PhD oral presentation seminar in front of SRC and DRC

Minimum and Maximum Registration Requirement

R. 12.1 *"The minimum period required for holding a Pre-Ph.D. Seminar and synopsis submission is two calendar years (24 months) from the date of his/her successful completion of comprehensive examination and acceptance of Research Plan i.e. from the date on which the Ph.D. candidacy of the student is confirmed"*

R. 12.2. *"The candidates of all categories shall normally submit their thesis within a period of four years, from the date of their admission in the Ph.D. Programme"*

Stage 6 – Submission of Synopsis after Pre-PhD Seminar & List of Experts

On successful completion - >

After successful completion of Pre-PhD Seminar Synopsis along with relevant documents need to be submitted

Stage 6 – Submission of Synopsis

08 copies of Synopsis duly signed by SRC, DRC Members to Academic PG

Following documents to be forwarded by Supervisor through DRC Chairperson:

1. Permission Order for Conduct of Pre-PhD
2. Recommendations of DRC and signed minutes
3. DRC-approved list for Panel of examiners (to be provided by supervisor in sealed envelope). Attach the proof of approval by DRC members
4. Recommendations of SRC and signed minutes
5. Front Page of Synopsis
6. Copy of Synopsis – 08 copies
7. Form C
8. No dues Certificate
9. Soft copy of the Synopsis in CD

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Stage 7 – Submission of PhD Thesis for final Viva-Voce and Award of Ph.D. Degree

On successful completion - >

Thesis submission within 6 months from the date of Pre-PhD seminar

Documents to be submitted for Thesis Submission:

1. Thesis (Soft copy in PDF format only and the size should be less than 20 MB- in the online mode)
2. Plagiarism report from DTU Library
3. Thesis submission fee receipt
4. The copy of the Ph.D. thesis must contain the copyright certificate in the beginning of the thesis
5. Submit two hard cover copies of the thesis – one in department's library and one in central library

After Thesis Submission:

- Final Viva-Voce order issued by Examination Branch indicating date and venue for viva.
- After successful completion of final Viva, result notification issued by examination branch.
- Ph.D. degree awarded at the time of convocation.

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Zero-tolerance for Plagiarism

- Delhi Technological University has a zero-tolerance on any type of plagiarism

- All submitted work to be checked on plagiarism detection software such as Turnitin to ensure that plagiarism is below the specified limit

- In case high-level plagiarism is detected, disciplinary action may be taken

- Guideline: https://www.dtu.ac.in/Web/notice/2018/sep/file0917.pdf

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What all Documents need to be Submitted each Semester?

Registration Form	Fellowship Form (For Full time Scholars)	Six Monthly Progress Report
Immediately after Admission, the student is required to register on ERP Portal for course registration and download the registration form from ERP Portal	**Monthly Fellowship Form:** Required to be submitted by all Ph.D. Scholars whether on DTU Fellowship or Fellowship External Govt. Agencies	• Student is required to submit the six-monthly Progress Report in respective department as per R. 11 of PhD Ordinance
http://dtu.ac.in/Web/AcademicsPG/pdf/Admission/RegistrationFormFormat.pdf	http://dtu.ac.in/Web/AcademicsPG/pdf/Fellowship/Fellowship_claim_format.pdf	http://dtu.ac.in/Web/AcademicsPG/pdf/Progress%20Report/Guideline_for_Progress_Report.pdf

Leave and Attendance - Full time scholars

- Required to mark the attendance everyday in the respective department

- A full-time PhD student during his/her stay at the University will be entitled to avail leave for 30 days including leave on medical grounds per calendar year

- Any leave to be approved from HOD through Supervisor, well before time along with due adjustment of academic load assigned to the scholar, if any

- In case of medical leave, test reports along with prescriptions, medical certificate from certified doctor must be submitted

- Refer PhD Ordinance for further details

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Fellowships and Awards for Full Time Ph.D. Scholars

DTU Fellowship

- DTU releases fellowships for Ph.D. Scholars as JRF (Junior Research Fellow) Per Month plus an annual contingency amount as per University guidelines notified from time to time.
- Those Ph.D. scholars who are getting fellowship from DTU are given a defined teaching work load per week as per norms.
- DTU fellowship is granted normally upto 03 years from the date of admission in Ph.D. programme/course or thesis submission whichever is earlier.
- The fellowship period may be extended upto 4th year in special cases if the Ph.D. scholar has published research papers as per laid criteria.

Other Govt. Agencies Fellowship

- CSIR- Council for Scientific & Industrial Research (JRF-SRF Fellowship)
- UGC- University Grants Commission (JRF-SRF Fellowship)
- QIP- AICTE Quality Improvement Programme
- DBT- Department of Biotechnology (DBT-JRF)
- DST- Department of Science and Technology (DST-Inspire Fellowship)
- ADF- AICTE Doctoral Fellowship

Up-gradation from Junior Research Fellowship (JRF) to Senior Research Fellowship (SRF) - For Full time scholars

<u>**For up-gradation from JRF to SRF under Govt. Agency Fellowship**</u>

- **After how much time, student is eligible-** 2 years
- **Requirements-** Upon expiry of the initial period of 2 years under the JRF scheme, the work of the fellow will be evaluated by experts
- If the research work is found satisfactory, his/her tenure will be extended under the enhanced emoluments of the Senior Research Fellowship (SRF).
- Total period of fellowship as per fellowship guidelines of the agencies

<u>**For up-gradation to enhanced amount under DTU Fellowship**</u>

Requirements- SSCI/SCIE publication–

- Full time PhD students will be eligible for enhanced amount of ₹36,000 pm after getting:
(i) acceptance/publishing one SCI/SCI expanded/SSCI index journal paper in category A/B or
(ii) two SCI/SCI expanded/SSCI index journal paper in category C and satisfying all conditions as notified
- Total period of DTU fellowship is three years (It can be extended to 4th year if publication requirements are met)

Do not forget to preserve the following documents

Joining report submitted in respective department

Admission slip

Registration Forms

Fellowship Forms

All Fee slips throughout the PhD Journey

SRC Constitution Order issued by University

Formal Registration Order issued by University

Your SRC, DRC Meeting Notices

Any other document, pertaining to you
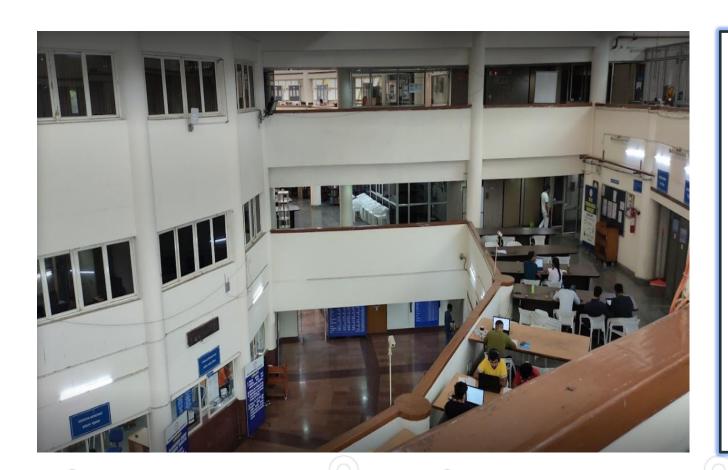
Research Infrastructure

- DTU Library provides access to e-resources and services
  - Using your Login Credentials and/or DTU ID

- Students may access their library account and search the OPAC (library catalogue) on their desktop - RemoteXs

- University Library

- Respective Research Labs

- Some Databases
  - Scopus
  - Web of Science

DTU Library

For more info regarding DTU Library
E- resources you can checkout the following Links:

http://library.dtu.ac.in/res/docs/E-Resources%20(all).pdf

http://library.dtu.ac.in/res/docs/az-journal.pdf

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Research Excellence Awards at DTU

A) Outstanding Research Awards
   Cash Prize: Rs. 5,00,000

B) Premier Research Awards
   Cash Prize: Rs. 1,00,000

C) Commendable Research Awards
   Cash Prize: Rs. 50,000

For Detailed Guidelines
http://dtu.ac.in/Web/AcademicsPG/pdf/Fellowship/DTU_Progress_Linked_Awards_Regulations.pdf

Thank You

Disclaimer: The presentation is ONLY for ready reference. In case of any confusion, the University Ordinance, Guidelines and Notifications shall be followed