

FAQs related to Ph.D. programme

Q. 1	What is the process for semester registration?
Ans.	Semester registration done online. Link given on the Examination website
Q. 2	Constitution of SRC.
Ans.	SRC constitution is done at Department. DRC Chairperson is authorized to constitution SRC committee.
Q. 3.	Ph.D. formal registration.
Ans.	After completion of course work, research scholar submit a proposal for constitution of SRC committee and the recommendations of the SRC committee has to submit to the Academic-PG branch along with all relevant documents i.e. SRC constitution order, SRC meeting notice, Form A and B duly signed by all SRC members, research plan proposal duly signed by all SRC members, Course work mark sheets and latest paid fees receipt.
Q. 4	Tenure of Ph.D. programme.
Ans.	<u>As per Ph.D. Ordinance R. 12.2</u> “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. However, as a special case, this limit may be extended to maximum up to seven years by the Vice Chancellor on the recommendation of SRC through DRC and Dean-PG after which the registration shall stand cancelled automatically”.
Q. 5	Full time to part time conversion.
Ans.	<u>As per Ph.D. Ordinance 2(g)</u> : “A full-time candidate may be allowed by Dean-PG on recommendations of respective DRC to convert his registration into part time after completing three semesters or after completion of course work and comprehensive examination whichever is later, if they get employed in the meantime for which he has informed the Dean PG through DRC Chairman.”
Q. 6	Travel grant for Ph.D. scholars.
Ans.	Ph.D. scholar admitted in DTU is eligible for travel grant only 2 times in four years of programme (1 in 2 year). Process the request as per travel grant regulation.
Q. 7	Leave for Ph.D. students.
Ans.	<u>As per Ph.D. Ordinance R.20.1</u> : “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. This leave can be granted by HOD on the recommendations of supervisor. He/She will not be entitled to summer and winter vacation. Leave beyond 30 days in a calendar year may be granted by Dean PG, in exceptional cases, duly recommended by the supervisor and the HOD concerned subject to the following conditions:

	<ol style="list-style-type: none"> 1) The leave beyond 30 days will be without Assistantship/Scholarship; and 2) He/she will have to complete attendance requirement as per rule for the course work. 3) A proper leave account of each scholar shall be maintained by the Department concerned. <p>The research scholars will be eligible for Paternity/Maternity leave with Assistantship as per rules and regulations prescribed by Government of NCT of Delhi.”</p>
Q. 8	Documents for Pre-Ph.D. seminar permission.
Ans.	<ol style="list-style-type: none"> 1. Performa for Conduct of Pre-PhD seminar (to be filled by supervisor) 2. List of publications and attended conference (to be provided by research scholar) 3. Proof of publications (first page of the published paper indicating requisite details along with Proof for indexation of the respective journals of papers) 4. Proof of presentation in International conferences 5. Mark-sheet of coursework 6. Formal Registration Office order 7. SRC Constitution Office Order 8. Joining Report of the candidate (as proof of joining date) 9. All paid fee receipts (from the date of admission to till date) 10. Extension letter (if applicable) 11. Undertaking for any missing document, if any
<p>Any other query please see Ph.D. Ordinances and notifications available on University Website at Academic-PG webpage. If not satisfied then may visit Academic-PG branch in the visiting hours only.</p>	
<h3>FAQs related to PG Programme</h3>	
Q. 1	Withdrawal process
Ans.	<ol style="list-style-type: none"> 1. Application forwarded by HoD 2. Annual fee receipt 3. Account detail of the student
Q. 2	(1) Bonafide Certificate (2) Character Certificate (3) Special Certificate (4) Temporary Provisional Certificate (5) Provisional Certificate (6) Migration Certificate (7) Fee Structure
Ans.	Apply by filling of Common application form along with requisite fees as mentioned in the form and relevant documents.
Q. 3	Conference/Travel Grant
Ans.	Guidelines available on Academic-PG web page.
Q. 4	Name change process
Ans.	Notice along with required documents available on Academic-PG web page.

Q. 5	Lost ID cards
Ans.	<ol style="list-style-type: none">1. Application forwarded by HoD2. Copy of FIR3. Fee receipt of Rs. 200/-.
Q.6	Make-Up Exam
Ans.	Notice available on Academic-PG with full detail.