



Notification No. SSPU / R / 2025 / 1492 , Dated 11.03.2025

It is hereby notified for information of all concerned that the **Governing Body** in its meeting held on **30th December, 2024**, vide **Resolution No. GB / 2024 / 21 / 7** has approved the Ph.D. Policy of Symbiosis Skills and Professional University (SSPU).

The Ph.D. Policy is attached with this Notification as **Annexure – A**.

The policy will come into force from the date of issuance of the notification.




(Dr. Sharad Pulate)
Registrar

Copy to:

1. EA to Chancellor for kind information of Hon'ble Chancellor, SSPU, Pune
2. EA to Pro Chancellor for kind information of Hon'ble Pro-Chancellor, SSPU, Pune
3. EA to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor, SSPU, Pune.
4. All Heads of School
5. The Controller of Examinations, SSPU, Pune
6. The Chief Finance and Accounts Officer, SSPU, Pune
7. Head Admissions, SSPU, Pune
8. Web-designer for uploading on website





**SYMBIOSIS SKILLS &
PROFESSIONAL UNIVERSITY**



A Symbiosis Skills University, Pune

Ph.D. Policy

for

**Symbiosis Skills and Professional University (SSPU),
Pune**



Approved in Board of Management Meeting held on 23/12/2024 vide Resolution No. BOM/2024/32/11

- b. SSPU shall decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in this policy

SSPU shall offer full time Junior Research Fellowships (JRFs) under its different school/department. Up-to ten (10) such JRFs may be provisioned by the university for doctoral research.

8. Enrollment and Registration Process

- a. The selected student shall report to the admissions office on the appointed date and complete the registration formalities that will include filling up of the requisite forms and verification of academic and other credentials. Upon completion of the same the student will be provisionally admitted and be provided with a registration number which shall be his primary identity during the program
- b. The Dean/Director Research will conduct an induction program which shall be attended by all the Research Scholars.
- c. The Dean/Director Research shall allot the candidate a guide anytime during the coursework or upon the completion of the same. The Dean/Director Research may initially allot an academic advisor with whom the scholar shall work closely during such allotment and the arrangement will be converted to thesis supervision unless decided otherwise by the concerned.
- d. The guide shall, in consultation with Dean/Director Research, constitute the scholar's Research Advisory Committee (RAC); during a subsequent date after the completion of the coursework.
- e. The supervisor shall allot the course work to the student which shall be completed in the specified period obtaining the minimum required grades.
- f. Research Scholars who undergo Course Work shall submit a Research Proposal, duly recommended by the Research Supervisor(s) within the period specified.
- g. Research Scholars who have been exempted from Ph.D. Course Work shall submit a



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Preamble

In year 2017, the legacy of Symbiosis brings another futuristic step with the inception of Symbiosis Skills and Professional University, integrating corporate insights, cutting-edge infrastructure, and experiential learning to help students to have a future-proof careers, ensuring gainful employment and entrepreneurial success. Symbiosis Skills and Professional University (SSPU) has been in the forefront of promoting research, innovation and skill development since its inception.

In persuasion to **University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022** the **Symbiosis Skills and Professional University (SSPU)** hereby proposes to enact Ph.D. Programme through research cell that will benefit SSPU in several ways. It will help to increase the number of publications / research papers from faculty members and patents out of innovative research at SSPU. The Ph.D. Programme shall be useful for collaborations with foreign Universities to complete funded research projects jointly with the industries in future. The Research Fellows/ Scholars under the Ph.D. Programme may contribute in University teaching learning by conducting Project based learning sessions for students of SSPU and they may be absorbed as full-time faculty members in future. Activities of research cell shall be monitored by Research Advisory Council through Research and Recognition Committee defined in research policy of SSPU.

Various activities may be conducted under the proposed Ph.D. Programme through Research Center such as,

- a. Preparing faculty members for research
 - i. Research publications –Research publications in Scopus or equivalent indexed journal each year shall be promoted and incentivized as per research policy.
 - ii. Conferences – Presentation and publication of research in reputed conferences shall be promoted and incentivized as per research policy.
 - iii. Enrolment in Ph.D. –Aspiring research scholars/Students/Staff shall be motivated to enroll for PhD program and contribute in research.
- iv. Preparing UG and PG students for research -
- v. Research publications – Selected students can co-author with faculty members in publishing the research papers



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Dr. P. U. Uberhande

- vi. Conferences – Selected students can present their research paper in conferences
- b. Classes for Research Methodology – Arrange classes/sessions for research and skill-based courses/subjects and or inter- disciplinary courses in collaboration with various schools/departments of SSPU.
- c. Hosting conference in SSPU campus
- d. Publishing Research Journal of SSPU

1. Short Title, Commencement and Jurisdiction & Ph.D. Programmes

- **Short Title:** This Policy may be called as the PhD Policy for Symbiosis Skills and Professional University, Pune.
- **Commencement:** This Policy shall come into force with effect from the date of notification and shall be applicable for students enrolling from the respective academic year. The preceding policy published from time to time in this regard shall remain effective for the corresponding batches who have registered during the period of publication of those Rules.
- **Ph.D. Programmes:** University offers research programmes leading to the award of the degree of Doctor of Philosophy (Ph.D.) in following Faculties, viz.:
 - i) Management
 - ii) Engineering
 - iii) Beauty, Wellness and Nutrition
 - iv) Data Science
 - v) Architecture, Urban Development and Planning

2. Definitions

- a) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- b) “Adjunct Faculty” means a part-time or contingent instructor, but not full-time faculty member hired to teach by University;



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Signature
Dr. Ubarhande

- c) "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- d) "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- e) "Course" means one of the specified units which go to comprise a programme of study;
- h) "Course Work" means courses of study prescribed by the University to be undertaken by a student registered for the Ph.D. Degree;
- f) "Degree" means a degree awarded by University in accordance with the provisions of section 22 (3) of the Act;
- g) "External examiner" means an academician/researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programme;
- h) "Guide/Research Supervisor" means an academician/researcher recognized by University to supervise the Ph.D. scholar for his/her research;
- i) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- j) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- k) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- l) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;
- m) "University" means Symbiosis Skills and Professional University, Pune.



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Dr. Ushank

3. Types of Candidates

Candidates admitted to the Ph.D. Programmes at SSPU are categorized as follows:

a. Full-time

Full-time research students are those who will be able to commit themselves full-time to carry out their research on the campus. Full-time research students may (if selected) receive a stipend. Full-time students may also be non-stipendiary, sustaining on their own and carrying out research full-time on the campus.

b. Part-time

Part-time – Internal

Part-time internal candidates are those who are employed full-time at SSPU and are permitted to pursue their research leading to Ph.D.

Part-time - External

Candidates, who hold a full-time job in educational institutes/industry/research organizations, may be permitted to pursue their Ph.D. with SSPU. These candidates will pursue their research under the supervision of SSPU's Ph.D. Supervisor(s) and complete the mandatory credit requirements as laid down for the Ph.D. course work. They will meet the University's requirements for monitoring the progress of their research work. They will follow all the rules and processes of Ph.D. programme in letter and spirit.

Ph.D. through Part-time Mode-

- (1) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in this policy are fulfilled.
- (2) Candidates applying for such mode should submit a "No Objection Certificate"

for pursuing part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- i. The candidate is permitted to pursue studies on a part-time basis.



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Dr. U. B. Sharma

- ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the course work.
- (3) SSPU does not offer Ph.D. programmes through distance and/or online mode.

4. Duration of the Program

- 1) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 2) A maximum of an additional two (2) years can be given through a process of re- registration as per the procedure; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

- 3) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

Milestone	Full Time Ph.D. Student	Part Time Ph.D. Student
Course Work	1 Semester	1 Semester
Submission of Research Proposal	3 Months after the coursework	6 Months after the coursework
Extension to submission of Research Proposal	3 Months	6 Months
Minimum Duration- Provided there are exemplary publications done based on the work so far.	2 years from the date of confirmed registration (Approval given to the Research Proposal after presentation to Research Advisory Committee) provided the total duration of 3 years after provisional admission is completed.	2 years from the date of confirmed registration (Approval given to the Research Proposal after presentation to Research Advisory Committee) provided the total duration of 3 years after provisional admission is completed.
Maximum Duration	4 Years from the date of confirmed registration + 1 year extension by the Research and Recognition Committee of the Faculty based on the quality of work so far + 1 year extension by the Vice Chancellor	5 Years from the date of confirmed registration + 1 year extension by the Research and recognition committee of the Faculty based on the quality of work so far + 1 year extension by the Vice Chancellor



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Dr. D. B. Bhatnagar

5. Eligibility Criteria for Admission to the Ph.D. Programme

Candidates for admission to the Ph.D. programme shall have successfully completed:

- 1) A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

OR

equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year / 8-semester bachelor's degree with research should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC / ST / OBC (non-creamy layer) / Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- 2) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently- Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.



Dr. Ubarhanda

6. Admission Procedure

- 1) The admission shall be based on the criteria notified by SSPU, keeping in view the guidelines / norms in this regard issued by the UGC and other statutory / regulatory bodies concerned, and taking into account the reservation policy from time to time. Admission will be based on candidate satisfying the requirements of minimum qualifications as laid down in this policy.

AND

Performance in the Ph.D. Entrance Test conducted by Symbiosis Skills and Professional University, Pune. The test shall be computer based and shall contain multiple choice questions.

- 2) Admission to the Ph.D. programme shall be made using the following methods:
 - a) SSPU may admit students who qualify for fellowship / scholarship in UGC-NET / UGC-CSIR NET / GATE / CEED and similar National level tests based on an interview and/or;
 - b) SSPU may admit students through an Entrance Test conducted at the University level. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be faculty/subject specific. Entrance test shall consist of multiple-choice questions for 100 marks (50 marks for each section of Research Methodology and faculty/subject specific).
 - c) Students who have secured 50% or more marks in the entrance test are eligible to be called for the interview.
 - d) A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC / ST / OBC / differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
 - e) Number of Scholars to be admitted shall be at the discretion of SSPU, based on the availability of the resources and academic profile of the candidates.
 - f) Provided that for the selection of candidates based on the entrance test conducted by the SSPU, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.



Dr. U. B. ...

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- g) SSPU may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available. Such interview shall be conducted by a duly constituted Research Committee of the faculty and shall have following members:
- Dean of the faculty or their nominee - Chairperson
 - One representative of RRC – Member
 - Two external experts – Members
 - Head Research Programs or nominee – Secretary
- h) These committees shall be proposed by Dean of faculty/PhD cell for the approval of Vice Chancellor
- i) Final merit list for admission shall be declared on the basis of weightages given to different criteria in this policy.
- j) Admission to PhD in any faculty shall be subject to availability of Research Supervisor(s) in relevant field.
- k) Based on the merit lists and number of seats, candidates shall be provisionally admitted to the program. After payment of the prescribed fees by the due date, provisional admission would be communicated to student by PhD cell.
- 3) SSPU shall:
- a) Notify well in advance on its website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, expected areas/domain in which research is expected, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
 - b) Adhere to the National/State-level reservation policy, as applicable.
 - c) Maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website and update this list every academic year.




Dr. Ushankhale

- 4) The supporting documents at the time of admission will consist of:
- i. Certified copies of School and University degrees.
 - ii. Certified copies of mark sheets or transcripts of grades obtained during the course of study for the qualifying degrees. Transcripts in languages other than Marathi, Hindi and English must be submitted along with certified translations.
 - iii. Copies of Work Experience Certificates (if any)

5) The Domain/Specializations offered to the scholars include

- i. Computer Science & Information Technology
- ii. Construction Engineering & Infrastructure Management
- iii. Sustainability Studies
- iv. Mechatronics Engineering
- v. Automobile Engineering
- vi. Digital Media and Marketing
- vii. Banking, Financial Services and Insurance
- viii. Retail Management
- ix. Ports, Terminal Management; Logistics and SCM
- x. Beauty, Wellness , Nutritional Sciences and Dietetics
- xi. Data Science
- xii. Architecture, Urban Development and Planning

7. Admission of international students in Ph.D. Programme:

- a. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as per specified norms time to time.



Research Proposal within six months of the date of provisional admission, duly recommended by the Research Supervisor(s).

- h.** In case of non-submission of the Research Proposal within the prescribed period, the Research Scholar may apply for extension. The Dean of the concerned Faculty or PhD cell, on the recommendation of Research Supervisor(s) may grant an extension for a maximum period given in this policy according to the full-time or part-time status of the student. If the candidate fails to submit the Research Proposal even during the extension period, the provisional admission shall be cancelled.
- i. The Research Proposal to be presented before the Research Advisory Committee (RAC) shall consist of the following:**
- (i) Introduction depicting the need and relevance of the proposed work towards skill development
 - (ii) Possibilities of IPR generation and innovations from the study
 - (iii) Review of the literature
 - (iv) Scope and statement of the problem
 - (v) Objectives of the study
 - (vi) Research questions and Hypotheses (if applicable),
 - (vii) Methodology, tools and techniques
 - (viii) Schedule of the proposed work
- j.** The Research Scholar shall submit 6 copies of the Research Proposal to the University.
- k.** The Research Scholar shall make a presentation of the Research Proposal to the Research Advisory Committee (RAC). The presentations of the Research Proposals shall be organized in the University.
- l.** The RAC shall give one of the following recommendations after the presentation of the Research Proposal:
- a) Approved
 - b) Approved with minor modifications
 - c) To be resubmitted and presented after major modifications
 - d) Not approved



In case of (a) and (b), the date of the confirmation of registration shall be the date of the presentation, provided the Research Scholar submits the revised proposal through the Research Supervisor and the Dean of the concerned Faculty within 15 days of presentation (in case of (b)). In case of (c) a maximum period of six months may be granted by the RAC for the resubmission of the proposal. The registration will be effective from the date of the subsequent presentation. In case of (d) the provisional admission shall be cancelled.

- m. The title and the Research Proposal will be finalized by the RAC.
- n. The recommendations of the RAC shall be forwarded to the Research and Recognition Committee (RRC).
- o. This must be noted that the approval given by the Research Advisory Committee to the research proposal of the scholar leads to the confirmation of Ph.D. registration of the scholar and happens much later than the provisional admission given after the payment of the admission fee (after getting shortlisted for the admission).
- p. The scholar shall be in constant communication with the guide and shall appraise the guide of his / her academic progress and take the necessary inputs to improve the same.

9. Allocation of Supervisors

- 1) Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

Permanent faculty members working as Professor or Associate Professor in SSPU with a Ph.D. and at least five research publications in Scopus or Web of Science indexed journals and permanent faculty members working as Assistant Professors in SSPU with a Ph.D., and at least three research publications in Scopus or Web of Science indexed journals may be recognized as a Research Supervisor in the university. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.

For Ph.D. scholars working in Central government/ State government research institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.



Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, SSPU may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same school/department or other organization/departments of the same institution or other institutions may be permitted with the approval of the competent authority. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

- 2) In case of interdisciplinary / multidisciplinary research work, if required, a Co- Supervisor from outside the Department or School may be appointed.
- 3) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- 4) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in this policy are followed, the research work does not pertain to a project sanctioned to SSPU and or its supervisor(s) by any funding agency and there should not be any confidential data of any stakeholder. Such scholar shall, however, give due credit to SSPU and the supervisor for the part of research already undertaken.
- 5) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under the University supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

10. The Supervisor's Obligations

- 1) It is supervisor's responsibility to ensure at all formalities described in the PhD policy and also in the Ordinances of University are fulfilled.
- 2) The supervisor is also expected to guide the Ph.D. scholars in other related issues of teaching skills and career guidance.
- 3) The supervisor's responsibilities include information and advice to scholars on all aspects



related to the PhD programme while focusing on guidance on academic aspects of research activities. This may include regular meetings with a scholar (typically once a week unless restricted due to reasons otherwise).

- 4) The supervisor should ensure relevant and adequate advice on important aspects such as involvement of additional supervisors where deemed appropriate, whether the proposed Ph.D. project is feasible within the given time frame, whether the project has the potential to lead to new results of significantly high standard of an international level Ph.D. thesis, whether the research has an potential to justify the skill development and whether the scholar has sufficient time to enable him to have a realistic opportunity for submission of thesis.

It is envisaged that an ideal Ph.D. programme necessitates a good working relationship between the student and the supervisor from the beginning of the Ph.D programme and they have reached an agreement on the demands and expectations from each other.

The responsibilities of the supervisor include:

- Regular contact with the Ph.D. scholars, and discuss to see if the ideas are good for the research project
- Guiding the scholar about the choice of relevant courses and conferences related to the field
- Advising the scholar for contacting relevant national and international organisations in the area of research
- Assisting the scholar on incorporation of knowledge dissemination element in the course of study
- Regular review and feedback on the PhD project
- Preparation of the final statement from supervisor summarizing the overall PhD programme at the time of PhD thesis submission
- Active participation in the assessment and PhD defense, An overall plan of the mutual demands and expectations during the supervision process which includes expectations of the contours and extent of supervision –should normally be included in the PhD research plan. The tasks of co-supervisors, if any, should also be agreed upon and should normally include academic discussions in decided relevant parts of the research project



11. Programme Structure

The Ph.D. Program has the following four components:

- Course Work
- Comprehensive Assessment and Mid review presentation
- Thesis Proposal Formulation and pre-submission presentation
- Thesis Submission and Defense Viva-voce

Course Work

- (i) In partial fulfillment of the requirement of the PhD Program, a minimum number of Course credits are required to be earned as prescribed below. The objective of the course work is to provide essential exposure to various areas of research. This basic input is followed by a series of doctoral level courses to enable the scholar to take up doctoral level independent research.

Course	Credits
Research Methodology	4
Research and Publication Ethics	4
Review of Literature/Presentation of literature	4
Elective Course (Course/Seminars/workshops in the research domain)	2
Skill Course	2
Total	16

The 'elective' course is from the area of the scholar's research interest. It is mandatory to obtain minimum 12 credits in course work

- (ii) In addition to the course work the student shall undergo training/ or are expected to attend suitable MOOCs or faculty development programs (FDP) in the following areas

- Academic and Scholarly writing
- Pedagogy course in management teaching
- Course on case writing



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- (iii) In addition, the research scholar may also undertake any course recommended by the respective guide and Research Advisory Committee (RAC) which may be beneficial to the Scholar's area of research.

Completion of Course Work

Scholars must complete all requirements of the courses within the term in which the courses are offered. If for any reason, one is not able to complete a module or a part of it, he will be allowed to complete the same by next year/cycle. No further extension shall be granted after 2 years and failure to complete the course work in the maximum allotted time of 2 years will lead to automatic cancellation of PhD registration. However, the program duration of three years (extendable to a maximum of 5 years) will remain as it is even in case of extension is provided for the course work.

Comprehensive Assessment

On completion of the course work, the scholar will appear for the comprehensive assessment/examination. The comprehensive examination at the end of the first-year tests whether the scholar has obtained a satisfactory level of knowledge in his/ her field of specialization and whether s/he has satisfactorily integrated the various courses taken by him/her in the area.

After coursework the scholar should apply for title registration by submitting application and research proposal. Scholar shall present the same before RAC. After successful registration, such comprehensive examination shall be attained/verified through presentations of progress and submission of progress reports by the scholars, mid review and pre-submission presentation before RAC.

Thesis Proposal Formulation

After passing the comprehensive examination, the scholar enters the thesis writing stage. The scholar first develops a thesis proposal, for which she/he identifies a research topic, gives a seminar/presentation on the thesis proposal to RAC, and gets the thesis proposal approved by the RAC.

The presentation of the proposal is to be completed within suggested timeline from the completion of coursework and the comprehensive evaluation. Once accepted, the thesis proposal gets frozen. The scholar will not be allowed to change the topic of research approved in the thesis proposal.



However, minor changes to the title might be affected with the permission of the RAC. The scholar is expected to complete the Introduction, Literature review and the Methodology chapters of his thesis during the submission of the thesis proposal.

Thesis Submission and Defense viva voce

On approval of the thesis proposal, the scholar works closely with the RAC on his/her thesis work. When the candidate's supervisor judges that the thesis is complete and meets the publication criteria, the scholar gives a seminar on the thesis work and subsequently defends the thesis orally before a thesis examination committee. SSPU shall appoint the research review committee, in consultation with Dean/Director – Research, comprising the thesis guide and other members. For a thesis to be submitted for the final evaluation the scholar has to ensure high academic standards. The minimum publication requirement for thesis submission will be 2 research papers in Scopus. The publication has to be related to the thesis and the same has to be certified by the research guide who shall be responsible for correspondence related to research paper with journal(s).

The respective RACs will be responsible for the monitoring of the research scholars enrolled in the faculty. This includes activities such as periodic performance appraisal, continuation of the fellowship, scholarship, and comprehensive examination.

The decision of SSPU in matters of interpretation of the rules will be final and binding on all concerned.

12. Course Work

Credit Requirements, Number, Duration, Syllabus, Minimum Standards for Completion, etc.

- 1) Prerequisite of the Ph.D. program is completion of course work with 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal / CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.



Dr. Ubarhande

- 2) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching / education / pedagogy / writing related to the University chosen Ph.D. subject during the University doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching / research assistantship for conducting tutorial or laboratory work and evaluations.
- 3) Grades in the coursework, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Research Cell.
- 4) A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC10-point scale (or an equivalent grade/CGPA in a point scale if grading system is followed) in the coursework in order to be eligible to continue in the programme and submit the thesis

13. Research Advisory Committee and it's Functions

- 1) Research Advisory Committee or an equivalent body of the University shall be constituted for each Ph.D. scholar enrolled for the Ph.D. programme. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:
 - i. To review the research proposal and finalize the topic of research.
 - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
 - iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- 2) Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to PhD cell. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 3) In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.



Dr. Ubarhande

- 4) The composition of RAC shall be as under:
1. Dean of Faculty or his/her nominee - Chairperson
 2. One member of the RRC
 3. Research Supervisor(s) – Convenor and Member
 4. One External Expert in the relevant area - Member
 5. Head, Research Programmes – Member Secretary

14. Evaluation and Assessment Methods

Minimum Standards / Credits for Award of The Degree, Etc.

- 1) Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (3) of Regulation 9 of **University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022**, the Ph.D. scholar shall be required to undertake research work, complete all the progress assessments such as progress report submissions, mid review, etc. and produce a draft dissertation/thesis.
- 2) Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee, which shall also be open to all faculty members and other research scholars/students.
- 3) A Ph.D. scholar shall submit the thesis for evaluation, along with
 - (a) an undertaking from the Ph.D. scholar mentioning the plagiarism is less than the limit of maximum up-to 10% or the limits suggested by UGC time to time
 - (b) Research output in the form of patents, research papers etc. and
 - (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- 4) The Ph.D. thesis submitted by a Ph.D. scholar will be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of SSPU. Such examiner(s) will belong to academics with a good record of scholarly publications in the field. Wherever possible, SSPU may appoint one of such external



examiners from outside India. The viva-voce board will consist of the Research Supervisor and at least one of the two external examiners and may be conducted online.

- 5) All three examiners including research supervisor shall submit detailed report in prescribed format and within the defined timeframe. The assessment report will clearly indicate:
 - The thesis is recommended for award of Ph.D. degree
 - The thesis is recommended for award of Ph.D. degree after minor revision
 - The thesis be revised
 - The thesis be rejected
 - Recommended for Publication: Yes/No/After modifications
- 6) SSPU will conduct the viva-voce of the Ph.D. scholar to defend the thesis if both the external examiners recommend acceptance of the thesis or acceptance of the thesis after incorporating any corrections suggested by them. If both the examiners reject the thesis, Ph.D. scholar shall be declared ineligible for the award of a Ph.D. If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- 7) The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students.
- 8) For viva-voce examination following committee shall be constituted by the PhD cell of SSPU:
 - Dean of the faculty or nominee – Chairperson
 - One of the external examiners – Viva-voce examiner
 - Research Supervisor(s) – Member(s)
 - Member of RAC – Member
 - Head Research Program – Member Secretary



[Signature]
Dr. P. Ubanhale

- 9) SSPU shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 10) During the span of Ph.D. Programme, the students may voluntarily wish to discontinue from the Programme due to some reasons. This requires the recommendation of the Ph.D. Supervisor and official approval of the Dean of the concerned Faculty.

15. Issuing a Provisional Certificate

Prior to the actual award of the Ph.D. degree, SSPU shall issue a provisional certificate or notification after successful completion of viva-voce examination to the effect that the Ph.D. is being awarded in accordance with the provisions of University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.

16. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), SSPU shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

REGISTRAR



[Handwritten Signature]
Dr. Umesh

Annexures (formats)

**Template of the Consent Letter from the Organization of the Part Time External
Candidate working with other organization**

(to be printed on letter-head of organization)

This is to certify that _____ <Employee Name & ID> is an employee of
_____ <Organization Name> and is currently working with
us since _____ < period> as _____ <designation>

This certificate is being issued on his/her request to enable him/her to pursue Ph.D. in
_____ <Faculty and Specialization> from Symbiosis Skills
and Professional University, Pune.

We do not have any objection on her/his initiative of pursuing Ph.D. Programme.

Regards,

<seal and signature of authority>



Approved in Board of Management Meeting held on 23/12/2024 vide Resolution No. BOM/2024/32/1

Mr. Ubarhade

Format of Research Idea Proposal (to be submitted at the time of Registration)

Name of the Applicant: _____

Faculty: _____

Specialization: _____

Notes:

<Research idea, 500-1000 words>

This is a brief description of the research plan which should include:

1. Genesis of research idea
2. Relevance of proposed idea
3. Relevance with skill development or equivalent
4. Need of such research and proposed methodology
5. Research Outcomes



Approved in Board of Management Meeting held on 23/12/2024 vide Resolution No. BOM/2024/32/1

Dr. Ushakala

Format for Half Yearly Progress Report

1. Student details:

Name of the Student	
PRN	
Faculty	
Approved Topic	
Research Supervisor Name	
Last progress report submitted date	

2. Details of work done

- a. Current Semester:
- b. Planned Work in this semester:
- c. Actual Work done:



Signature
Dr. U. Oberhande

Approved in Board of Management Meeting held on 23/12/2024 vide Resolution No. BOM/2024/32/11

3. Research Paper(s) Details

4. Remarks of Student:

Date and Signature of student

Certified that, the work done by student is satisfactory/not satisfactory.

Date and Signature of Supervisor with comments if any

Date and Signature of Dean of the Faculty

Date and Signature of Head, Research Programmes / Ph.D. Cell



Dr. Ubarbade