



# SRI VENKATESHWARA UNIVERSITY

Established by Sikkim Act No. 04 of 2025 and Approved u/s 2(f) of UGC Act, 1956

## Ordinance: Post-doctoral Research

**DOCTOR OF LITERATURE (D. Litt.)**  
**DOCTOR OF SCIENCE (D. Sc.)**  
**DOCTOR OF LAWS(LL.D.)**

(Effective from the Academic Year 2025-26)

**O.PDR.1: Short title, application and commencement:**

**1.1** This Ordinance shall be called the “Sri Venkateshwara University, Pakyong Sikkim Doctor of Literature (D. Litt.), Doctor of Science (D. Sc.), and Doctor of Laws (LL. D.) - Ordinance 2025. It has come into force from the date of approval of the Academic Council (AC) by the University.

**1.2** The D. Litt., D. Sc., and LL. D. Degrees are the highest Post Doctoral Research (PDR) of the Sri Venkateshwara University Pakyong Sikkim.

**1.3** The degree of D. Litt /D. Sc./ LL. D. is of a higher standing than either a Masters degree or the degree of Doctor of Philosophy (Ph.D.) and is awarded for work that makes an original, substantial and distinguished contribution to knowledge in a field with which the faculty is concerned. Work submitted for the degrees normally; comprises publications that have appeared in the forms of books (international publishers of repute) or research papers in scholarly journals (of international impact) that are then presented in the form of a thesis. The degree will give the applicant authoritative standing in that field and the right to general recognition of this standing by scholars in the field.

**1.4** The higher Post Doctoral Programme leading to the degrees of D. Litt, D. Sc. and LL. D. shall be offered in the following School/Department and inter-disciplinary School/Department of the University:

(i) The University shall award D. Litt. Degree in the disciplines of Arts, Humanities, Social Sciences, Commerce, Management and other related areas covered under the School of Arts, Humanities and Social Sciences and School of Commerce & Management.

(ii) The University shall award D. Sc. Degree in the disciplines of Science, Engineering & Technology and other related areas covered under the School of Science, Engineering & Technology.

(iii) The University shall award LL. D. in the discipline of Law and other related areas covered under the School of Law.

**1.5** The degree of D. Litt./ D. Sc./ LL. D. of the Sri Venkateshwara University shall be conferred on the candidates who fulfill the requirements as specified in these ordinances.

**1.6** This Ordinance shall apply to the D. Litt./ D. Sc./ LL. D. programme conducted in different School at the University Post Graduate (PG) Departments / University School, recognized institutions of repute and/or centers of Sri Venkateshwara University.

**1.7** The Regulations govern the conditions for imparting instructions for the courses, conduct of examinations and evaluation of scholars' performance leading to D. Litt./D. Sc./ LL. D. degree. These Regulations will be effective from Academic session 2025-26.

**1.8** The provisions of these Regulations shall be applicable to any new School/Department that are introduced from time to time and included to the above list, unless specified specifically.

**1.9** There shall be the Research Advisory Committee along with the Departmental Research Committee. The RAC/DRC shall coordinate all the decisions pertaining D. Litt /D. Sc./ LL. D. programme. The RAC /DRC shall be primarily empowered to recommend/amend the rules, regulations and ordinances to the appropriate authority.

**1.10** Notwithstanding any provisions contained in these Regulations, on the recommendation of the Academic Council (AC) and the Board of Management shall exercise its powers to change/amend/interpret/implement the decisions and actions concerned with academic matters, to change any or all parts of these Regulations at any time.

**O.PDR.2: Constitution of Post Doctoral Research Committees (PDRC):** There shall be post doctoral research committee(s) for Admission, registration, research advice, and monitoring the research progress and programme at the each School. The committee to be constituted from members of RAC/DRC.

### **2.1 Admission Committee:**

An Admission Committee at the University shall be constituted as:

- i. Chairperson: Deans/Director/Professor of the University School (Nominated by the Hon. VC)
- ii Members: Deans/Directors of all University Schools
- iii. Member: Director, Internal Quality Assessment Committee
- iv. Member: Registrar/ Deputy Registrar (Academic/PG)
- v. Hon. VC Nominee: Three Professors from the University (From RAC/DRC)

The Academic/PG section of the University shall convene the meetings of the Admission Committee, maintain all minutes and records. The work of the member secretary is to guide the members and implement the procedures as per the ordinances, rules and regulations of the higher research degree D. Litt./ D. Sc./ LL. D. programme of the University. The committee shall scrutiny all the applications and recommends eligible/ineligible candidates for further processing. The committee shall coordinate all the admission related work of the programme.

### **2.2 Post Doctoral Research Advisory Committee (PDRAC):**

A Post Doctoral Research Advisor Committee (PDRAC) for each School at the University shall be constituted as:

- i. **Chairperson:** Vice Chancellor
- ii. **Ex-officio member:** Pro Vice Chancellor (if any)
- iii **Member:** Dean of the concerned School
- iv. **Member:** Director of the concerned University Department
- vi. **Member:** Director, Internal Quality Assessment Committee
- vii **Hon. VC Nominee:** Three Professors from the University (Preferably from RAC/DRC)
- viii **Hon. VC Nominee:** Three outside expert members of high standing from other than Sri Venkateshwara University

**IX Member:** Deputy Registrar/ Assistant Registrar

(Academic/PG)

For each School there shall be a PDRAC at the University level. The members of the committee shall hold office for a period of three years from the date of constitution of the committee or as per the discretion of Hon. VC.

This Committee shall have the following responsibilities:

- (i)** Take decision on the list of eligible/ineligible candidates as prepared and notified by the admission committee.
- (ii)** Take Personal Interview/Viva-Voce (PI/VV) of those that have qualified in the eligibility at the Sri Venkateshwara University, Pakyong for recommending the names for admission.
- (iii)** To assign advisor/co-advisor to the D. Litt./D. Sc./ LL. D. research scholar or to recommend to register in the programme of choice as an independent scholar.
- (iv)** To review the post doctoral research proposal and approve the title and topic of post doctoral research.
- (v)** To guide the research scholar to develop the study design and methodology of post doctoral research and identify the course(s) that he/she may have to do.
- (vi)** To periodically review and assist in the progress of the post doctoral research work of the research scholar, preferably once in a term/semester.
- (vii)** To scrutinize the application of postdoctoral advisor and prepare the list of eligible and ineligible applicants for final approval by the Hon. VC.

The Academic/PG section of the University shall convene the meetings of the PDRC, maintain all minutes and records. The work of the member secretary is to guide the members and implement the procedures as per the ordinances, rules and regulations of the higher research degree D. Litt./ D. Sc./ LL. D. programme of the University. The functions of the PRDRC shall be to monitor/evaluate the progress of the D. Litt./ D. Sc./ LL. D. programme.

A post doctoral research scholar shall appear before the PDRAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the PDRAC to the University with a copy for the prospective progression of the research scholar.

In case the progress of the research scholar is unsatisfactory, the PDRAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the PDRAC may recommend to the University with specific reasons for cancellation of the registration and admission of the research scholar or delay the semester progression.

The recommendations of the PDRAC shall be referred to the RAC/DRC and then subsequently shall be placed before the Academic Council and the Executive Council for necessary action, if required and deemed to be fit.

### **O.PDR.3: Eligibility:**

**3.1.** As D. Litt./ D. Sc./ LL. D. Degree is the highest Post Doctoral research of the Sri Venkateshwara University, a candidate seeking admission to D. Litt./ D. Sc./ LL. D. programme of the University, must have pursued outstanding research in the concerned discipline and obtained the minimum qualifications required for admission as mentioned below:

**(i)** Must have obtained a Ph. D. or an equivalent degree from this University or from any other UGC recognized University of the country or from a foreign University of standing in the concerned discipline, at least five years prior to the date of application.

**(ii)** Must have done the research apropos the post-doctoral research work, and must have made significant contribution to research in the concerned discipline as evidenced by research publications. He/She must have published At least 05 publications of his/her are in high impact factor (minimum 1) journals/books with ISSN/ISBN number.

#### **OR**

Must have done post-doctoral research work and must have made significant contribution to research in the concerned discipline as evidenced by 2 (two) patents granted in relevant discipline after completing his/her Ph.D study.

#### **(OR)**

Must have undertaken a project involving the Endeavour to the extent of post-doctoral research work and must have made significant contribution to research in the concerned discipline as evidenced by successfully completed 3 (three) national/international major research projects each of Rs. 30 lakh and above as a principal investigator and/or as a coordinator.

#### **(OR)**

Must have done the work of a connoisseur at par with post-doctoral research work, must have made significant contribution to research in the concerned discipline as evidenced by successfully guided 5 (five) Ph. D. scholars in relevant discipline and his/her research work and efforts should have national and international recognition and have made a distinct contribution to the society and advancement of knowledge. Must have published 10 (ten) research publications in Scopus/ WoS/ UGC CARE indexed journals on his/her credit after completing his/her Ph.D. study or by having published 10 (ten) books/monograms with internationally reputed publishers in relevant discipline after completing his/her Ph.D. study.

Note: Publication in Conference proceedings, Abstract, Article in Newsletters/ Magazines/ Newspapers will not be considered as a part of Research Publications to determine the eligibility for the said programme.

**3.2** A candidate in the School of Arts, Humanities and Social science who has taken his/her Ph. D.'s degree in Mathematics may be registered for D. Sc. degree in School of Science in the subject of Mathematical Sciences subject to fulfilling all other applicable criteria for admission and the approval from RAC/DRC and Hon. VC.

**3.3** A candidate in the School of Arts, Humanities and Social science or Commerce ,Management who has taken his/her Ph. D.'s degree in Economics or Statistics may be registered for D. Litt. or D. Sc. degree, in School of Arts, Humanities and Social science or School of Science subject to fulfilling all other applicable criteria for admission and the approval from RAC/DRC and Hon. VC.

**3.4** A candidate who has obtained his/her Ph. D. degree in the School of Engineering and Technology of this University or of any other University, recognized as equivalent thereto, may be allowed to get registered for the D. Sc. degree in the School of Science subject to fulfilling all other applicable criteria for admission and the approval from RAC/DRC and Hon. VC.

**3.5 Multi/Intra/Inter disciplinary Post Doctoral Research:**

**(i)** Multi/intra/Inter disciplinary post doctoral research in Science/ Engineering/ Medical/ Paramedical/ Arts/ Humanities/ Social Sciences/ Education/ Law/ Linguistics etc. shall be encouraged.

**(ii)** In many emerging areas that are multi/ intra/ inter disciplinary in nature, opportunities shall be provided for post doctoral research and D. Litt./D. Sc./ LL. D. studies. A candidate applying for such emerging areas shall specify the specific discipline in which he/she intends to pursue post doctoral research, the subject of research being wholly or partly related to the subject of his/her Ph. D. degree qualified by the candidate. The admission under such emerging areas shall be considered only on the basis of proven ability and aptitude of the candidate for such level of research before the PDRAC after fulfilling all other applicable criteria for admission subject to the approval by the RAC/DRC and Hon. VC.

**(iii)** A Candidate who proposes to carry out research work in Multi/intra/inter disciplinary areas shall be permitted to have an advisor on the recommendation of the PDRAC. The advisor could be from the same or a different department of Sri Venkateshwara University or from any other recognized University/institution in India or abroad.

**(iv)** Hon. VC may approve, based on the recommendation of RAC/DRC, change to another Department/subject other than the one in which the candidate has obtained his/her Ph. D. degree, and granting registration to such scholar for the D. Litt./ D. Sc./ LL. D. degree in an allied/ different/ concerned subject on a case to case basis.

**3.6** Any eligible and duly admitted candidate can pursue the D. Litt./ D. Sc./ LL. D.. degree along with his/her regular full-time/ part-time/ contractual/ ad hoc type of job/service/assignment. For in-service candidate, No Objection Certificate is required from his/her present employer.

**O.PDR.4: Procedure for admission:**

**4.1** There is no fix number of available seats for each subject for D. Litt./ D. Sc./ LL. D. programme in the University.

**4.2** The University shall notify D. Litt./ D. Sc./ LL. D. admission announcement on the University website or by an advertisement in the leading newspapers or on electronic media as deemed fit.

**4.3** The candidates seeking admission to D. Litt./ D. Sc./ LL. D. programme of the University shall have to fill up the prescribed admission form designed by the Sri Venkateshwara University from time to time and submit from the same within the prescribed date specified in the admission announcement.

**4.4** Those that have applied and qualified in the eligibility shall have to appear before the PDRAC for Personal Interview/Viva-Voce (PI/VV) at the Sri Venkateshwara University, Pakyong as per the schedule and place specified by the Sri Venkateshwara University.

**4.5** A copy of the D. Litt./ D. Sc./ LL. D. Ordinances, Rules and Regulations; and details of admission process related to the D. Litt./ D. Sc./ LL. D. programme shall be provided to the candidates along with the admission form or through the website of the University.

**4.6.** Only highly potential candidates shall be admitted to the D. Litt./ D. Sc./ LL. D. programme based on the merit position of the eligible candidates. Merit position shall be decided after completion of the entire process of Personal Interview/Viva-Voce (PI/VV).

**4.7.** The admission process shall be conducted twice in a year. The first term/semester admission process is expected to be completed by 1<sup>st</sup> July/or as may be decided by Hon. VC and the second term/semester admission process by 1<sup>st</sup> January/or as may be decided by Hon. VC for every academic year depending on stand down criterion.

**4.8.** The Personal Interview/Viva-Voce (PI/VV) of 100 marks of eligible candidates shall be conducted separately for each School /Department/ by PDRAC.

The interview/viva voce shall also consider the following aspects, viz. whether:

**(i)** The candidate possesses the competence for the proposed research;

**(ii)** The research work can be suitably undertaken at the University/ Institution;

**(iii)** The proposed area of research can contribute to new/additional knowledge.

At the time of PI/VV the candidates are expected to discuss their research interest/area/content before the PDRAC.

Candidate who is applying for D. Litt./ D. Sc./ LL. D. in multi/ inter/ intra disciplinary subject has to appear and pass PI/VV in the subject for which he/she wants to take admission for D. Litt./ D. Sc./ LL. D. Emerging domains of Decision Science and Exercise Science will be preferred.

The passing standard in PI/VV is 60% for all categories and all faculties.

The admitted candidates shall have to pay the prescribed fees within 10 days (or date specified) from the date of offer of admission, failing which the admission shall be considered to be cancelled.

#### **O.PDR.5: Allocation of Research Advisor:**

**5.1** The short-listed candidates in the merit lists shall not get any right for admission and enrolment for D. Litt./ D. Sc./ LL. D. programme of the University automatically. This shall be subject to availability of resources/ infrastructures etc. with the University.

**5.2** A candidate is expected to do independent post doctoral research work. However upon the request of the candidate or upon the recommendation of RAC/DRC, the University may provide an Advisor/Co-Advisor.

**5.3** If PDRAC feels appropriate that it is required to assign an Advisor for better implementation of the programme, they may assign Advisor/co-advisor irrespective of candidate's choice and the same will be binding to the scholar.

The allotment/allocation of advisor, if needed or assigned, shall not be left to the individual candidate or advisor. The PDRAC/ RAC/DRC shall have the sole authority to decide the allocation of advisor to a candidate, subject to availability of academic/laboratory resources/expertise etc. including the acceptance by the concerned advisor, the number of candidate per advisor, required infrastructure, research interest of the scholar as indicated in the PI/VV. The PDRAC/ RAC/DRC may, however, consider the choice indicated by the candidate in the application, if found feasible.

**5.4** The PDRAC or RAC/DRC shall finalize and communicate the name of the advisor and co-advisor to the successful Post Doctoral student within a month of admission of the candidate.

**5.5** Notwithstanding anything contained in this ordinance, no advisor or co-advisor shall be under an obligation to accept any candidate for D. Litt./ D. Sc./ LL. D. studies.

**5.6** The workload of D. Litt./ D. Sc./ LL. D. advisor shall be determined on the basis of the policy formulated by the Sri Venkateshwara University or UGC from time to time.

**5.7** The standing rules of the UGC have stipulated that PhD is a prerequisite for the Post Doctoral degrees.

#### **O.PDR.6: Procedure for Registration:**

**6.1** As soon as the candidates are admitted to the D. Litt./ D. Sc./ LL. D. programme, they shall be provisionally registered for the programme. After the title clearance by PDRAC, their D. Litt./ D. Sc./ LL. D. registration shall be confirmed. This process shall be completed within the term/semester of provisional registration.

**6.2** A candidate admitted to the D. Litt./ D. Sc./ LL. D. programme as per the procedure described earlier shall be registered as a D. Litt./ D. Sc./ LL. D. scholar by the University. The period of registration shall start from the date of admission.

**6.3** The candidate shall be required to finalize and submit a brief research proposal of about 1000 words containing the title, significance and scope of the topic, rationale, justification, national-international status, theory and research methodology/ techniques involved, references, bibliography, place of research, etc..

The PDRAC shall either confirm the acceptance of the research proposal or ask the scholar to make necessary changes.

**6.4** Once the topic and proposal is finalized, the scholar will be required to fill up the prescribed registration form with the required fees.

**6.5** A registered D. Litt./ D. Sc./ LL. D. scholar shall not be allowed to pursue any other course/ programme from any University simultaneously. If any such violation is noticed, the registration of the scholar shall be cancelled automatically.

**6.7** A scholar shall not be permitted to submit a D. Litt./ D. Sc./ LL. D. thesis for which a degree has been conferred on him/her in this or in any other University. But a scholar shall not be precluded from incorporating any work which he/she has already submitted for a degree in this or any other university, in a thesis covering a wider field, provided that he/she shall indicate in a written statement accompanying the thesis any work which has been so incorporated.

#### **O.PDR.7: Duration of the programme:**

**7.1** The duration of the programme shall be from the date of Registration, i.e., when the candidate is admitted to the D. Litt./ D. Sc./ LL. D. programme after the payment of fee.

**7.2** Minimum duration of the programme is four semesters/terms (two years) after which the D. Litt./ D. Sc./ LL. D. thesis can be submitted.

**7.3** The maximum duration of the D. Litt./ D. Sc./ LL. D. programme shall be for a maximum period of four years.

**7.4** The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one years for D. Litt./ D. Sc./ LL. D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of D. Litt./ D. Sc./ LL. D. for up to 240 days.

The paternity leave of 15 days before the or upto 6 months from the birth of child.

**7.5** Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the University concerned or at the discretion of Hon. VC but will be limited to 7.4 apropos the above one.

**7.6** In case the scholar fails to submit the thesis within this stipulated period he/she shall have to get re-registered. For re-registration, the rules of registration applicable to a fresh applicant shall have to be followed, including submission of proposal, title clearance, thesis, fees, etc.

#### **O.PDR.8: Language of the thesis:**

**8.1** The candidate should submit the D. Litt./ D. Sc./ LL. D. thesis in English except when, it is related to an Indian language or other foreign language, where the thesis should be in the language concerned.

**8.2** In case of Indian language or other foreign language a scholar is allowed to submit the thesis in the language concerned. Before submitting the thesis in an Indian language or other foreign language, it is a must for the scholar to submit the brief summary/important findings of the thesis in English (15 to 20 pages).

#### **O.PDR.9. Structure of Fee for D. Litt./ D. Sc./ LL. D. programme:**

**9.1** For Grant-in-Aid Programme:

**(1)** Admission Form & Processing fees:

Indian Scholars: Rs. 10,000/-

\*NRI\* / Foreign\* Scholars: Rs 20,000/-

(or as notified by the University, time to time)

**(2)** Admission and Registration fee (to be paid once):

Indian Scholars: Rs.70,000/- (Re-registration: Rs.10,000/-)

NRI\* / Foreign\* Scholars: Rs.140,000/- (Re-registration: Rs.20,000/-)

**(3) Semester/Term fee (to be paid per semester):**

Indian Scholars: Rs. 70,000/-

NRI\*/ Foreign\* Scholars: Rs. 140,000/-

**(4) Examination Fee (To be paid at the time of submission of the thesis):**

Indian Scholars: Rs. 70,000/-

NRI\*/ Foreign\* Scholars: Rs. 140,000/-

\*NRI – Non Resident Indian

\*Foreign Scholar – a scholar who is holding Foreign Passport

**9.2** All D. Litt./ D. Sc./ LL. D. scholars shall have to pay the prescribed fee for 02 terms every year, till the date of submission of the D. Litt./ D. Sc./ LL. D. thesis.

**9.3** The candidate to be admitted to the D. Litt./ D. Sc./ LL. D. programme shall have to pay the prescribed fees as stated above or as modified by the University from time to time.

**9.4** The fees once paid shall not be adjusted or refunded under any circumstances even, if the candidate cancels the admission.

**9.5** Any revision of fee shall be payable by the D. Litt./ D. Sc./ LL. D. scholar during the entire period of the D. Litt./ D. Sc./ LL. D. degree.

**O.PDR.10: Institutions where post doctoral research can be done:**

**10.1** A candidate may be permitted to pursue post doctoral research for the D. Litt./ D. Sc./ LL. D. degree in any of the following institutions:

- (i)** All the Schools/Departments/ approved institutions/centres of/by Sri Venkateswara University
- (ii)** Colleges affiliated to an affiliating University out of Sri Venkateswara University/or any other institution and having necessary and sufficient Required Infrastructure and Supporting Administrative and Research Promotion to carry out D. Litt./ D. Sc./ LL. D. Research may be recognized for post doctoral research by the Academic Council (AC) and Board of Management (BOM) based on the recommendation of an Expert Committee/Local Inquiry Committee (LIC) appointed by Hon. VC in the concerned department and subject. The recognition for conducting research shall be valid for 5 years and the Expert Committee may review/renew the same after necessary due inspection visit thereafter.
- (iii)** Regional Research Institutes recognized by the Central University of Sikkim. National Research Institutes under ICMR, CSIR, ICSSR, IIA, NGRI, DRDO, DAE, DST, DBT, etc., and all Government of Sikkim/India Research Institutes/ establishments of National importance deemed to have been recognized as Research Centers by the Academic Council (AC) and Board of Management (BOM) based on the recommendation of an Expert Committee/Local Inquiry Committee (LIC) appointed by Hon. VC in the concerned faculty and subject. The recognition for conducting research shall be valid for 5 years and the Expert Committee may review/renew the same after necessary due inspection visit thereafter.

**(iv)** R & D laboratories of public and private sector undertakings recognized by Eminent research Centres such as DSIR/SERB, centers of research for Social Sciences, Humanities, Management, etc., duly recognized for post doctoral research by the Academic Council (AC) and Board of Management(BOM) based on the recommendation of an Expert Committee/Local Inquiry Committee (LIC) appointed by Hon. VC in the concerned faculty and subject. The recognition for conducting research shall be valid for 5 years and the Expert Committee may review/renew the same after necessary due inspection and/or visit thereafter.

**(v)** Foreign Universities and R & D Laboratories duly recognized by the University or with which a MOU exists.

**(vi)** With regard to the D. Litt./ D. Sc./ LL. D. programme under independent registrations, candidates may be permitted to pursue research from their place of work/residence where it is not necessarily located in the territorial jurisdiction of the University.

#### **O.PDR.11: Cancellation of Registration:**

**11.1** A candidate can cancel his/her registration by submitting formal application duly forwarded and recommended by concerned advisor/dean of the School/ department/ of Sri Venkateshwara University.

**11.2** The D. Litt./ D. Sc./ LL. D. registration of a scholar is liable to be cancelled for any of the following reasons:

**(i)** Violation of discipline, conduct and appeal rules of the Department/ School of Sri Venkateshwara University.

**(ii)** Non-submission of the D. Litt./ D. Sc./ LL. D. thesis within the stipulated period. Non-conformity with the rules/regulations/ordinances of the D. Litt./ D. Sc./ LL. D. Programme of UGC /Ministries of Education of the Government of India and Sikkim whichever is applicable from time to time.

**(iii)** Giving false information at the time of application/admission/registration.

**(iv)** Registration may also be cancelled on the recommendations of the PDRAC on account of lack of progress as reported by the Advisor/Co-Advisor and also after giving due opportunity to the scholar for defending his/her case.

#### **O.PDR.12: Change of Topic and Title:**

**12.1** A scholar shall select and finalize the research title in the first PDRAC either independent or in consultation with the Advisor/Co-Advisor, if any.

**12.2** If any minor change of topic/title becomes necessary to address the desired objectives, the PDRAC may, on the recommendation of the Advisor/Co-Advisor, if any, permit to change the topic/title, prior to submission of the thesis.

**12.3** The major change in the topic is to be approved by PDRAC and scholar has to work for four semesters/terms after the major change in topic/title has been approved.

#### **O.PDR.13: Progress Review:**

**13.1** The registered research scholar has to submit progress reports after every semester/term. The report shall include an elaborate description of the reading, writing, data collection or any other work done in relation to the research. The browsing, surfing on internet and other database

such as Science Direct, Inter science, Emerald, EBSCO, JSTOR, Elsevier and other social media platforms. The scholar can also mention the difficulties encountered, by him/her during the passage of tenure under reviews if any.

**13.2** An independent scholar has to certify the report and mention in an unambiguous terms whether the progress is satisfactory or not and whether the work done during the period under consideration is relevant and adequate or not.

**13.3** In the case where an advisor and/or co-advisor assigned, they are expected to certify the report submitted by the scholar and mention conspicuously whether the progress is satisfactory or not and whether the work done during the period under consideration is relevant and adequate or not. Only after the advisor's approval regarding the satisfactory progress of the work for two consecutive semesters/terms, the scholar shall be allowed to continue his/her research in the semester/term that follows this duration.

**13.4** The PDRAC shall meet to review the progress of the Post Doctoral Research Programme of the scholar at the end of every semester/term.

**O.PDR.14: Research Process:**

**14.1** The work of the candidate shall comply with the following conditions to merit the award of the degree:

It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.

(i) It must be original in the sense of opening up the new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.

(ii) It must be a scholarly work of high quality.

(iii) It must be the work published in the form of research papers in SCOPUS/ WOS/ UGC CARE listed journals of repute and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc. with internationally reputed publishers, after the admission in the programme.

(iv) It must be the work done after obtaining the Ph. D. degree as well as after the admission in the programme.

(v) It must be the work done during the tenure of the D. Litt./ D. Sc./ LL. D.

(vi) It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.

(vii) It must not be the work under consideration for a degree or a diploma in this or in any other University.

(viii) The published books after the award of PhD Post award maybe included but only after the registration in post doctoral program if progression has happened will also be considered.

**14.2** After completion of research work to the satisfaction of the advisor, the D. Litt./ D. Sc./ LL. D. Scholar shall produce a thesis within a reasonable time as stipulated by the University.

The D. Litt./ D. Sc./ LL. D. programme culminates with the submission of a thesis of a substantial work of original research carried out by the scholar. This research work is expected to be potentially fit for publication and should stand peer review.

**14.3** The scholar shall state generally in the preface and specifically in notes, the sources from which the information is derived, the animal and human ethical approvals, obtained, if any, the extent to which the work of others has been made use of, and the portion of the work the researcher claims as original. It should be in conformity with the ethical standards of research contributing to the existing body of literature in a ground breaking research.

The D. Litt./ D. Sc./ LL. D. scholar shall publish a minimum of 04 research papers as a first author/ corresponding author/ co-author in a SCOPUS/WoS/UGC CARE listed peer reviewed journal having Thomson Reuter Impact Factor 2 (two) or more before the submission of the thesis for adjudication and produce evidence for the same in the form of acceptance letter from the publisher or the reprint/copies of the publication.

**14.4** The D. Litt./ D. Sc./ LL. D. scholar shall have attended and presented at least 02 papers or 02 invited talks on his/her research work in national/international level seminar/ conference/ symposia/ colloquia, etc. before the submission of the thesis.

**14.5** It is mandatory for the scholar to mention the address of the concerned department/school of the Sri Venkateshwara University either as a primary or secondary address in each publications resulted from the work. This is mandatory because scholar is registered at the University and advisor/co-advisor is recognized by the University.

**14.6** Requirements of publications and presentations shall not be valid for the D. Litt./ D. Sc./ LL. D. without the citation of the alma mater i.e Sri Venkateshwara University.

**14.7** The D. Litt./ D. Sc./ LL. D. scholar shall submit all the necessary research work stated above and produce evidence for the same in the form of acceptance letters from the publishers or reprints/copies of the publication.

**14.8** All the relevant documents shall be submitted at the time of submission of the thesis.

#### **O.PDR.15: Format of the thesis:**

**15.1** Before submitting the thesis, a scholar has to produce Anti-Plagiarism clearance Certificate as per the Anti-plagiarism and academic dishonesty policy of the Sri Venkateshwara University for the content of the thesis and it should not have crossed the threshold of the 10%.

**15.2** Every scholar shall submit with his/her thesis a certificate stating that the thesis submitted is a record of original research work done by the scholar during the period of study and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma or other similar titles and that the thesis represents independent research work on the part of the scholar. If work is supervised by the advisor/co-advisor, the certificate is to be duly signed by both of them.

**15.3** The process of the submission of thesis shall be as follows:

Primary submission: 03 copies (loose /spiral bound + 01 Soft copy (CD – pdf/word version): to be sent to the external examiners for evaluation.

Final Submission: 02 hard bound copies + 01 Soft copy (CD - pdf /word version): With all

necessary corrections and suggestions directed by the external examiners, academic information about the scholar, Registration and publication etc.

**15.4** The final thesis shall be presented in accordance with the following specifications:

- (i) The paper used for printing shall be of A4 size.
- (ii) The printing shall be in a standardized form two side(s) of the paper with one and half line spacing with legible fonts and font size.
- (iii) A margin of one inch shall be kept at right, left, top, and bottom of the page.
- (iv) The title of the thesis, name of the scholar, degree, name of the advisor/co-advisor, of Sri Venkateshwara university's address, and the month and year of submission shall be printed on the title page and the front cover.

**15.5** The colour of the cover should be preferably dark. Side cover bound should clearly mention "D. Litt./ D. Sc./ LL. D. Thesis" on the top, name of the scholar, month and year of submission.

**15.6** The thesis shall also contain certificates as per the Performa prescribed by the University in vogue at the time of submission.

**O.PDR.16: Submission of the Thesis :**

**16.1** Prior to submission of the thesis, the scholar has to make a pre- D. Litt./ D. Sc./ LL. D. presentation in the department/university that may be open to all faculty members and research scholars for feedback and comments which may be suitably incorporated, if necessary. The changes made to be certified by the advisor/co-advisor, if any.

**16.2** The thesis shall be submitted to the University for Evaluation through the supervisor(s) and forwarded by Head of the University Department / School of Sri Venkateshwara University.

**16.3** Supplementary papers to the thesis, printed copies of any contributions to the knowledge of the subject or of any cognate branch of science that may have been published in journals or periodicals may also be included along with the thesis or given as bibliography.

**16.4** The referencing should be in APA style in case of D.Sc and MLA in the cases of D.Litt and LLD.

**O.PDR.17: Appointment of Examiners :**

**17.1** The procedure for the appointment of examiners shall be undertaken soon after the scholar submits his/her thesis.  
The thesis shall be evaluated by three external examiners for every faculty, i.e., 01 examiner from within the State, 01 from outside the state and 01 from outside the country. In the case of non-availability of examiner from outside the country, Hon. VC can appoint 02 examiners from outside the state.

**17.2** The PDRAC shall prepare a list of 09 examiners (03 from within the state, 03 from outside the state and 03 from outside the country), as mentioned in 17.2 for each such submission or the Dean of the concerned faculty shall also be entitled for such nomination of external examiners.

**17.3** Hon. VC shall appoint 03 examiners, as per the above norms, from the above list.

**17.4** The external examiners are expected to send the evaluation report within 01 month from the date of receipt of the thesis. In case of undue delay by the examiner to send the report, the University may, with the approval of Hon. VC, send the thesis to another external examiner.

**O.PDR.18: Evaluation of the Thesis:**

**18.1** The university shall complete the process of evaluation of the thesis including the *Viva Voce* within the period of 02 months from the date of submission of the thesis, unless under exceptional/unfavorable conditions including force majeure.

To expedite this process of evaluation, pdf version (in electronic form, soft-copy) of the thesis may be sent to the external examiners through e-mail. This is to be done by the Dy. Registrar, PG Section, Sri Venkateshwara University, once appointments of the examiners are made. If the said work has been carried out under supervision of advisor, the advisor will do all interim correspondence to acquire the reports from the examiners as early as possible. For all these, electronic communication will be preferred and remain valid as per the law of land.

**18.2** The evaluation shall be done by 03 external examiners independently. Where there is an advisor/co-advisor, the advisor and co-advisor shall prepare an evaluation report and submit to the University.

**18.3** The Examiners who evaluate the thesis shall report on the merit of the scholar's thesis for the D. Litt./ D. Sc./ LL. D. degree in one of the following terms:

- The thesis to be accepted for the award of D. Litt./ D. Sc./ LL. D. degree in the present form.
- The thesis to be accepted for the award of D. Litt./ D. Sc./ LL. D. degree after minor corrections/ revisions.
- The D. Litt./ D. Sc./ LL. D. thesis be revised and resubmitted for evaluation.
- The D. Litt./ D. Sc./ LL. D. thesis is rejected.

**18.4** The format of the examiner's adjudication report is to be in accordance with the formats of University, which shall be sent to every examiner while sending the thesis. Communications and sending of the thesis and receiving of reports through email/attachments/fax shall be preferable and remain valid to expedite the procedure.

Opinion of examiners on evaluation of the thesis:

**(i)** If the thesis is commended (approved) by all the external examiners, each examiner may seek clarifications/questions, if any, to be answered at the time of *Viva voce*.

**(ii)** In case all the external examiners have not commended the thesis (not considered the thesis acceptable for D. Litt./ D. Sc./ LL. D. degree), then the thesis shall be rejected and the registration be cancelled. However, Hon. VC in coordination with PDRAC/ RAC/DRC may reconsider the merits of the thesis for re-evaluation by appointing other examiners as per the norms of appointment of examiners.

**(iii)** In case, two of the external examiners have not commended the thesis, then the thesis shall be again referred to two other external examiners to be appointed by Hon. VC, from within the state or outside the state/India as the case may be. If these examiners commend the thesis, the scholar shall be allowed to appear for the *Viva voce*. If these examiners also do not commend

the thesis, it shall be rejected and the registration be cancelled after proper evaluation by PDRAC/ RAC/DRC.

**(iv)** In case, one of the external examiners has not commended the thesis, then the thesis shall be again referred to another external examiner to be appointed by Hon. VC, from within the state, outside the state, or outside the country as the case may be. If this examiner commends the thesis, the scholar shall be allowed to appear for the *Viva voce*. If this examiner does not commend the thesis, as well it shall be rejected and the registration be cancelled after proper evaluation by PDRAC/ RAC/DRC.

**18.5** If the examiner/examiners insist on any correction/revision to be made in the thesis, the same shall be made by the scholar before the *open Viva voce* and will also certify in addition to the supervisor (and advisor, if any), which is to be forwarded through Head of the Department.

**18.6** If the Examiner/Examiners explicitly suggest/s the need for revision and re- submission of the thesis for further examination, then the revised thesis, duly certified by the scholar (and advisor, if any) shall be sent to the same examiner/s for further evaluation. In the absence of such a statement or if the examiner concerned specifically instructs that the revised thesis need not be sent back to him/her, the revised thesis duly certified by the scholar (and advisor, if any) shall be examined by the PDRAC/ RAC/DRC and accepted, if found in order, and the scholar shall be allowed to appear for open *Viva voce*.

**18.7** Where the scholar has been asked to revise/resubmit the thesis, the same shall be done within the shortest possible period and in any case not later than 01 year from the date of the communication regarding the same by the University.

**18.8** In case the candidate fails to submit the revised thesis within 01 year, the process of thesis evaluation gets cancelled. Then, the candidate shall submit the thesis again, along with the necessary fees, to start the process of thesis evaluation afresh.

#### **O.PDR.19: Open Viva Voce Examination:**

**19.1** On receipt of satisfactory evaluation reports, either in hard copy/ e-mail/ digital media/ any e-resource, the D. Litt./ D. Sc./ LL. D. scholar shall undergo for an *Open Viva Voce Examination*, where he/she shall defend the research work in the thesis at the auditorium of Sri Venkateshwara University .

**19.2** In cases where the thesis has been approved, and on receipt of communication from the University, the advisor/ concerned head of the University department shall coordinate the conduct of *Open Viva Voce Examination* for the scholar.

**19.3** The advisor/ concerned head of the University department shall fix the date and time of the *Viva Voce Examination* in consultation with the external examiner, who shall be appointed by Hon. VC for conducting the *Open Viva Voce Examination*.

**19.4** The advisor/head of the University department shall give wide publicity for the same through the billboards and internal office memorandum or circular.

**19.5** The maximum time limit for conducting *open Viva voce* shall be 02 months from the date of receipt of favorable evaluation reports from the examiners. If the scholar fails to take

open *Viva Voce* Examination within 02 months on valid grounds, Hon. VC may permit (2) months extensions on specific request/s from the scholar through the advisor/concerned head of the University department.

**19.6** The open *Viva voce* shall be held on any working day of the University. In case the open *Viva voce*, the examiner is not in a position to travel to the University, an open *Viva voce/defence* with the participation of the external examiner through online mode, video- conferencing or at a place convenient to the examiner, be arranged by the Sri Venkateshwara University obtained the prior approval of the of the Hon. VC.

**19.7** In the open *Viva voce*, the advisor/ concerned head of the University department shall introduce the External examiner, who shall then conduct the open *Viva voce/Defence*. The scholar shall make a 30-45 minute presentation about his/her research work pertaining to the D. D. Litt./ D. Sc./ LL. D. thesis. After the presentation, the external examiner and the advisor/ concerned head of the University department shall conduct the *open viva voce*. The participants are allowed to ask questions/queries/justifications related to the thesis work.

**19.8** If the scholar passes the *open viva voce/defence* examination, the *open viva voce* examiner and the advisor/ concerned head of the University department shall consolidate the recommendations and submit the same to the University, as per the format prescribed by the University, for the award of the degree based on:

**(i)** the reports of the examiners who adjudicated the thesis and the evaluation of the scholar's performance in the *open viva voce* examination.

**19.9** The scholar who is successful in the *open viva voce* examination shall be declared to have qualified for the D. Litt./ D. Sc./ LL. D. degree of the Sri Venkateshwara University.

**19.10** If a scholar does not satisfy the Examiners' questions/queries at the *open viva voce* examination, he/she shall be re-examined after a period of not less than three months. The scholar shall not be declared eligible for the degree unless all the Examiners unanimously declare him/her eligible for the degree.

**19.11** In the event of all the external examiners being unavailable for the *open viva voce*, a fourth (external) examiner from within India shall be appointed by the VC, in consultation with the PDRAC to conduct the *open viva voce*.

#### **O.PDR.20: Award of degree:**

**20.1** A candidate becomes eligible for the award of the D. Litt./ D. Sc./ LL. D. degree after fulfilling all the academic requirements prescribed by the University.

**20.2** The D. Litt./ D. Sc./ LL. D. degree shall be awarded in the discipline of the Faculty in which the scholar is registered for the D. Litt./ D. Sc./ LL. D. programme. The title of the D. Litt./ D. Sc./ LL. D. thesis, name of the candidate, name of the advisor, if any, and subject/faculty shall be mentioned in the D. Litt./ D. Sc./ LL. D. Notification.

**20.3** If the thesis is recommended for award of the D. Litt./ D. Sc./ LL. D. degree after the *open viva voce*, the Registrar, with the approval of the VC, shall declare the result in the form of notification.

**20.4** A certificate to this effect shall be issued by the Registrar to the successful scholar.

**O.PDR.21: Deposit of thesis with the UGC and the Commissioner of Higher Education:**

**21.1** Following the successful completion of the evaluation process and announcement of the award of the D. Litt./ D. Sc./ LL. D. by the University, the scholar shall submit, through the University a soft copy of the final version of D. Litt./ D. Sc./ LL. D. thesis each to the UGC and to the Commissioner for Higher Education, Government of Sikkim Group IV), within a period of 30 days, for record and for hosting the same in INFLIBNET accessible to all Institutions/Universities.

One hard/soft copy of the thesis shall be placed in the University Library and one hard/soft copy shall be sent to National Library. The scholar's name, title of the thesis and an extended abstract shall be placed on the University website/depository by the University.

**21.2** The Digital Version of the Thesis will be forwarded to the Association of Indian Universities for publication in their news bulletin.

**O.PDR.22: Recognition of D. Litt./ D. Sc./ LL. D. Advisor:**

**22.1** Any regular faculty member of school/department/college of the Sri Venkateshwara University who is holding D. Litt./ D. Sc./ LL. D. degree may be recognized as post doctoral research advisor for D. Litt./ D. Sc./ LL. D. degree.

**22.2** Any regular faculty member of school/department/college of the Sri Venkateshwara University who is recognized Ph. D. guide of the Sri Venkateshwara University and fulfils the criteria O.PDR.3.1(i) and (ii) of this ordinance may be recognized as post doctoral research advisor for D. Litt./ D. Sc./ LL. D. degree.

**22.3** Hon. VC, on the recommendation of PDRAC/ RAC/ DRC, may recognize any scientist/professional associated with a affiliated/recognized/approved institution by Sri Venkateshwara University, within the territorial jurisdiction of Sri Venkateshwara University and other faculty members from Nationally Renowned Institutions/Universities as a D. Litt./ D. Sc./ LL. D. advisor/co-advisor subject to fulfilling the criteria O.PDR.3.1(i) and (ii) of this ordinance.

**22.4** Hon. VC, on the recommendations of PDRAC/ RAC/DRC, may recognize as a D. Litt./ D. Sc./ LL. D. advisor/co-advisor to any eminent scholar or eminent educationalist who has given his/her valuable, noteworthy, distinct contribution in the society and advancement of knowledge in the concerned/allied area.

**O.PDR.23: General Rules applicable:**

**23.1** The scholars shall follow the rules and regulations prescribed by the University from time to time, even if they are not included in this Ordinance. The University shall have the right to modify, change or add to the Ordinance, Rules and Regulations which shall be binding on the scholars.

The D. Litt./ D. Sc./ LL. D. scholars shall be entirely responsible for any duplication or

Plagiarism/academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.

**23.2** If any differences of opinion/dispute develop between the scholar and the advisor at any time during the course of the research work, the decision of PDRAC/ RAC/DRC in the matter shall be final and binding on the scholar and the advisor.

**23.3** Notwithstanding anything contained in this Ordinance, all matters related to the candidates shall be governed by the rules and procedures framed by the Academic Council/ Board of Management/ Hon. VC that are in force at that point of time.

**23.4** Any doubt or dispute about the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final.

The Vice-Chancellor may modify, amend and/ or delete any of the clauses given in this Ordinance or add any clause(s) to it, to facilitate the pursuit of excellence in research, provided that any such modification, amendment, deletion, and addition shall be reported to the Academic Council at its next meeting for approval.