Standard Operating Procedure for Ph.D. Admission Process

This standard operating Procedure (SoP) outlines the steps for Ph.D. admissions, including the interview process, evaluation criteria, and compliance with institutional policies.

The interview process will be carried out during January 01, 2025 to January 31, 2025.

The Head of the Research Center/Head of the Department shall ensure adherence to these guidelines to facilitate a fair and transparent admission process. The admission process will strictly follow the applicable reservation norms given by Government of Maharashtra and Savitribai Phule Pune University.

Steps to be completed before the interview:

Download the List of Eligible Candidates:
The Head of the Research Center/Head of the Department shall log in to the BOD Online portal to download the list of candidates eligible for the Ph.D. admission process. This list will include all candidates who meet the minimum eligibility criteria for admission.

Communication with Candidates:
The Head of the Research Center/Head of the Department will be notify the eligible candidates via email/sms regarding the Ph.D. admission process including the schedule of the interview, details of available vacancies, and information about potential guides along with their specializations. Also, inform the students about preparation of write-up/ presentations about his/her areas of interest during the interview. The same information may be uploaded on the Department/University/Institute website. Students must be given a minimum of eight days to prepare for the interview after receiving the email. The Research Center may request confirmation from candidates regarding their attendance for the interview.

Constitution of the Admission Committee:

An interview will be conducted by the Research Center in which the candidates are required to present/discuss their areas of research interest before a duly constituted Departmental Research Committee.

Composition of the Departmental Research Committee shall be as follows:

A)   Admission at University Departments:

(i)   Head of the concerned Department (Chairman);
(ii) Two subject experts (One from the concerned Department and One from outside);
(iii) Two nominees of the Vice-Chancellor (One General and One Reservation).

B)   Admission at Research Centers at Affiliated Colleges/Recognized Institutes:

(i)   Principal / Director of the concerned Affiliated Colleges/Recognized Institutes (Chairman);
(ii) Two subject experts (One from the concerned Department and One from outside);
(iii) Two nominees of the Vice-Chancellor (One General and One Reservation).

C) **Admission at Recognized Research Institutions (such as NARI, IITM, BSI, etc.):**

(i) Director (Chairman);
(ii) Academic co-ordinator of the institution;
(iii) One Professor from the concerned University Department, nominated by the Vice-Chancellor;
(iv) Reservation nominee appointed by the Vice-Chancellor.

The final interview score will be based on the average of the scores given by the chairman and the two subject experts only.

Steps to be followed during the Interviews:

Marks Allocation:
For Exempted Students: PET (Ph.D. Entrance Test) marks for exempted students will be set at 70.
For Non-Exempted Students: PET marks will be considered based on the actual scores obtained in the entrance test converted to out of 70.

Interview Procedure:
Before the interview begins, candidates will be given a form to indicate their preferred guides and the research areas in which they wish to work. The admission committee should verify the relevant documents before the interview. The candidates should not be allowed to carry any electronic device such as mobile phone/recording devices etc. to the interview.

The following aspects shall be considered during the interview: -

- whether the candidate possesses the competence for the proposed research;
- whether the research work can be suitably undertaken at the department / Institution /College;
- whether the proposed area of research can contribute to new / additional knowledge and is of social relevance.
- Evaluation Criteria: The candidate will be assessed for 30 marks, distributed as follows:
  - Domain Knowledge: 10 marks
  - Research Aptitude in the concerned subject: 15 marks
  - Interview Performance including soft skills: 5 marks

On the basis of the performance in the interview, allotment of Research Supervisors for selected candidates shall be decided by the University Departments/Research Centers in a formal manner depending on the number of candidates per teacher, available specialization among the Research Supervisors and the research interest of the candidate. The allotment/allocation of Research Supervisors shall not be left to the individual candidate or guide. Due consideration should be given to the opinions of the research guide while allocating the candidate.

While granting admission to candidates to Ph. D. programs, the University Departments / Research Centers shall follow the State Government Reservation Policy. **Faculty members less than three years of service on the date of interview shall not be allotted students.**

Steps to be completed after the interview:

Submission of Interview Results:

The marks submission tab will be made available in the BoD Teacher login of the Chairman and external as well as internal subject experts. They have to submit marks through their login. After submission of all candidates, who appeared for the interview, a consolidated report will be generated in the Research Centre login. The Centre center has to download a subject-wise consolidated report, which has to be signed by all members of DRC. After signature of all the members, it has to be uploaded through the Research Centre login.

The subject-wise merit list will be available in the research center login from this merit list, the research center has to select the candidate's name, category & name of the research supervisor. A selection report will be generated in the Research Centre login. Research Centre has to download a subject-wise selection report, which has to be signed by all members of DRC. After signature of all the members, it has to be uploaded through the Research Centre login.

This process shall have to be completed within 03 (three) working days from the date of completion of the interviews.

The PG Admissions will do the needful to approve the list of selected candidates from the competent authorities. This list of selected candidates will be available to the Head of the Research Center/Head of the Department through BoD.

A selected candidate shall be required to make a brief presentation at the place of research before the Research Advisory Committee. The presentation will be arranged by the Head of the Place of Research within four months from the declaration of the result.

Research Advisory Committee for each student shall consist of:

- Head of the Department/Head of the Research Centre /Principal/Director;
- Concerned Research Guide/Co-guide (if any);
- Two experts (recognized research supervisor in the subject concerned, one from outside the University Department/Research Centre).

Further process shall be followed as mentioned in Circular No. 152/2024 dated 09/07/2024 amended from time to time.

Additional Guidelines:

Ensure all communications, records and submissions are documented for future reference. Address any grievances or disputes in compliance with the institution's established policies.

This procedure is designed to ensure transparency, fairness, and compliance with institutional and legal standards in the Ph.D. admission process.

Deputy Registrar
(P.G. Admission)

Ref. No. PG5/6177
Date: 31\12\2024

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