शिवाजी विद्यापीठ, कोल्हापूर
परिपत्रक

विषय   :- पीएच. डी. अभ्यासक्रमास प्रवेशित विद्यार्थ्यांचे संशोधनाबाबतचे प्रशासकीय कामकाज सुरळीत पार
              पाडण्यासाठी Standard Operating System ची अंमलबजावणी करणेबाबत...

संदर्भ   :- जा.क्र.शिवाजी विद्या./पीजी-बीयुटीआर/एम.फिल-पीएच.डी/५७ दि.०९ जानेवारी २०२४ रोजीचे परिपत्रक

मा. अधिविभागप्रमुख/प्राचार्य/संचालक/समन्वयक/पदव्युत्तर अधिविभाग यांना कळविण्यात येते की, शैक्षणिक

वर्ष २०१७-१८ पासून २०२२-२३ पर्यंत पीएच. डी. अभ्यासक्रमास प्रवेशित असणाऱ्या विद्यार्थ्यांकरीता Online Portal

for Ph.D. मध्ये ऑनलाईन Update करण्याबाबत दि.०९ जानेवारी २०२४ रोजी परिपत्रक पारित करण्यात आले आहे.

त्याअनुषंगाने पीएच. डी. अभ्यासक्रमास प्रवेशित असलेल्या विद्यार्थ्यांकरीता Standard Operating System (SOP)

व वार्षिक वेळापत्रक (Academic Calendar) तयार करण्यात आले आहे. त्यानुसार आपल्या अधिविभागामार्फत या

अनुषंगाने पुढील कार्यवाही करण्यात यावी. Standard Operating System (SOP) व वार्षिक वेळापत्रक (Academic

Calendar) विद्यापीठाच्या संकेतस्थळावर Home Page वरील PGBUTR. Ph.D. येथे उपलब्ध करण्यात आले आहे.

आदेशान्वये

(श्री. विलास एस्. स्वयम)
उपकुलसचिव
पीजीबीयुटीआर विभाग

जा.क्र.शिवाजी विद्या./पीजी-बीयुटीआर/एम.फिल-पीएच.डी/५३०९ /6728
दि. **1 9 JUN 2025**

प्रत :-

१. सर्व मा. अधिविभागप्रमुख/प्राचार्य/संचालक/समन्वयक/पदव्युत्तर अधिविभाग शिवाजी विद्यापीठ, कोल्हापूर.
२. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
३. परीक्षा विभाग
४. इंटरनेट सेल (सर्व संशोधनार्थींच्या माहितीकरीता सदरचे परिपत्रक विद्यापीठ संकेतस्थळावर ठेवण्याकरिता)

Shivaji University, Kolhapur.
Academic And Administrative Calendar 2025-26 PGBUTR Section

Sr. No.	Month	Week1	Week2	Week3	Week4
		Task to be done/proposed			
1	June	1/6/2025 ↓ 1. Subject wise Intake from Research Guide/ Research Supervisor 2. Meeting with All Engg./Pharmacy Colleges 3. PGBUTR Departmental Meeting 4. Quarterly Report	7/6/2025 ↓ 1. R.R.C. (Research and Recognition Committee) 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR 4. Update for Departmental Record of PGBUTR Section (Concern Table)	10/6/2025 ↓ R.R.C. (Research and Recognition Committee)	24/6/2025 ↓ 1. Display the List of Research Guide as per Intake. 2. PGBUTR Section Meeting (For Departmental Work) 3. **BOR, BOH**
2	July	3/7/2025 ↓ 1. Admission Process (as per UGC notification) 2. Synopsis of M.E./M.Tech./ M.Arch./M. Pharm. Circular 3. PGBUTR Departmental Meeting	15/7/2025 ↓ 1. Online application 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center	22/7/2025 ↓ Routine Section work	29/7/2025 ↓ 1. R.A.C. (Research Advisory Committee) 2. PGBUTR Section Meeting (For Departmental Work)
3	August	3/8/2025 ↓ R.A.C. for prod Engg., Pharmacy Synopsis is 1st Aug. to 31st Aug. PGBUTR Departmental Meeting	12/8/2025 ↓ 1. Routine Section work 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center	20/8/2025 ↓ Routine Section work	26/8/2025 ↓ 1. R.R.C. 2. BOD(Board of Deans) 3. PGBUTR Section Meeting (For Departmental Work)
4	September	3/9/2025 ↓ 1. M.E./M.Tech./ M.Arch./M. Pharm. Synopsis Scrutiny Committee 2. R.R.C. 3. PGBUTR Departmental Meeting 4. Quarterly Report	9/9/2025 ↓ 1. Preparation/Query for Entrance Test 2. M.E./M.Tech./M.Text./M. Pharm. Synopsis Circular 3. PGBUTR Section Meeting (For Departmental Work) 4. R.A.C. 5. Software Meeting for PGBUTR and Computer Centre 6. Update for Departmental Record of PGBUTR Section (Concern Table)	19/9/2025 ↓ 1. Interview Schedule 2. Preparation/Query for Entrance Test 3. RAC (General Meritlist)	23/9/2025 ↓ 1. PGBUTR Section Meeting (For Departmental Work) 2. Academic Council 3. BOR, BOH
5	October	7/10/2025 ↓ 1. Ph.D. Course work Circular 2. Routine Section work 3. PGBUTR Departmental Meeting	15/10/2025 ↓ 1. Routine Section work 2. Sorting of cases received from RAC for Recommended for BIR 3. Software Meeting for PGBUTR and Computer Center 4. Departmental Swachata Abhiyaan	21/10/2025 ↓ Submission for all cases for RRC.	28/10/2025 ↓ To Mail letters to the students
6	November	5/11/2025 ↓ 1. Routine Section work 2. Ph.D. Coursework Synopsis of Letters 3. PGBUTR Departmental Meeting	14/11/2025 ↓ 1. PGBUTR Section Meeting (For Departmental Work) 2. Software Meeting for PGBUTR and Computer Center	18/11/2025 ↓ R.A.C.	26/11/2025 ↓ 1. R.A.C. 2. PGBUTR Section Meeting (For Departmental Work)

Sr. No.	Month	Week1	Week2	Week3	Week4
7	December	3/12/2025 ↓ 1. Routine Section work 2. Synopsis of M.E./M.Tech./ M. Arch./ M. Pharm. Circular 3. PGBUTR Departmental Meeting 4. Quarterly Report	16/12/2025 ↓ 1. Routine Section work 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center	23/12/2025 ↓ 1. R.R.C. 2. Routine Section work	30/12/2025 ↓ 1. B.O.D. 2. PGBUTR Section Meeting (For Departmental Work)
8	January	3/1/2025 ↓ Routine Section work Inward Engg. Pharmacy Synopsis in 1st Jan. to 31st Jan. PGBUTR Departmental Meeting	15/1/2025 ↓ 1. Routine Section work 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center 4. Update for Departmental Inward of PGBUTR Section (Concern Table)	22/1/2025 ↓ R.R.C. All Subject	30/1/2025 ↓ 1. R.R.C. Meeting 2. PGBUTR Section Meeting (For Departmental Work) 3. BOR, BOH
9	February	5/2/2025 ↓ 1. RAC Meeting 2. M.E./M.Tech. / M.Arch./ M. Pharm. Synopsis Scrutiny Committee 3. PGBUTR Departmental Meeting	15/2/2025 ↓ 1. RAC Meeting 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center	20/2/2025 ↓ 1. Routine Section work 2. Ph.D. Prospectus Meeting	27/2/2025 ↓ 1. BOD Meeting 2. PG BUTR Section Meeting (For Departmental Work)
10	March	4/3/2025 ↓ 1. New Guide application 2. PGBUTR Departmental Meeting 3. Quarterly Report	11/3/2025 ↓ 1. SENATE(regarding Questions) 2. General Notification For the affiliated colleges 3. As per UGC Notification Ph.D. if any 4. New Guide application 5. RPE(Depending on Admission Process) (As per after Guide Allotment) A) Research &Publication Ethics (RPE) Pre-registration Coursework B) Course work for Ph.D. Students C) Bridge Course Circular (If Applicable) 6. PGBUTR Section Meeting (For Departmental Work) 4. Software Meeting for PGBUTR and Computer Center	18/3/2025 ↓ New Guide application	28/3/2025 ↓ 1. New Guide application 2. BOD Meeting 3. PGBUTR Section Meeting (For Departmental Work) 4. BOR, BOH

11	April	3/4/2025 ↓	15/4/2025 ↓	22/4/2025 ↓	29/4/2025 ↓
		1. Routine Section work 2. Ph.D. Course work Circular 3. PGBUTR Departmental Meeting	1. R.R.C. Meeting 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center 4. Update for Departmental Record of PGBUTR Section (Concern Table)	R.R.C. Meeting	1. Routine Section work 2. PGBUTR Section Meeting (For Departmental Work)
12	May	3/5/2025 ↓	15/5/2025 ↓	21/5/2025 ↓	30/5/2025 ↓
		1. Routine Section work 2. Ph.D. Course work Approval Letter 3. PGBUTR Departmental Meeting	1. Routine Section work 2. PGBUTR Section Meeting (For Departmental Work) 3. Software Meeting for PGBUTR and Computer Center	B.O.D. Meeting	1. Routine Section work 2. PGBUTR Section Meeting (For Departmental Work)

(टिप:– संशोधन सल्लागार समिती (RAC) (ज्या विषयाचे अधिविभाग विद्यापीठात अस्तित्वात नाहीत अशा विषयांबाबतची बैठक) संशोधन व मान्यतासमिती (RRC) व अभियांत्रिकी व औषधनिर्माणशास्त्र प्रबंध छाननीसमिती (SSC), संशोधनमंडळ (BOR) यासारख्या विविध गठितसमित्यांवरनिमंत्रित अंतर्गत व बहिस्थतज्ञ यांच्याउपलब्धतेनुसार मा. प्र–कुलगुरुसो यांचेकडून कार्यालयीन मान्यतेनुसार सोईची तारीख व नेळ घेण्यात येत असतेल्यामुळे Calendar of Event मध्ये निश्चित तारखा घेता येत नाहीत)

Standard Operating Procedures(SOP)

[Stages:Ph.D.Programme:AdmissiontoResult]

A. Inviting Intake Capacity from Approved Research Guide.

B. Ph.D. Admission Notificatlon and Application Process

C. Admission Process

D. Allotment of Guide, Provisional Letter and Ellglbility.

E. REP Course.

F. Synopsis: Submission, Approval and Registration.

G. Annual Fee and Identity Card

H. Course world: Approval, Schedule, Examination, Result

I. Progress Reports & RAC approvals

J. System Generated Reminder for Annual Fee and Progress Report

K. Student Request Proposals

L. Pre-final Thesis Submission

M. Final Thesis Submission

N. Panel of Referee: RRC approval and Order of Preference

O. Thesis Evaluation

P. Open Defense and Result

Q. Declaration certificate and Shodhganaga upload

Standard Operating Procedures(SOP)

A. Inviting Intake Capacity from Research Guide :

    1. Before the commencement of each academic year (Two Year and Five Months duration for said procedures) the PGBUTR Section shall invite intake capacity from approved Research Guide.

    2. This intake capacity shall be obtained through the system.

    3. Those Ph.D. guides attaining 57 years of age or those with three years period of remaining service shall not be allowed to fill intake capacity, as per UGC Ph.D. Regulations 2022.

    4. Subject wise data of intake capacity shall be verified with the actual work-in-progress with respect to Ph.D. Students.

    5. Guide intake shall be verified on the basis of:

Professor — 8
Associate Professor- 6
Assistant Professor-4

6. The subject wise total intake shall be bifurcated in home and other university category with 90% & 10% quota, respectively

7. Reservation policy shall be made applicable accordingly, so as to notify category wise available seats for each subject for home and other university students, separately.

8. The total subject wise/category wise intake capacity shall be approved by the Special Cell.

9. The admission notification shall be displayed only after finalizing category wise intake capacity for respective subject.

B. Admission Notification:-

1. Prior approval of higher authorities shall be taken for admission notification.

2. A brief admission notification for Ph.D. programme shall be published in local news paper i.e. in news papers in three districts viz. Kolhapur, Sangli, Satara. Similarly, it shall be published in a state level and national level news paper, as prescribed under rules.

3. The admission notification shall be published in detail (in Marathi and English)on university website.

4. The said notification shall provide other information/ documents like Prospectus, Intake capacity, Detailed Instructions, FAQs, etc.

5. A link for online application shall be given along with website admission notification.

C. Admission Process:-

1. Entrance test (written) shall be organized by the Examination Section.

2. A student summary of online applications (valid applications with fee) shall be provided by the computer centre to examination section.
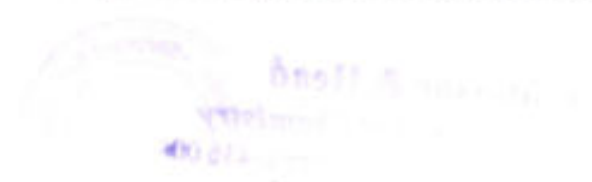
3. Timetable and Examination centers shall be decided by the examination.
4. Hall ticket downloading facility shall be given by examination/ Computer centre.
5. A list of qualified candidates (Qualifying marks for entrance test shall be as per rules) shall be published on website by the computer centre, without declaring marks of entrance test.
6. Academic departments/RAC shall convene the interview of such qualified candidates and communicate the interview marks (confidential) through the system.
7. Examination/Computer Centre shall publish general merit list of candidates on university website.

D. Guide Allotment, provisional letter and Eligibility:-
1. RAC/ Academic Department shall undertake guide allotment process as per merit and issue provisional admission letter to students.
2. A student shall submit documents for provisional eligibility along with fee.
3. Eligibility section shall process the eligibility of respective student and convey the same to PGBUTR Section.

4. RPE Course:-
1. A Ph.D. Student shall be required to complete RPE Course at respective department, prior to continuation of his/her Ph.D. registration.
2. Academic department shall arrange to conduct RPE course work every year for the provisionally admitted students.
3. Examination section will organize the examination for RPE course and declare the result accordingly

E. Synopsis submission, approval and registration:-
1. A student shall submit synopsis within one month from the date of provisional admission letter.
2. RAC/Academic department shall arrange synopsis presentation of student along with his/her research guide at the earliest and complete the process within one month.

3. If revision is suggested in synopsis, a student will have to revise the synopsis and resubmit within one month.
4. A final approval of RAC shall be conveyed to PGBUTR Section for final approval.
5. PGBUTR shall arrange to convene meeting of RRC and get approval to final registration/synopsis and title of thesis.
6. PGBUTR shall issue a letter of registration.

F. Annual fee and Identity card:-
1. A student shall remit annual fee, immediately after the receipt of registration letter.
2. Fine shall be imposed for late fee, as per rules.
3. A PGBUTR Section shall issue Identity card to student.

G. Coursework: Approval, Schedule, Examination and Result:-
1. The academic department shall arrange to organize Ph.D. Course work, every year.
2. The PGBUTR Section shall issue a circular to all academic department for organizing Course world.
3. Academic Departments shall prepare time table of course work and get approval of PGBUTR Section.
4. The academic department shall notify the duration and time table of Course work.
5. The examination section to students and register accordingly Schedule the examination and declare the result.
6. The Honorarium Bill/T.A.D.A. Bill shall be submitted to PGBUTR Section for approval.

H. Progress Reports and RAC approvals:-
1. It shall be a prime responsibility of a student to submit/ upload progress report of his/her research at regular intervals of six months.
2. Failure to submit progress reports as stipulated by rules will result in cancellation of admission.
3. It is mandatory for the academic department to convene meeting of RAC for presentation of progress report, every six months.

4. The presentation of progress report is linked with further activities in the Ph.D. software system. Therefore, academic departments must arrange for progress report presentation, every six months, without fail.

5. Further, the academic department shall regularly convene a meeting of RAC for approval of synopsis, presentation of progress report, presentation of pre-final thesis and scrutiny of pre-final thesis, etc.

6. The proposals of title change and guide change shall be addressed by RAC, as and whe due.

I. System Generated Reminder for Annual Fee and Progress Report:-

1. A system generated reminder of progress report for student is facilitated.

2. There shall be a system generated reminder of annual fee for information of student.

J. Student Request Proposals:-

Request Proposals	Approving Authoring
Guide Change Proposal	RAC & RRC
Title Change Proposal	RAC & RRC
Permission for Thesis Submission in Marathi Language	RRC
Proposal for Extension a) Maximum duration for Ph.D. Thesis submission is 6 years and 2 years extension is granted to research student. However total duration shall not extended 8 years b) For women and Physically disabled student two more years of extension may be granted, however total duration shall not exceed 10 years	*RRC*

K. Pre-final Thesis Submission:-

L. Final Thesis Submission:-

M. Panel of Referee: RRC approval and order of preference:-

1. A research guide shall submit a list of panel of referees (5 experts, out of university jurisdiction within Maharashtra state and 5 exerts from university out of Maharashtra state) in a sealed envelope to the PGBUTR Section at the time of submission of Pre-final thesis.

2. The PGBUTR Section shall arrange a meeting of RRC for approval to panel of referee.

3. The PGBUTR Section shall get order of preference from the Hon'ble Vice-Chancellor for panel of referee suggested by RRC.

4. This procedure is to be carried out in time board manner, so as to complete evaluation procedure within six months.

N. Thesis Evaluation:-

The stages in thesis evaluation are as follows.

1. Referees shall be communicated for their willingness to evaluate the thesis.

2. After receiving acceptance, thesis shall be sent to the referees (Internal & External)

3. After one month follow up shall be taken for obtaining evaluation reports by email.

4. Keeping updates for obtaining all three reports, simultaneously.

5. If revision is suggested by one or both the referees evaluation report shall be sent to research student and guide for revision.

6. If case of rejection is suggested by one of the referees, next referee on panel be invited for evaluation.

7. In case, rejection is suggested by both the referees, the thesis shall not be evaluated further.

8. When all the referees recommend for acceptance of thesis, Open Defence committee shall be appointed with administrative approval.

9. The positive recommendation of Open Defence Committee shall be considered for declaration of result.

10. In case Open Defence committee, doesn't submit positive report, then Open Defence may be repeatedly arranged as per rules.