

OFFICE ORDER

STANDARD OPERATING PROCEDURE (SOP)

Ref. No. SMU/DoR/ 2024-260

02-12-2024

Subject: SOP for the Result Announcement of PhD Entrance Examination and Viva Voce

Purpose

This SOP outlines the steps for conducting the PhD entrance process, including evaluation, departmental Viva Voce, and the issuance of combined results by the Directorate of Research (DoR). The combined result determines whether the candidate qualifies for PhD registration at Sikkim Manipal University (SMU), subject to compliance with the PhD Regulations.

Procedure: Please note that this entire process shall not exceed one Month's Time

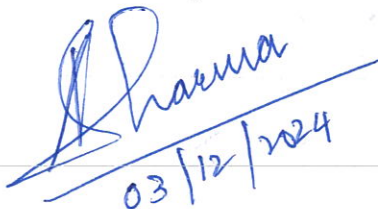
1. Conduct of Entrance Examination/ Release of Entrance Examination Results

- The **Entrance Examination** is conducted by the **Controller of Examinations (CoE)** of the University.
- A **50% (for General candidates) and 45% for SC/ST/OBC (Non-Creamy Layer)/Differently abled categories (as listed by UGC) or above cutoff** is applied to the Entrance Examination score as the **first level of qualification**.
- Candidates scoring **50% (for General candidates) and 45% for SC/ST/OBC (Non-Creamy Layer)/ Differently abled categories (as listed by UGC) or above** are shortlisted and their results are sent by the CoE to the office of DoR, which in turn sends the entrance results to the respective departments for further processing.

Timeline: Within 10 days from the date of Entrance Examination

2. Conduct of Departmental Viva Voce

- Shortlisted candidates participate in a **Viva Voce Examination** conducted at the **departmental level**.
- The Viva is evaluated based on specific parameters as per the predefined rubrics. The maximum score for the Viva Voce is **30 marks (may be conducted for 100 but finally scaled down to 30)**.


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- The **Departmental Viva Voce Committee** compiles the Viva marks and shares the results including viva marks with the **Associate Director (Research) [AD(R)]**.

Timeline: Within 15 days from the date of release of Entrance Examination and Release of Entrance Examination Results as mentioned in point no 1.

3. Compilation of Combined Results

- The DRC Chairman consolidates the Viva Voce marks with the Entrance Examination marks (scaled to **70 marks**) and forwards the combined results to AD(R). The office of AD (R) in turn consolidates the marks of all the departments input of the institute and forwards the consolidated marks to the **Directorate of Research (DoR)**.
- The final **combined score (Entrance: 70% + Viva Voce: 30%)** is calculated as follows:

Formula:

Combined Score= ((Entrance Exam Score/100) ×70) +Viva Score (out of 30)

4. Issuance of Results

- The DoR verifies the results and determines whether candidates meet the **minimum combined qualifying score of 50% or above for General category; 5% relaxation for SC/ST/OBC (Non-Creamy Layer)/Differently abled categories. (out of 100 marks)**.
- The **final results** are issued by the **Office of the Directorate of Research (DoR)** and include the following details:
 - Candidate Name
 - Registration Number
 - Combined Score (out of 100)
 - Qualifying Status (Qualified/Not Qualified)

5. Eligibility for PhD Registration

- Candidates who secure at least **minimum combined qualifying score 50% (for General candidates) and 45% for SC/ST/OBC (Non-Creamy Layer)/Differently abled categories (as listed by UGC) or above (out of 100 marks)**, are considered qualified.
- **It is to be noted that the combined results are based on (70% Entrance + 30% Viva Voce)**
- The result is subject to compliance with the **PhD Regulations of SMU**.
- Qualifying this examination is **only one of the requirements** for PhD registration.

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Result Compilation and Format

Combined Result Format (SAMPLE EXAMPLE): Below is **Viva Voce Examination Parameters** and their respective weightage along with sample **Result Sheet Template** for the combined evaluation of **Entrance Examination (weightage 70%)** and **Viva Voce (30%)**,

Viva Voce Examination Parameters

Parameter	Weightage (%)	Maximum Marks (Out of 30)	Description
Domain Knowledge	50%	15	Understanding of Fundamentals (7) - Application Skills (5) - Problem-Solving (3)
Research Aptitude	30%	9	- Analytical Thinking (5) - Clarity in Proposal (4)
Communication Skills	10%	3	- Verbal Clarity (2) - Body Language (1)
Originality and Innovation	10%	3	- Novelty of Ideas (2) - Practicality of Approach (1)
Total	100%	30	

Guidelines for Viva Voce Assessment

- Panel Composition:** Viva to be conducted by at least three faculty members with expertise in the relevant research domain.
- Scoring Method:** Each panel member evaluates the candidate independently. Final scores are averaged for each parameter.
- Evaluation Form:** A scoring sheet for panel members should be prepared with space to record scores for each parameter and remarks.
- Grading Scheme:**
 - o Excellent: 25-30 marks
 - o Good: 20-24 marks
 - o Average: 15-19 marks
 - o Below Average: <15 marks

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Sample Viva Voce Evaluation Form

Candidate Name	Parameter	Panel Member 1	Panel Member 2	Panel Member 3	Average Score
	Domain Knowledge				
	Research Aptitude				
	Communication Skills				
	Originality and Innovation				
Total (Out of 30)					

Here's a detailed rubric for **Viva Voce Examination Parameters**, including weightage for each component and scoring criteria.

Viva Voce Rubrics with Weightage

Parameter	Weightage (%)	Max Marks (Out of 30)	Components	Rubrics/Scoring Criteria
Domain Knowledge	50%	15	Understanding of Fundamentals (7)	<ul style="list-style-type: none"> - Excellent (7): Demonstrates comprehensive and in-depth knowledge of the subject area. - Good (5-6): Displays adequate understanding with minor gaps. - Average (3-4): Basic understanding with noticeable gaps. - Poor (0-2): Limited or incorrect understanding of key concepts.
			Application Skills (5)	<ul style="list-style-type: none"> - Excellent (5): Clearly applies knowledge to solve problems or propose research directions. - Good (3-4): Applies knowledge with some guidance. - Average (2): Requires significant prompting to

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Parameter	Weightage (%)	Max Marks (Out of 30)	Components	Rubrics/Scoring Criteria
				demonstrate applicability. - Poor (0-1): Cannot apply knowledge effectively.
			Problem-Solving Ability (3)	- Excellent (3): Demonstrates innovative problem-solving strategies. - Good (2): Solves standard problems effectively. - Average (1): Basic attempts with limited success. - Poor (0): Unable to approach problems logically.
Research Aptitude	30%	9	Analytical Thinking (5)	- Excellent (5): Analyzes research problems with clarity and originality. - Good (3-4): Displays logical analysis with minor limitations. - Average (2): Basic analytical capability evident. - Poor (0-1): Struggles to analyze research problems effectively.
			Clarity in Proposal (4)	- Excellent (4): Clearly articulates a feasible, innovative research plan. - Good (3): Proposes ideas with some gaps in articulation. - Average (2): Provides ideas lacking clear structure. - Poor (0-1): Unable to articulate a research direction.
Communication Skills	10%	3	Verbal Clarity (2)	- Excellent (2): Expresses ideas clearly and confidently. - Good (1.5): Expresses ideas with minor hesitations. - Average (1): Requires significant prompting or lacks coherence.

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Parameter	Weightage (%)	Max Marks (Out of 30)	Components	Rubrics/Scoring Criteria
				- Poor (0) : Fails to express ideas effectively.
			Body Language (1)	- Excellent (1) : Demonstrates confidence and positive non-verbal cues. - Good (0.75) : Generally confident but shows minor hesitations. - Average (0.5) : Displays nervousness affecting communication. - Poor (0) : Lacks confidence and engagement.
Originality and Innovation	10%	3	Novelty of Ideas (2)	- Excellent (2) : Proposes unique and highly creative research ideas. - Good (1.5) : Suggests moderately novel ideas with potential. - Average (1) : Presents standard or derivative ideas. - Poor (0) : Lacks originality.
			Practicality of Approach (1)	- Excellent (1) : Clearly outlines practical and feasible steps for research. - Good (0.75) : Outlines workable ideas with minor gaps. - Average (0.5) : Presents vague or impractical approaches. - Poor (0) : Unable to outline a practical approach.

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Responsibilities

Stakeholder	Responsibilities	Timeline
Controller of Examinations	To Conduct the Entrance Examination and apply the 50% cutoff and to Share the shortlisted results with the respective departments.	Result to be published within 10 days of Date of Entrance Exams
Departmental Committee	To Conduct Viva Voce, evaluate candidates based on rubrics, and submit Viva marks along with Entrance Examination marks 9 Entrance marks + Viva Marks) to the AD(R).	Viva to be conducted and viva+ Entrance marks to be sent to the office of AD (R) within 10 days from the date of Declaration of Entrance Results
Associate Dean/ Director (Research)	To Consolidate Viva marks with Entrance Examination marks and forward combined results to the DoR for final verification.	Consolidated VIVA+ Entrance marks from all the departments to be sent to DOR office within 25 days from the date of announcement of Entrance Examination results.
Directorate of Research	To Verify combined results and issue final results to candidates, determining their eligibility for PhD registration.	Consolidated Results with Registration number to be issued to the qualified Candidates within 30 days (1 month) from the date of declaration of SMU Entrance Examination Results.

Sample Result Sheet

Candidate Name	Entrance Exam Score (Out of 100)	Weightage (70%)	Viva Score (Out of 30)	Total Score (Out of 100)	Remarks
Candidate 1	85	59.5	25	84.5	Qualified
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Candidate 10	55	38.5	12	50.5	Not Qualified

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DIRECTORATE OF RESEARCH, SMU

Sample Result Accouchement

**Office of the Directorate of Research (DoR)
Sikkim Manipal University (SMU)**

Result Announcement: PhD Entrance Examination and Viva Voce

Candidate Name	Registration No.	Entrance Score (Out of 100)	Viva Score (Out of 30)	Combined Score (Out of 100) (70 Entrance + 30 VIVA)	Result
Candidate 1	REG12345	85	25	84.5	Qualified
Candidate 2	REG12346	75	18	70.5	Qualified
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Candidate 30	REG12348	55	11	49.5	Not Qualified

Communication of Results

1. Results will be communicated via email to candidates and posted on the SMU website.
2. Qualified candidates will receive further instructions regarding the registration process.
3. A copy of the final results will be archived in the Office of the DoR for reference and audit purposes.
4. This score card is valid upto one year from _____ to _____

For queries, candidates can contact director.dor@smu.edu.in

Issued by;

Kalpana Sharma
03/12/2024

Prof (Dr) Kalpana Sharma
Director
Directorate of Research (DoR)
Sikkim Manipal University

Date: 03/12/2024
Place: SMU, Gangtok

