



NAVIGATING PHD PROCESS FOR STUDENTS –TIMELINES & CONTACT OFFICES

PART A – REGISTRATION

Sl. No.	Activities / Description	Communicating Office / Office to be Contacted	Timeline
1	Check PhD Admission Notification (Vacancy, Date of Entrance Examination, Syllabus, Department etc.) on university website (SMU admission portal), SMU social media pages.	DoR / University Administration	Mid-March / September every Year
2	Submit application through admission portal on SMU Website.	DoR Office / Admission Team	End March – September
3	Appear for entrance examination (if not NET exempt).	COE / Examination Cell/ DoR	May / November (as per PhD Admission Calendar)
4	Attend Interview / Viva after qualifying entrance examination. Also applicable to NET Qualified candidates.	DoR / Institute/ Departments	Mid-June / December
5	a) Check final selection list and supervisor allotment. b) Download Provisional Registration Certificate (PRC).	Department (DRC) / Institute (IRC) / DoR	Within 60 days of Entrance Results declaration (July / January)
6	Start coursework and pay registration/coursework fees.	Respective Department / Institute/ Institute Accounts Section	To be completed within 1 year of PRC issuance
7	a) Present research protocol before DRC/IRC. b) Make request for Fellowship, if seeking Full Time Institute Fellowship.	Department / Institute	Within 1 year of Provisional Registration
8	a) Receive Final Registration confirmation. b) Fellowship Confirmation	DoR through Department	Upon URC approval, not later than 1 year of Provisional Registration.



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PART B – LIFE CYCLE OF PHD PROGRESSION

Sl. No.	Activities / Description	Communicating Office / Office to be Contacted	Timeline
1	Complete coursework (minimum 14 credits) and finalize research topic.	Scholar's Department / DRC / Supervisor, COE and Examination Office of the respective institutes for Examination	Within 1 year of registration (PRC Issuance)
2	Submit 6-monthly progress reports and attend DRC/IRC progress presentations.	Department	Every 6 months
3	Maintain annual fee payment and renew registration.	Accounts Section/ Department	Annually
4	For fellowship scholars: submit annual renewal documents.	Supervisor/ Department/ Institute/ DoR	Annually (max 3 years of fellowship)
5	Complete research work and data collection.	Department / Supervisor	End of Year 3
6	Apply for extension (if required).	Supervisor/ DRC / IRC / DoR	Years 4–5 (max 2 years extension)
7	Apply for re-registration if crossing max duration.	Supervisor/ DRC / IRC / DoR	Beyond Year 5



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PART C – THESIS EVALUATION

Sl. No.	Activities / Description	Communicating Office / Office to be Contacted	Timeline
1	Deliver pre-submission presentation before DRC/IRC.	DRC / IRC	Before thesis submission
2	Submit all pre-submission documents: publications, conference papers, plagiarism report $\leq 10\%$.	Department/ Research Cell / DoR / COE	Before pre-submission approval
3	Submit approved thesis to University for evaluation.	Department/ Institute	Immediately after pre-submission approval
4	Attend Viva-Voce and complete corrections.	Institute/ COE / External Examiner / DoR	Within 3–6 months of thesis submission
5	Receive Provisional Degree Certificate (PDC).	DoR / COE	After viva and URC approval
6	Attend University Convocation for award of Ph.D.	University Administration	Next immediate Convocation
7	Deliver pre-submission presentation before DRC/IRC.	DRC / IRC	Before thesis submission

Note: a) **DRC:** Department Research Committee, **IRC:** Institute Research Committee, **URC:** University Research Committee