

Provisions for Part-Time Ph.D.

1. Eligibility for Part-time Research Scholars

- a. A permanent/regular teaching faculty of any Higher Education Institution (HEI), provided s/he justifies the need for a such degree and duly endorsed by the parent institution, clearly stating that the faculty shall be permitted for leaves as per need of the program
- b. A permanent government servant, not below the rank of the group 'B' services (as defined by the DoPT), provided she justifies the need for such a degree and his/her application is duly endorsed by the parent institution, clearly stating that the employee shall be permitted leave as per need of the program.
- c. Candidates from industries/Corporate sector
 - i. The Industry/Corporate sector should have been duly approved by the concerned Regulatory Body e.g., FSSAI, ICAR, GMP, etc.
 - ii. The candidate should have completed a minimum of five years of permanent/regular service in the same organization, not below the rank of group 'B' government services.
 - iii. Justification for the need for such a degree in organizational/societal advancement
 - iv. Till completion of the Ph.D., the candidate has to work in the same organization, if she leaves the organization during the program, her/his admission shall be canceled
 - v. Any IPR arising out of the work shall be the sole proprietary of the Starex University, Gurugram

Criterion for Journalism and Mass Communication

- i. Three years of working experience as sub-editor/staff reporter/correspondent or senior editorial position in ABC accredited newspapers or experience of journalism of the above mentioned or equivalent capacity from digital editions/news portals of the ABC accredited newspapers. The newspaper/digital editions/news portals must have been uninterruptedly and regularly under publication for a period of not less than thirty-six (36) months. Experience from House periodicals, souvenirs, annual periodicals, bi-monthlies, quarterlies, social media sites, non-recognized portals and second edition of any periodical will not be considered.
- ii. Three years of working experience as editorial crew/staff reporter or senior additional position in ABC satellite news channels The news channel must have been uninterruptedly and regularly under operation and on air for a period of not less than thirty-six (36) months Experience from House periodicals, souvenirs, annual periodicals, bi-monthlies, quarterlies and second edition of any periodical will not be considered
- iii. Three years of working experience as content editor/presenter/announcer or anchor, or senior position in

creative section in recognized Radio station The Radio station must be operational and available for listeners for a period of not less than thirty-six (36) months

- iv. Three years of working experience in any central government or state government media organization government organization/PSUs/Autonomous bodies as not less than class B employee.
 - v. Three years of working experience in creative section of advertising/PR agency accredited by INS or similar body/Central Bureau of Communication the agency must be in operation for a period of not less than thirty-six (36) months.
 - vi. A recognized film/documentary film maker with evidence of certification and release/public exhibition of at least one film/documentary film produced/directed/contributed as creative member.
 - vii. Justification for the need for such a degree in organizational/societal advancement.
 - viii. Till completion of the Ph.D, the candidate has to work in the same organization, if she leaves the organization during the program; her/his admission shall be canceled.
 - ix. Any IPR arising out of the work shall be the sole proprietary of the Starex University, Gurugram
2. The admission of Part-Time candidates shall be governed by the then-applicable UGC and Starex University, Gurugram regulations eg. UGC Ph.D. Regulations 2022 and Starex University, Gurugram Ph.D. Regulations 2023 That is-
- a. Admission to such candidates shall be only through the Research Entrance Test (RET) or exempted category as specified in the regulations No direct admission or any specific quota
 - b. It is mandatory for such candidates to avail of six months' leave to complete the requisite coursework
 - c. S/he shall not be entitled to any fellowship/scholarship from the University.
3. In addition to the above-mentioned documents, the candidate has to submit a "No Objection Certificate from the Appropriate Authority of her/his parent organization, clearly stating that:
- a. The candidate is permitted to pursue studies on a part-time basis.
 - b. His/her official duties permit him/her to devote sufficient time to research.
 - c. If required, he/she shall be permitted leave and be relieved from the duties as and when asked for.

Appendix-II

A list of departments and their allied or sister subjects (the list is non-exhaustive and purely for enrollment in University Ph.D. programme, not for employment purpose).

Sr.No.	Discipline	Allied/sister subject (s)
1	Agriculture	Animal Husbandry, Horticulture, Fisheries, Agricultural Engineering
2	Bio-Technology	Botany, Zoology, Microbiology, Biological Science, Life Science, Environmental Science,
3	Botany	Plant Science, Biological Science (with specialization in Plant Science), Life Science (with specialization in Plant Science), Environmental Science, Biotechnology (with specialization in Plant Science), Genetics, Bioinformatics, Biochemistry, Microbiology, Biotechnology
4	Chemistry	Biochemistry, Material Science, Industrial Chemistry, Forensic Science, Industrial Chemistry, Medicinal Chemistry, Pharmacy Chemistry
5	Commerce	Economics, Business Administration, Business Management,
6	Computer Science & Engineering	Information Technology, Software Engineering, Computer Science and Engineering, Computer Engineering, Computer Technology, Computer Science and Engineering, Computer Application
7	Economics	Economics, Rural Economics, Co-operation, Demography, Development Planning, Development Studies, Econometrics, Applied Economics, Development Economics, Business Economics, Management, Commerce
8	English	Literature, Linguistics, Translation studies.
9	Hindi	Literature, Linguistics, Translation studies.
10	History	Archaeology, Women's Studies
11	Hotel Management	Hospitality & Tourism Management,
12	Law	Law
13	Management	Management (including Business Admn. Mgt./Marketing / Marketing Mgt. / Industrial Relations and Personnel Mgt. / Personnel Mgt. / Financial Mgt. /Cooperative Management)
14	Mathematics	Statistics, Data Science, Operation Research
15	Microbiology	Bio-Technology, Botany, Bio-Chemistry & Zoology
16	Pharmaceutical Science	Pharmaceutical Science, Pharmaceutics, Pharmaceutical Chemistry, Pharmacology, Pharmacognosy
17	Physics	Material Science, and Condensed Matter Physics
18	Political Science	International Relations, Comparative Politics, Public Administration, Political Theory, Law, and Political Philosophy, Public Policy and Governance, Politics including International Relations/International Studies including Defence / Strategic Studies, West Asian Studies, Southeast Asian Studies, African Studies, South Asian Studies, Soviet Studies, American Studies.
19	Psychology	Applied Psychology, Clinical Psychology, Counselling Psychology, Cognitive Psychology, Personnel Management & Industrial Relations, Rehabilitation Psychology
20	Zoology	Animal Science, Biological Science (with specialization in Animal Science), Life Science (with specialization in Animal Science), Biochemistry, Neuroscience, Genetics, Food Science, Bioinformatics, Biotechnology (with specialization in Animal Science), Fishery, Entomology

**FORMAT FOR RECOGNITION AS RESEARCH
SUPERVISOR/CO- SUPERVISOR**

1. Name :
2. Date of Birth :
3. Designation & Address :
(Including contact details) :
4. Name of the Department & Faculty :
5. Research Experience :.....(Years)
6. Teaching Experience : UG.....PG.....
7. Year of the award of the Ph.D. degree:
8. Whether services confirmed or not? :
Date of Regularization/confirmation :
9. A brief summary of research :
activities including research projects,
research papers published,
add separate sheet if needed.
10. Potential areas of research :

(Enclose a detailed list of your publication along with cover pages of 05 of your recent research publications in case of Professor and Associate Professors and 03 for Assistant Professors)

Name & Signature of the Applicant with date

Forwarded by the Chairman, DRC

**WILLINGNESS CERTIFICATE BY THE SUPERVISOR/CO-SUPERVISOR
(TO BE SUBMITTED BY THE SUPERVISOR DURING THE FIRST DRC)**

Certified that:

1. I am willing to guide the research work of
Shri/Km/Smt. _____ on The
topic _____ if she/he is registered for
Ph.D degree.
2. The study will lead to a valuable contribution.
3. Currently, I have _____ number of Ph.D. scholars registered under me.
4. The candidate is not in a close relation, as defined in the University examination ordinance

Name & Signature of the Supervisor with Date

Name & Signature of the Co-Supervisor with Date (if any)

Certified that the available facilities will be extended to

Shri/Km/Smt. _____

For his/her research work, if registered for Ph.D.

Signature of the Dean/Head

**DECLARATION
(FROM THE SCHOLAR)**

I _____ hereby declare that I am a Part-Time/Full-Time Ph.D. research scholar of the Department of _____ Starex University, Gurugram, follow the STAREX UNIVERSITY, GURUGRAM Ph.D. Regulations/UGC Ph.D. Regulation and any amendments thereof from time to time. University may take any action as per norms if I violate the above mentioned Ph.D. guidelines/Regulations and Disciplinary guidelines.

Signature of the Scholar

Appendix-VI

STAREX UNIVERSITY, GURUGRAM, HARYANA

Add: NH 48, P.O. - Bhorakalan, Village - Binola, Gurugram – 122413, Haryana (India)

ATTENDANCE SHEET FOR PH.D. SCHOLAR

1. Name of the Ph.D. Scholar :
2. Enrollment No. :
3. Department :
4. Name of the Faculty :
5. Scholarship Released up to :
6. Attendance of the Research :

Scholar (Month and Year)

7. Attendance Percentage :
8. (i) Name of the Bank :
- (ii) Name of the Branch :
- (iii) Bank Account No. :
- (iv) IFSC Code :

Forwarded by the

Verified by the Head

With Stamp

Supervisor

With Stamp

Signature of the Dean/Head

With Stamp

CONTINUATION CERTIFICATE

(To be submitted every three month)

This is to certify that the Ph.D. Scholar Mr/Ms_____ bearing enrolment no_____ is continuing his/her research in the Department of_____ (Ph.D.) as per UGC/Starex University, Gurugram Ph.D. Regulations.

Signature of the Scholar

Signature of the Supervisor

Signature of the Dean/ Head of the Department

**HALF YEARLY PROGRESS REPORT OF THE PHD, WORK
(DRC RECOMMENDATION)**

(Submitted by the candidate in duplicate duly countersigned by the supervisor the Concerned DRC)

1. Name of the scholar:
2. Period of the report:
3. Provisional Registration/
Registration number & date
4. Title of the research work:
5. Name Designation, address and:
contact details of the supervisor
6. Name, Designation, address and :
contact details of the co-supervisor
(if any)
7. Publications (If any)
8. Abstract sent for presentation:
conference/seminar/symposium

Signature of the Scholar

As per the Clause _____ of the Ph.D. Regulations, 2016/2022 of Starex University, Gurugram, the Research Scholar has given seminar on the research work performed on the said period (SL. no. 2) and DRC observed the following

Recommendation of the work Progress: Satisfactory/Non-Satisfactory

Remarks/Suggestions (If any)

Forwarded to Research and Innovation Cell/Ph.D. Section

Signature DRC
Member

Signature
Co-Supervisor (if any)

Signature
Supervisor

Half Yearly Progress Report of the Ph.D. work

(Submitted by the candidate in duplicate duly countersigned by the supervisor, the Concerned DRC)

1. Name of the scholar:
2. Period of the report:
3. Provisional Registration/ Registration:
number & date
4. Name of the department/institution:
where scholar is working
5. Area of work:
6. Title of the research work:
7. Name, designation, address and contact:
details of the supervisor
8. Name, designation, address and contact:
details of the co-supervisor (if any)
9. Publications (if any):
10. Abstract sent for presentation in:
conference/seminar/symposium
11. Whether fee has been paid or not:
enclose a photocopy of the same

Name & Signature of the Candidate with Date

Remark of the supervisor

- a) Satisfactory/Not satisfactory
- b) Deficiency observed
- c) Suggestions

Name & Signature of the Supervisor(s) with Date

Signature of the Chairman DRC with Date

RESEARCH WORK PROPOSAL

1. Name of scholar(in English):
(in Hindi):
2. Title of the research work:
3. Location:
 - a) Institution/department where the work is to be done
 - b) Geographical area of investigation, if any
4. Introduction:
5. Relevance of proposed work:
6. Objectives
7. Current status of the proposed work
 - a) At National level
 - b) At International level
8. Identified research gaps in:
the proposed work
9. Major Hypothesis, if any:
10. Research methodology:
11. Expected outcome of the:
proposed work
12. Bibliography:

Name & Signature of the Candidate with Date

Name & Signature of the Supervisor with Date

Remark: Approved/Not-approved

Signature of the Chairman DRC with Date

FORMAT FOR INTER-DISCIPLINARY RESEARCH PROPOSAL

[To be submitted along with first progress report)

1. Name of Scholar (in English):
(in Hindi):
2. Name of the supervisor:
3. The subject in which the candidate has Master's degree.
4. The proposed discipline in which the candidate intends to work for Ph.D.....
5. Details of the department where the candidate intends to work for Ph.D.
.....
6. The theme of the proposed work.....
.....
7. Whether the proposed Ph.D. theme is partly, directly or indirectly related to the subject in which the candidate is having his/her master's degree. If yes, describe briefly (in not more than 100 words) the input from the two disciplines to the proposed area of research for Ph.D.....
.....
8. Do you have any publication pertaining to your chosen theme for PH.D.? If yes, furnish details.....
9. Comments of the supervisor and co-supervisor under whom the candidate proposes to work.....

Name & Signature of the Candidate with Date

Name & Signature of the Supervisor with Date

Name & Signature of the Co-Supervisor with Date

Signature of the Chairman DRC with Date

APPLICATION FOR PRE-PH.D. THESIS SUBMISSION SEMINAR

The Chairman (DRC)/Head

Date:.....

Department of.....

School of.....

Starex University, Gurugram

Sir/Madam

This is to inform you that have completed my research work for the degree of Doctor of Philosophy (Ph.D.) and have compiled the draft thesis on the topic of
.....”

Kindly allow me to present my research work in "Pre-Ph.D. Thesis Submission Seminar" for valuable suggestion before final submission of the thesis.

Thanking you,

Yours sincerely

Name and Signature of the Scholar:.....

Enrollment no.....

Comment of the Supervisor:

Mr/Ms..... has completed his/her research work as per the approved research proposal and fulfilled all the requirements according to the UGC/Starex University, Gurugram Ph.D. Regulations, the scholar may please be allowed to present his/her research work in the Pre-Ph.D. Thesis Submission Seminar

Name and Signature of the Supervisor

FORMAT FOR PRE-PH.D. THESIS SUBMISSION SEMINAR REPORT

1. Name of the scholar:
2. Enrollment no
3. Department
4. Title of the research work
5. Name of the supervisor/Co-supervisor:
6. Date of the Pre-Ph.D. thesis submission:
seminar

Report:

- A. Does the scholar carry out the research according to the approved research proposal by DRC and RDCU: Yes/No
If no, provide
details.....
Does it has any change (minor/major) in the title: Yes/No
If yes, provide new title.....
.....
- B. Does the scholar fulfilled all requirements for submission of Ph.D. thesis as per UGC and Starex University, Gurugram Ph.D. Regulations: Yes/No

Recommendations:

- A. The scholar has presented her/his Ph.D. research in the Pre-Ph.D. thesis submission seminar is : Satisfied/Not-Satisfied.
- B. Recommended for submission of final thesis within six months: Yes/No
- C. Not-recommended due to the following
reason.....
.....
.....
Suggestion (if any)
.....
.....

Name & Signature of the Supervisor with Date

Name & Signature of the Co-Supervisor with Date

Signature of the Chairman DRC with Date

LAYOUT OF THE Ph.D. THESIS

The following format may be normally adopted for the Ph.D. thesis:

1. Content format of the Ph.D. Thesis (Annexure 1)
2. Cover Page (Annexure II)
3. Inner Cover Page (Annexure 11)
4. Dedication, if any
5. Undertaking from the Candidate (Annexure III)
6. A certificate from the Supervisor/Co- Supervisor duly forwarded by the Dean of the Faculty/Head of the Department (Annexure-IV)
7. Certificate for the completion of course work in cases where the Course Work is a part of Ph.D. programme (Annexure-V)
8. Certificate for the successful completion of the pre-submission seminar (Annexure-VI)
9. Anti-plagiarism certificate (Annexure VII)
10. A copyright transfer certificate (Annexure- VIII)
11. Acknowledgements
12. Contents
13. List of symbols, figures and tables, if any
14. Preface of the thesis
15. Introduction
16. Literature review.
17. Chapters covering the work of the candidate
18. Conclusion
19. Bibliography/References
20. Appendices
21. List of Papers Communicated/accepted/published/presented
22. Copies of acceptance letter in case the papers are accepted
23. Copies of manuscripts/reprints of the papers accepted/published
24. A personal profile not exceeding one page with photograph of the candidate
25. References should be arranged per style accepted in discipline concerned.

Appendix-XV

FORMAT FOR PANEL OF EXAMINERS

Sr.No.	Name and Designation of Examiner	Full Address	Area of specialization	Contact details (including email, telephone and mobile number)

Note: The examiners suggested would be actively engaged in the area of research work concerned, and also must not be below the rank of university Associate Professor or researcher in equivalent grade.

(Name & Signature of supervisor(s) with date)

Recommendation of DRC

(Signature of the Chairman DRC)

(Signature of the Director R&D Cell)

Appendix-XVI

Academic Verification Report by the Supervisor concerned

Name of Ph.D. Scholar:
Enrollment No.

Date of Registration in Ph.D. programme:

Title of the Ph.D. thesis:.....

.....

Sr.No.	Required details/documents for submission of thesis	Certify (mention YES or NO)
1	Thesis submission from (to be submitted to CoE office by the Ph.D. Scholar) with: i. Four hard bound copies and two soft copies of thesis ii. 2 Soft copy of summary and abstract (in PDF non-editable format) iii. Copy of research paper published in referred journals & conference/seminar presentation certificate (if any) iv. Copy of Anti-plagiarism certificate/report v. No Dues Certificate in the prescribed format.	
2	Registration letter/confirmation of Ph.D. Scholar in the Department	
3	All fee receipts Mention period with date.....to.....	
4	Minutes of DRC meeting/letter wherein the name of the supervisor/Co-supervisor (if any) and the title of the Ph.D. thesis are approved	
5	Duly signed Synopsis approved by the DRC	
6	All six monthly progress reports/minutes submitted to Academic Section as per STAREX UNIVERSITY, GURUGRAM Ph.D. Regulation	
7	Pre-Ph.D. Seminar completion Certificate (enclosed)	
8	Ph.D. Course Work completion certificate	
9	Panel of Examiners along with abstract already submitted to the Exam Section	
10	Minutes of DRC meeting/letter granting extension with copy of approval (if any)	

(Signature of Candidate with Date)

Certified and forwarded by the Supervisor & Co-Supervisor (if any)

HoD/Chairman, DRC (Signature with Seal)

Dean of the Faculty Concerned (Signature with Date)

Use for Research and Innovation Cell/Ph.D. Section

Verified and forwarded to Examination Section for further processing.

DA.....S.O./A.R..... In-charge (Ph.D. Cell)/COE

Appendix-XVII

Form for submission of Ph.D. Thesis

Name of the School:

Department:

To,

The Professor (I/c) (Ph.D. Cell)/Controller of Examinations

STAREX UNIVERSITY, GURUGRAM

Sir,

I request you to kindly permit me to submit my thesis at the Examination Section for the degree of Doctor of Philosophy in subject.....

for this purpose, I enclose herewith the following:

- I. Four copies of thesis
- II. Soft copy of thesis and abstract (In PDF non-editable format)
- III. Copy of research paper published in referred journals & conference/seminar presentation certificate (if any)
- IV. Copy of Anti-plagiarism certificate/report
- V. No Dues Certificate in the prescribed format

1. Name of the candidate (in English):.....
(in Hindi).....
2. University Enrollment No.:.....
3. Mother's Name:.....
4. Father's Name:.....
5. Address for
communication:.....
.....
6. Contact No. &Email:.....
7. Date of Registration in Ph.D. programme:.....
8. Name of the Supervisor/Co-Supervisors:.....
9. Title of the Thesis (in block
letters).....
.....

(Signature of Candidate with Date)

Recommended and forwarded by the Supervisor & Co-Supervisor (if any)

forwarded by HoD/Chairman, DRC (Signature with Seal)

Dean of the Faculty concerned (Signature with Date)

Appendix-XVIII

Thesis Evaluation Formats

STAREX UNIVERSITY, GURUGRAM, HARYANA

Add: NH 48, P.O. - Bhorakalan, Village - Binola, Gurugram – 122413, Haryana (India)

EXAMINER'S REPORT
Recommendation on Ph.D. Thesis

Name of the Candidate:

Title of the thesis:

Discipline:

Please give your specific recommendation by ticking any one of the following, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address

The thesis be accepted for the award of the Ph.D. degree []
OR

The thesis is acceptable for the award of the Ph.D. degree subject to the clarification []
of certain points at the time of Viva-Voce. (Please enclose the points)
OR

The thesis is not acceptable in the present form but may be accepted subject to []
modification/clarification/revision. (Please enclose your suggestions for modification etc. desired)
After modification, the thesis need not be referred back to me.

OR
The thesis is not acceptable in the present form but may be accepted subject to []
modification/clarification/revision. (Please enclose your suggestions for modification etc. desired)
After modification, the thesis should be referred back to me for final assessment.

OR
The thesis be rejected. (Please enclose your comments). []

Place:

Date:

Signature of the Examiner

Name :

Address:

Encl:

- A. A detailed report on separate sheet(s), including general and critical appreciation of the thesis
- B. List of points for clarification.
- C. Questions to be asked at the time of viva voce

Appendix-XIX

STAREX UNIVERSITY, GURUGRAM, HARYANA

Add: NH 48, P.O. - Bhorakalan, Village - Binola, Gurugram – 122413, Haryana (India)

FORMAT OF EXAMINER'S REPORT ON REVISED THESIS

Recommendation on Revised Ph.D. Thesis

Name of the Candidate

Title of the thesis

Please give your specific recommendation by ticking any one of the following, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

The thesis be accepted for the award of the Ph.D. degree []

OR

The thesis be rejected (Please enclose your comments). []

Place

Date

Signature of the Examiner

Name and Address of the Examinees

Encl. Detailed report on separate sheet(s)

FORMAT FOR Ph.D. VIVA-VOCE

1. Name of the candidate
2. Department
3. Title of the thesis
4. Date of viva-voce
5. Name and address of the external examiner
6. Name of the supervisor/co-supervisor
7. Examiners Report

**Signature of Internal Examiner (s)
(Supervisor & Co-Supervisor)**

Signature of External Examiner

Recommendations of DRC:

(Signature of Chairman DRC/Head of the Department)

Forwarded by the Dean of the Faculty:

Ph.D. VIVA-VOCE REPORT

1. Nome of the candidate
2. Department
3. Title of the thesis
4. Date of vive-voce
5. Name and address of the external examiner
6. Name of the supervisor & co-supervisor:
7. Examiners Report

**Signature of internal Examiners)
(Supervisor & Co-Supervisor)**

Signature of External Examiner

Recommendations of DRC

(Signature of Chairman DRC Head of the Department)

Forwarded by the Dean of the Faculty

[illegible]

Signature of External Examiner

Appendix-XXI

Application for UGC-NET Exemption Certificate/Certificate for Compliance of Ph.D. Degree with UGC Regulations 2016/2022

I,.....(Name)Enrolment No.....pursued
Ph.D. in (Subject) during the academic year,
submitted my thesis on the
topic.....
.....
.....

I have nos. of publications in refereed journals & nos. of publications in the
other journals and have made nos. presentations in seminars/conferences based on my
research work. I have completed the course work within the prescribed duration.

1. DETAILS OF PEER REVIEWED JOURNAL PUBLICATIONS

Sr.No.	Name of the Journal	Title of the Research Paper	Year/Vol. No./Page No.	Enclosures
1.				
2.				

2. DETAILS OF OTHER JOURNAL PUBLICATIONS

Sr.No.	Name of the Journal	Title of the Research Paper	Year/Vol. No./Page No.	Enclosures
1.				
2.				

3. DETAILS OF PRESENTATIONS

Sr.No.	Title of the Presentations made	National/International	Name of the Sponsoring/Funding Agency	Venue, Date, Month & Year of Seminar/Conferences Held	Enclosures

1.					
2.					

4. Date of Viva Voce examination held on:

5. Date of effect of Ph.D. Result Notification:

Enclosed: Documents in support of the above are attached.

Particulars	Yes/No
Copy of Provisional Certificate/ Original Degree	
Proof of Publication/s	
Conference Certificate/s	

I hereby undertake that, if any of the details furnished by me above are found to be false/incorrect, I will be solely held responsible for the same and all the resultant consequences. I also understand that the University reserves the right to take any appropriate action against me in such instance.

Signature of the Student

We hereby certify that the above particulars as declared by the student are true and correct to the best of our knowledge & belief.

SUPERVISOR

HEAD

DEAN Academics
(Signature with Seal)

Recommended and forwarded to Controller of Examinations (CoE)