ITM SKILLS UNIVERSITY

Established under the 'Maharashtra Self-Financed Private Skills University,

Vide 'ITM Skills University, Navi Mumbai Act, 2022 (Mah. Act No. X of 2023)

RESEARCH POLICY – 2024

&

Minimum Standards and Procedures for Award Ph.D.

University Campus :

ITM Skills University Navi Mumbai

Plot 25 & 26, Institutional Area, Sector 4, Kharghar, Navi Mumbai, Maharashtra 410210.

Website: www.isu.ac.in

Ref.no.: ITM-ISU/PhD/DRC/2024-25/19072024/008   **Date:19.07.2024**

In pursuance of the resolution passed by the Doctoral Research Committee (DRC) at its meeting held on 19.07.2024 vide resolution no.

It is hereby notified to all concerned that the ITM Skills University, Navi Mumbai has published its first "Research Policy Document" and the "Minimum Standards and Procedures for Award of Ph.D. Degree" for information to all the concerned.

The first Research Policy Document mainly comprises of the following points:

1. Introduction
2. General Guidelines.
3. Journal for publications.
4. The Research Support.
5. Norms and Standards for submission of Research Proposals.
6. Research Funding.
7. Research Incentives.

The Research Policy Document will serve as detailed guidelines and will be useful to all the concerned. This will come into force with immediate effect.

Dr. Kiran Shrikant Rane

Registrar

Copy to :

1. Hon'ble President
2. Hon'ble Executive President
3. Hon'ble Vice Chancellor
4. Hon'ble Pro-Vice Chancellor
5. Director – Research
6. Director – IQAC
7. Director – Board of Assessment & Evaluation
8. Finance Officer
9. All the Deans of the Institutes.
10. Web support team for uploading on ISU Website.

Enclosed: As above.

Doc./Ref. No:	• **The University Grants Commission (Minium Standard and Procedures for Award of Ph.D. Degree) Regulations 2022issued through Gazette notification dated 7th November 2022 available on the UGC website i.e. www.ugc.ac.in.** • **Guidelines for establishment of Research & Development Cell in Higher Education Institutions published by UGC dated March 2022.**
Name of Policy:	**RESEARCH POLICY**
Effective Date:	**19th July 2024**

Document details:

Prepared By	Date	Reviewed By:	Date	Approved by	Date
Registrar	21/06/2024	Vice Chancellor / BOM	21/06/2024	BOM	21/06/2024
		RAC / DRC	19/07/2024	RAC / DRC	19/07/2024

Change History:

Version No.	Section	Changed by	Date	Remarks/Details

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Section – I: ITM Skills University: Research Policy

Preamble

ITM Skills University is dedicated to advancing knowledge through innovative research and promoting a culture of academic excellence.

This Research Policy aligns with the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2022, as per the Gazette notification dated November 7, 2022, and the UGC Guidelines for the Establishment of Research & Development Cells in Higher Education Institutions, dated March 2022.

This policy aims to create a strong framework to promote high-quality research, ensure ethical practices, and contribute to societal development.

This Research Policy outlines ITM Skills University's commitment to advancing knowledge through rigorous and ethical research practices. By fostering a supportive and dynamic research environment, the university aims to make significant contributions to the academic community, industry, and society.

These Guidelines shall be in force with immediate effect.

Vision, Mission and Objectives

Vision
To put in place a robust mechanism for developing and strengthening the research ecosystem within the University

Mission

- To create a congenial ecosystem environment for enhanced research productivity.
- To promote collaboration across industry, government, community- based organizations, and agencies at the local, national, and international levels.
- To facilitate greater access to research through optimum utilization and mobilization of existing resources and funding.

Objectives

1. To promote Research Culture. Encourage a thriving research environment that stimulates innovations and critical thinking.

2. To ensure Quality and Integrity. Uphold high standards of research integrity, ethics, and quality in line with UGC regulations and international best practices.

3. To enhance research infrastructure. Develop state-of-the-art facilities and support system to enable advanced research activities.

4. To build an organisational structure with role-based functions of Doctoral Research Committee (DRC) / Research Advisory Committee (RAC),

formulate Research Policy for the University, identify thrust areas of research, and form related cluster groups/ frontline teams/consortia of researchers.

5. To help the University create Research Policies for recruitment of research personnel, procurement of equipment, and financial management with sufficient autonomy to the Principal Investigator(s) and propagate research outcomes to stakeholders and the public at large.

6. To put in place policies to promote researchers and innovators, identify potential collaborators from industry, research organizations, academic institutions & other stakeholders for cooperation and synergistic partnerships.

7. To encourage Interdisciplinary Research.

8. To Support Faculty and Student Research. Provide opportunities, funding, and incentives for research initiatives by faculty and student.

9. To act as a mediator between researchers & relevant research funding agencies, provide guidance in preparation & submission of project proposals and post-sanctioning of the grants to supervise adherence to timelines.

10. To create mechanism for coordination among other cells/centres dealing with University-Industry Inter Linkage, Incubation, Innovation and Entrepreneurship Development and Intellectual Property Rights (IPR).

11. To develop an Institutional Research Information System through IQAC for sharing the status of ongoing/ completed research projects/Programmes, expertise & resources, etc., making effective use of Information & Communication Technology (ICT) for preparing the database of in-house experts to provide industrial consultancy and services.

12. To strengthen collaborations. Builds a strong partnership with industry, government, and academic institution to enhance research outcomes and social impact.

13. To engage & optimally utilize the services of superannuated active faculty/scientists in research capacity building of talented young minds and promote mobility of researchers across institutions and R&D Labs.

14. To serve as nodal centre for ideation and conceptualization of research topics/themes, across the disciplines, by organizing workshops and training programs and ensuring the integrity and ethical practices in research activities including clearance of ethical committee wherever and whenever needed.

15. To monitor and evaluate research activities. Establish a robust mechanism for the continuous monitoring and evaluation of research activities to ensure compliance with established standards.

Functions:

The establishment of the Research and Development Council (RDC) at ITM Skills University aims to foster a robust research ecosystem that ensures impactful and sustained research output. The core elements of this ecosystem include:

Generation of Knowledge: Promoting the discovery and dissemination of new knowledge through high-quality research.

Facilitation of Research: Providing support and infrastructure necessary for effective research activities.

Innovation and Technology Development: Encouraging the development of innovative solutions and technologies that benefit industry and society.

These elements are supported by:

1. Human Resources: Cultivating a talented pool of researchers and faculty members who drive research initiatives.

2. Intellectual Capital: Leveraging the knowledge and skills within the university to advance research objectives.

3. Governance: Establishing clear regulations and policies to guide research activities and ensure compliance.

4. Financial Resources: Securing funding and grants to support research projects and initiatives.

By integrating these components, the RDC will create an environment that nurtures research excellence and drives advancements in various fields, contributing significantly to both academic and societal progress.

Expected Outcomes:

- Increase in number of quality research publications.
- Enhancement in filed, published and granted patents.
- Increased visibility of the University as research institute, thus attracting better talent in its staff and students.

Implementation:

- The effective date for enforcement of this policy is 2nd June,2024.
- For calculation of incentives, the start and end dates will be defined by the calendar year.
- All the achievements requested for incentives points should be with the ITM skills university".
- The policy can be withdrawn at any point of time without any formal notice to anybody. University reserves the right to modify or amend this policy in whole or in part at any time – with or without notice.
- All benefits will lapse if the faculty member leaves the organization.
- If even after disbursement of the incentive, if the awardee is found

supplying wrong, incorrect or incomplete information, whole amount of cash incentive will be reclaimed back

- For any research activity, which is done in collaboration with other Institute/Lab or University, only the faculty member of ITM Skills University shall be entitled for Research Awards or Cash Incentives or any. The external member shall not be entitled for any benefits.

About the Research Advisory Committee (RAC) or Doctoral Research Committee (DRC)

The RAC or DRC plays a crucial role in maintaining the integrity and quality of the Ph.D. program, ensuring that the research conducted under its supervision meets the highest academic standards and contributes to the field of study.

The Research Advisory Committee (RAC) or Doctoral Research Committee (DRC) oversees the Ph.D. program, including admissions, research progress, and evaluations.

The establishment of the RAC or DRC would facilitate the creation of a research ecosystem for impactful and sustained research output. The essential elements of such an ecosystem, viz., generation of knowledge and facilitation of research, innovation and technology development for industrial & societal benefits, are addressed by human resource (researcher & faculty), intellectual capital (knowledge & skills), governance (regulation & policies) and financial resources (funding & grants).

The main functions of the Research Committee

REF.: GUIDELINES PUBLISHED BY THE UNIVERSITY GRANTS COMMISSION (UGC), MARCH 2022.

1 To formulate policy on all research related matters which impact on the strategic objectives of the University.

2 To consider and make recommendations on matters of policy relating to research.

3. The Research Committee is responsible for the overall performance of the research activities of the University.

4. The primary responsibilities of the committee are Exploring possibilities of research collaborations, nationally and internationally for long term development.

5. To contribute to the efficient operation of an organization. In most cases, a committee is concerned with the communication of information and with assisting the leadership in the decision-making process by providing needed information.

The Roles and Responsibilities of the Research Advisory Committee (RAC) / Doctoral Research Committee (DRC)

1. Approval of Research Proposals:

- Evaluate and Approve: Review and approve the research proposals submitted by Ph.D. candidates to ensure they meet the academic standards and align with the university's research priorities.
- Feedback: Provide constructive feedback and suggest necessary modifications to enhance the quality and feasibility of the research proposal.

2. Supervision and Guidance:

- Appoint Supervisors: Recommend suitable supervisors for Ph.D. candidates based on their research interests and expertise.
- Monitor Progress: Regularly monitor and evaluate the progress of the research work of Ph.D. candidates through periodic progress reports and meetings.
- Support: Provide academic support and guidance to Ph.D. candidates to help them overcome research challenges and achieve their research goals.

3. Evaluation and Assessment:

- Conduct Reviews: Organize and conduct periodic reviews, including presentations and seminars, to assess the progress and quality of the research work.
- Pre-Submission Review: Conduct a pre-submission review of the thesis to ensure it meets the required standards before it is submitted for final evaluation.
- Viva Voce: Arrange and conduct the viva voce examination to evaluate the candidate's research work and thesis.

4. Regulatory Compliance:

- Ensure Adherence: Ensure that all Ph.D. candidates and supervisors adhere to the UGC regulations, university policies, and ethical guidelines related to research.
- Documentation: Maintain proper records of all decisions, evaluations, and approvals related to the Ph.D. program.

5. Conflict Resolution:

- Address Issues: Address any issues or conflicts that arise during the Ph.D. process, including disputes between candidates and supervisors, and take appropriate measures to resolve them.

6. Quality Assurance:

- Maintain Standards: Ensure that the quality of research work is maintained at the highest standards and that the research contributes to the advancement of knowledge in the respective field.
- Ethical Conduct: Promote and enforce ethical conduct in research, including the proper citation of sources, avoidance of plagiarism, and compliance with ethical guidelines.

7. Reporting:

- Regular Reports: Provide regular reports to the academic council and other relevant bodies of the university regarding the progress and status of the Ph.D. program.
- Annual Review: Conduct an annual review of the Ph.D. program to identify areas for improvement and implement necessary changes.

8. Coordination and Communication:

- Facilitate Communication: Facilitate effective communication between Ph.D. candidates, supervisors, and other university authorities to ensure smooth functioning of the Ph.D. program.

- Information Dissemination: Disseminate relevant information and updates related to the Ph.D. program to all stakeholders.

9. Professional Development:

- Encourage Participation: Encourage Ph.D. candidates to participate in conferences, workshops, and seminars to enhance their research skills and knowledge.
- Skill Development: Support initiatives aimed at the professional and skill development of Ph.D. candidates.

Types of Research Committees

- Research Advisory Committee (RAC) / Doctoral Research Committee (DRC)
- Finance and Infrastructure Committee
- Research Program, Policy Development Committee
- Collaboration and Community Committee
- Product Development, Monitoring and Commercialization Committee
- Ethical Matters, IPR & Legal Committee
- Research Promotion Incentive Committee (RPIC)

Structure of the Research Advisory Committee (RAC) / Doctoral Research Committee (DRC).

As per the guidelines of the University Grants Commission (UGC), the constitution of the RAC or DRC at ITM Skills University shall be as follows:

1. Chairperson: Vice-Chancellor: The Chairperson will be responsible for overall guidance and oversight of the committee.

2. Convener: Dean – Research: The Convener will coordinate the activities of the committee, including meetings, documentation, and communication with Ph.D. candidates and supervisors.

3. Members: Senior Faculty Members:

- At least three senior faculty members from the department or related disciplines, who are recognized Ph.D. supervisors.
- These members should have substantial research experience and publications in reputed journals.
- **External Expert:** One external expert in the relevant field from another academic or research institution. The external expert should be an active researcher with significant contributions to the field.
- **Subject Experts:** Additional subject experts may be included as members based on the research areas of the Ph.D. candidates under review.

4. Ph.D. Supervisor: Primary Supervisor: The primary supervisor of the Ph.D. candidate whose research proposal or progress is being reviewed will be a member for that specific review.

- **Co-Supervisor (if any):** If the Ph.D. candidate has a co-supervisor, they will also be included as a member for the candidate's review.

5. Special Invitees (if required): Industry Experts / Practitioners:

- In cases where the research has significant industry relevance or practical applications, experts from industry may be invited as special invitees.

Additional Faculty Members:

- Additional faculty members with specific expertise relevant to the research topic may be invited as special invitees.

6. Administrative Support: Research Coordinator:

- A designated research coordinator or administrative staff member will provide support for organizing meetings, maintaining records, and facilitating communication between the committee and Ph.D. candidates.

	ITM SKILLS UNIVERSITY, NAVI MUMBAI			
	Constitution of the Research Advisory Committee (RAC) / Doctoral Research Committee (DRC)			
	As per the guidelines of the University Grants Commission (UGC), the constitution of the Research Advisory Committee (RAC) / Doctoral Research Committee (DRC) shall be as follows:			
Sr.No.	Designated Members	Nomination	Name of the member (s)	Designation
1	Chairperson	Vice-Chancellor	Dr.Jaywant V Shelar	Vice Chancellor
2	Member Secretary	Registrar	Mr.Kiran Rane	Registrar
3	Convener	Head of the Department / School	Dr.Sangeeta Trott	Dean - Research
4	Members	Senior Faculty Members:	Dr.Lakshmimohan	Pro-VC & Dean, Management Programs
5	Members	Senior Faculty Members:	Dr.Sankalp Rao	Dean, Health Science Programs
6	Members	Senior Faculty Members:	Ms.Purva Tawade	Dean, Hospitality Programs
7	Members	Senior Faculty Members:	Ms.Nisha Ramkishan Chanda	Dean, Design and Media Programs
8	Members	External Industry Experts / Academicians	Gordhan Saini	Professor Mumbai Campus, Chairperson, Centre for Social and Organisational Leadership, School of Management and Labour Studies
9	Members	External Industry Experts / Academicians	Dr. Prof. Azizuddin Khan	Professor, IIT Mumbai.
10	Members	External Industry Experts / Academicians	Dr. Prof. Sumi Jha	Professor, IIM Mumbai
11	Members	Subject Expert Members	Dr.Saritprava Das	Dean- Academics
12	Members	Subject Expert Members	Dr.Deepthy Raghavendra	Professor
13	Members	Subject Expert Members	Dr.Sankalp Srivastav	HOD- MBA Program
14	Members	Subject Expert Members	Dr.Snigdharani Mishra	Dean - Admissions
15	Members	Special Invitees (If required)	-	-
16	Members	Research Coordinator	Ms.Radha Patil	Research Associate

Research Funding

1. Internal Grants: Allocate university funds for seed grants, travel grants, and research fellowships.

2. External Grants: Encourage researchers to apply for funding from government agencies, industry partners, and international bodies.

3. Resource Allocation: Ensure transparent and equitable distribution of research funds based on merit and strategic priorities.

Research Incentives

1. Recognition and Awards: Implement a system of recognition, awards, and incentives for outstanding research contributions.

2. Performance Appraisal: Incorporate research output into faculty performance appraisals and promotions.

3. Publication Support: Provide financial and administrative support for publishing research findings in high-impact journals.

The Research Promotion Incentive Scheme (RPIS)

Research Promotion Incentive Scheme **(RPIS)** duly comprising of following will be meeting on regular basis to take decisions and submit its final recommendations to RAC / DRC / Hon'ble Vice Chancellor for final approval.

Annual Research Excellence Awards

Eligibility and frequency

- All faculty members on rolls of ITM Skills University for at least six months.
- Should have accrued a minimum no. of bonus points as mentioned in Table 1
- Frequency of the award is Annual

Cash incentive will be given in two categories as per table 1 on accumulated bonus points as detailed in section 7 to 12.

Table 1

Category of award	Minimum Bonus points to be accrued over the year to be eligible for the award	Amount of reward money (INR)
Eminent Researcher award	100	20000
Outstanding Researcher award	60	10000

Eligibility and frequency

- Only the Authors and faculty members of ITM Skills University
- Cash incentive will be disbursed only once in six months.

RPIC will be taking into consideration the impact factor of the journals as well to decide on the final incentive amount.

Papers presented at conferences and later being published in journals will be treated as conference papers/book chapters only (as the case may be) and hence would not be eligible for any kind of cash incentives. Kindly note only Scopus indexed, ABDC indexed publications will be considered.

Addendum: Papers presented at conferences and later getting published in Book proceeding will be treated as book chapters and hence not eligible for any incentive but will be eligible for bonus points.

Process:

a. Whenever paper is to be communicated to any conference/journal, it is necessary to obtain UINC (Unique Identification number for communication) from the research department
b. As soon as the paper gets published in the journal or conference paper gets indexed in Scopus, the UINP (Unique identification number of Publication) is to be obtained from the research department The research department will collate a list of research publications on the basis of the quarterly notifications, UINC and UINP by the 15th day of July and January.

Dissemination of cash incentive and bonus points:

c. Once the list of awardees is approved, the authors of such papers will be required to declare their percentage of share of the total cash reward in a separate declaration to the research department.
d. The list of such amounts and awardees will be placed to the finance committee for approval, following which the amount will be disbursed.

To promote participation in conferences eligibility and frequency:

a. Conference has to be Scopus / SCI indexed
b. Staff members willing to avail themselves of support must have served ITM for at least 3 months.
c. Staff member should have obtained UINC from

Cash support for travel to conferences

Table 2

Nature of conference	Role in the Conference	Eligibility condition	Support to be provided	Periodicity of being eligible to seek support
Conference being held in India | proceedings to be indexed in	Presenting a research paper	Minimum 3 months of service with The university	Travel grant + registration fee subject to a Maximum amount of INR	2 times in a year

Scopus			20,000	
	Delivering an invited talk#	No such condition		2 times in a year
	Chairing a session#			Once in a year

 # In case of a Role of a session chair or an Invited speaker, 50 % of the total sanctioned amount will be disbursed before the travel and rest of the 50 % after satisfactory submission of all the necessary invoices and getting a certificate of conduct of a presentation in the department. Amount only on pro-rata basis will be recommended by RPIC in case of availability of financial support from external sources.

Process:

    A. A Google form at the link is to be filled by the staff member seeking support to present his/her research work in a conference paper.

    B. After verification at the Office of research department), recommendation will be made to the Vice Chancellor (VC) for approval

Disbursement / Reimbursement of cash support:

The amount will be presented to the finance committee, post which the amount will be disbursed to the faculty member as per the table 3.

To promote quality of publications eligibility and frequency:

Only those papers will be taken into consideration for count of citations, which have got published in last 3 calendar years and authors of the ITM Skills University will get Bonus points and cash incentives:

Bonus points will be accumulated as per table 3

Table 3

Achievement/Activity	Bonus points
Citations between 01-04	2
Citations between 05-10	5
Citations between 11-20	10
Citations between 21-30	15

Process:

The research department will prepare a database of citations of papers through third party resources and bonus points will be accumulated as per table 4.

External Funding for Research Projects eligibility and frequency:

- Staff members should be on regular roles of ITM Skills University.
- A copy of the proposal has been submitted to the office of the Registrar.
- Acknowledgement of the final submission of the project to the concerned agency has been submitted to the office of the Registrar.

Bonus points will be accumulated as per table 4.

Table 4

Achievement / Activity | Amount finally credited in University account in the calendar year)	Bonus points (Principal Investigator)	Bonus points (Co Investigator)
More than 1 Lakh but less than 5 Lakh	10	5
More than 5 Lakhs, but less than 30 Lakhs	15	8
More than 30 Lakhs, but less than 50 Lakhs	20	10
More than 50 Lakhs, but less than 1 Crore	30	15
More than 1 Crores but less than 2 Crores	40	20
More than 2 Crores	60	30

Process:

    a. Any staff member willing to submit the project for extramural funding approaches the Registrar Office with complete copy of the proposal (at least 3 days prior to the deadline)

    b. After a single cycle of scrutiny, the forwarding letter is signed by the Registrar.

    c. If there is need of seed money, a separate application is submitted in the prescribed format available with the office of the Registrar.

Disbursement of support:

After due scrutiny, the sanctioned amount is disbursed to the vendors for establishment of facility.

To promote consultancy eligibility and frequency

- Staff members on roles of ITM Skills University.
- Staff member should have filled the form available at the research department
- The amount should have been received in the name of ITM.
- Frequency – as and when

Table 5

Consultancy worth INR (*based on the amount actually deposited in the account of the Faculty)	Bonus points	Cash incentive
5000 to 10000	05	60% of the consultancy amount paid back to the faculty member after deduction of due expenses *(if any)* made by the university on travel etc.
10001 to 20000	10	
20000 to 30000	20	
30000 to 40000 And so on….	30	

Process

    a. Any staff member who is willing to take up a consultancy project approaches the Office of Patent Facilitation & Consultancy (OPFC) and fills up the Agreement of Project Work (APW) format.

    b. The consultancy project is taken up and the payments are received in the name of ITM University

Dissemination of Cash incentive

As soon as the consultancy amount is credited to the ITM Account, 60% of this amount will be disbursed to the faculty in charge of the consultancy.

To promote filing patents eligibility and frequency:

- Staff members serving ITM University
- Staff member should have filed the patent with the University affiliation and through OPFC

Cash incentive and Bonus points: Bonus points and cash incentive are awarded as per table 6.

Table 6

Achievement / Activity | Regarding patent	Bonus points (Innovator)	Bonus points (Co-innovator)	Cash incentive
Filing a patent	12	4	100% patent filing borne by the university, and commercial rights with the University.
Grant of a patent	30	10	All maintenance charges borne by the university.

Process:

a. Any staff member, who is willing to file patent, approaches Office of Patent Facilitation & Consultancy (OPFC) with the invention disclosure form
b. OPFC approaches the panel of patent attorney for vetting the idea and drafting the claims for filing the patent
c. The draft is approved by the staff members and innovators
d. The innovators decide their share of commercial benefits while signing the MoU with the university

The patent is filed

Dissemination of the cash incentive :100% patent filing fee is borne by the university.

Section II: Minimum Standards and Procedures for Award of Ph.D. Degree
General Guidelines

1. Research Conduct: All research activities must adhere to ethical standards, UGC regulations, and the University's Code of Conduct for Research.

2. Approval Process: Research proposals must be submitted to the RAC/DRC for approval before initiation.

3. Documentation: Researchers must maintain detailed records of their research activities and findings.

Eligibility for Admission to Ph.D. Program:

- Candidates must have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed).
- A professional qualification such as CA, CS, ICWA or any other qualification equivalent to master's degree having 55% in bachelor's degree.
- As per the New Education Policy (NEP-2020) a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
- A relaxation of 5% of marks, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently abled and other categories of candidates as per the decision of the Commission from time to time.

For Working Professional:

- Employees or teachers serving in academic institutions, government organizations, or industry are eligible to apply for a Ph.D. program subject to fulfilment of an educational qualification criteria as per the UGC norms.
- Candidates must submit a No Objection Certificate (NOC) from their employer at the time of admission.
- The Working Professional candidates will be permitted subject to the fulfilment of UGC Notification published on dated 7th November 2022 clause no. 13(2) i, ii, iii to be completed.

    i.   The candidate is permitted to pursue studies on a part-time basis.
    ii. His/her official duties permit him/her to devote sufficient time for research.
    iii. If required, he/she will be relieved from the duty to complete the course work.

Admission Process

1.The admission process will consist of the following:

Sr.no	Criteria	Weightage
1	Entrance test (online)	70%
2	Personal Interview	30%

Students who have secured 50% marks in the entrance test are eligible to be called for the interview.

1.The university will conduct its own Ph.D. entrance examination **(online).**However, candidates who are NET qualified will be exempted from the entrance exam .

2.Personal Interview (Proposal presentation) will be conducted **IN PERSON** at Campus.

3.Names of the selected candidates will be displayed on the university website.

Ph.D. Entrance Test (PET):

- Candidates who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holders or have passed M.Phil. program are exempted from the entrance exam but must appear for the interview.
- Candidates must qualify for the PhD entrance examination conducted by ITM Skills University.
- Entrance exam will be conducted offline / online mode as per the UGC norms.

Pattern of Entrance Test Paper:

- The entrance test will comprise two sections: Research Methodology (50%) and Subject-Specific Questions (50%).
- Duration of the test: 3 hours.
- Total marks: 100.

Schedule of Entrance Test:

- Application Start Date:
- Application End Date:
- Communication to the shortlisted candidates:
- ITM Written Test (PhD Entrance Test / PET):
- Notification to selected candidates (Announcement of Results):
- Personal Interview:
- Registration and Inauguration:

Exemption from PET:

- Candidates who have qualified UGC NET, CSIR NET, GATE, or equivalent national level examinations are exempted from PET.
- Candidates with an M.Phil. degree (obtained through a regular mode and with coursework) are also exempted from PET.

Entrance Test Syllabus:

The syllabus for the PET includes:

- Research Methodology: Research design, data collection, analysis, and interpretation, ethical issues in research, etc.

- Subject-Specific Topics: Based on the chosen discipline. Detailed syllabus is available on the university website: https://www.isu.ac.in/phd/

Ph.D. Program Fees:
- Application Fee: ₹ 2000/-
- Admission Processing Fee (Includes Entrance Test Fee & Interview) : ₹ 2500/-
- Tuition Fee (₹ 120000 p.a.): ₹ 360000/-
- Examination Fee : ₹ 10000/-
- Library Deposit : ₹ 5000/-
- Registration Fee : ₹ 10000/-
- Approval of Synopsis of PhD Thesis Topic: ₹ 15000/-
- PhD Thesis Submission: ₹ 25000/-
- Total Fee : ₹ 4,29,500/-
- Other Fees: As per university norms.

IMP Note:

1.The total fees for the Ph.D. program is 450000/- (includes other fees) payable in instalments as per the fee structure.

2.50% for ITM employees, spouse, children and immediate relatives as per HR only ITM Employee himself or herself or spouse or children only.

3.30% discount for ITM Alumni (For full time PGDM Students).

Instructions for Filling Up Online Application Form:
- Visit the university website: https://www.isu.ac.in/phd/
- Register with a valid email ID and phone number.: Email ID: PHD ITM phd@itm.edu Contact No.: +91 8424007528
- Fill in the required details in the online application form. / Download the PDF application form and fill up the information.
- Upload scanned copies of required documents. / Attached the required copies of an attested documents along with passport size photograph.
- Pay the application and entrance test fees online.
- Submit the completed application form and take a printout for future reference. / Submit the completed application form.

Documents Required Checklist:
- Recent passport-sized photograph.
- Scanned signature.
- Mark sheets and certificates of all previous academic qualifications.
- Proof of age (Birth certificate/10th certificate).
- Caste certificate (if applicable).
- Scorecard of UGC NET/CSIR NET/GATE (if applicable).
- M.Phil. degree certificate (if applicable).
- Any other relevant documents.

- Additionally for working professionals it is mandatory to submit a "No Objection Certificate" from the appropriate authority in the organization where the candidate is employed, clearly stating that:
    - i.   The candidate is permitted to pursue studies.
    - ii.   His/her official duties permit him/her to devote sufficient time for research.
    - iii.   If required, he/she will be relieved from the duty to complete the course work.

General Instructions:

- Ensure that all information provided is accurate and verifiable.
- Incomplete applications will be rejected.
- Keep a copy of the submitted application form and fee receipt.
- Candidates must carry a valid photo ID to the entrance test centre.

Duration of the program

1. Ph.D. program shall be for a minimum duration of two years excluding three years including course work, and a maximum of six years.

2. Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned, but not beyond more than two years.

Research Proposal: Norms and Standards for Submission of Research Proposals

1. Format: Research proposals must follow the prescribed format, including objectives, methodology, expected outcomes, and budget.

2. Review Process: Proposals undergo a rigorous review by the RAC/DRC, including peer review and ethical scrutiny.

3. Timeline: Researchers must adhere to submission deadlines and progress reporting schedules.

Coursework:

- All candidates admitted to the PhD program must complete the prescribed coursework within the first year.
- The coursework may include research methodology, specific subject knowledge, and other relevant topics as decided by the university.
- Course work to be attended in person or online (Hybrid Mode).
- Course work examination to be conducted offline and the candidate need to attend in person.
- Minimum number of the credit requirement for the Ph.D. program should be at least 12 credits and a maximum of 16 credits.

IMP Note:

1.It is mandatory for the students to complete course work. All candidates admitted to the Ph.D. programs shall be required to complete the course in one to two semesters. A minimum of 75% attendance is mandatory in the coursework.

2.Course work will be conducted in **HYBRID** mode.

3.The Ph.D. course work **written exam** will be conducted in **PERSON** at campus.

4. A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 10-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the program and submit the thesis.

Supervisor / Guide:

- Each PhD candidate will be assigned a supervisor from the university faculty.
- In case of supervisor from the candidate's workplace (if applicable) may also be appointed with mutual agreement.

Who can be a guide and how many Ph.D. Scholar's a guide can have?

Designation	Can Guide Maximum number of Ph.D. Scholar
Professor	8
Associate Professor	6
Assistant Professor	4

Allocation of Supervisor

The Ph.D. candidate will be allocated to a Supervisor (Ph.D. guide) and has to work in close coordination with the supervisor and meet in **PERSON (**at least once a year). Progress credit seminar will be conducted twice a year in ONLINE/OFFLINE mode

Research Progress:

- Candidates are required to submit bi-annual progress reports duly signed by the supervisor in person.
- Candidates must participate in periodic online/off-line reviews and submit progress reports as per the university's schedule.
- Candidates must spend a minimum of six months in the university during the entire duration of the PhD program. This period can be spread over multiple visits.
- Candidates must attend mandatory workshops, seminars, and presentations as scheduled by the university.

Journal for Publications

- Candidates must publish at least two research papers in peer-reviewed journals before the submission of their thesis.

- Candidates must also present their research work at national or international conferences.

1. Preferred Journals: Researchers are encouraged to publish in reputed national and international journals indexed by Scopus, Web of Science, or listed in the UGC-CARE list.

2. Open Access: Promote the publication of research in open access journals to enhance visibility and accessibility.

Research Support

1. Training and Development: Organize workshops, seminars, and training programs to enhance research skills.

2. Administrative Assistance: Provide support for proposal writing, project management, and compliance with regulatory requirements.

3. Technical Resources: Ensure access to advanced research tools, databases, and laboratory facilities.

Examinations and Evaluation:

- The thesis submitted by the PhD candidate will be evaluated by a panel of experts, including at least one external examiner.
- Candidates must defend their thesis in an open viva-voce examination.

IMP Note:

Process for submission of Thesis

Upon satisfactory completion of course work, the Ph.D. Scholar shall be required to undertake research work and produce a draft/dissertation/thesis.

Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee which will be open to all research scholar students and faculty members.

Final Ph.D. defense viva

After completion and submission of thesis the candidate will have to appear for Ph.D. final viva in **person** at Campus.

Ethical Considerations:

- Candidates must adhere to ethical guidelines and ensure that their research is original and free from plagiarism.
- Any violation of ethical standards may result in the cancellation of the PhD registration.

UGC Regulations

These guidelines are formulated to ensure that the PhD program at ITM Skills University meets high academic standards and provides flexibility to working professionals pursuing research based on the "Guidelines for establishment of Research Development Cell", and "Gazette released on November 7, 2022, of Minium Standards and Procedures for Award of Ph.D. Degree Regulations, 2022 by the UGC"