

**OFFICE OF DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

*Ref. No. _____
January 20, 2023*

CIRCULAR

As desired by the competent authority, link of UGC guidelines on Minimum Standards and Procedure for Award of Ph.D. (2022) duly adopted by the governing body, Panjab University is given below:

https://www.ugc.ac.in/pdfnews/0909572_Minimum-Standards-and-Procedure-for-Award-of-PhD-Degree.pdf

In addition, following rules are also laid down to streamline the Ph.D. mentorship process:

Conflict Resolution among Research scholars and supervisors:

1. The supervisor will sign the documents required for release of fellowship of the scholar in time. In case, it is not signed in time, the supervisor will submit the reason for not signing in a written note to the chairperson. In case, the document is delayed by 15 days for no specific reason by the supervisor, the Chairperson/ Director, R&DC is authorized to sign it on behalf of the supervisor.
2. The Chairperson of the department should forward any document regarding the release of fellowship, thesis evaluation process, viva-voce etc to the competent authority within 5 working days. In case, it is not done the Chairperson will submit the reason for not signing- in a written note to the Director, R&DC. In case, the document is delayed by 15 days for no specific reason by the Chairperson, the Director, R&DC is authorized to sign it on behalf of the Chairperson.
3. If a research scholar has a grievance against the supervisor he/she should first give his/her request for redressal to the supervisor through email, if it is not resolved within 5 working days, then it should be forwarded to the Chairperson who should try to resolve in JAAC within 5 working days, if not resolved it should be forwarded to the DUI.

No scholar will bypass this channel.

Similarly, in case the supervisor has a problem with the scholar, then the scholar should also be informed through email, and thereafter will approach the Chairperson/ JAAC and DUI.

No complaint will be entertained at the DUI level if this channel is bypassed.

4. Any conflict among the research scholar and supervisor should be resolved at the level of JAAC. If it fails to resolve only then it should be forwarded to the Dean of University Instruction.
5. Care should be taken to facilitate the research scholar for doing quality research by the supervisor, JAAC and Chairperson, however, rigour of the process should not be diluted at any cost.

Asstt. Registrar (DUI)

Issued to:

1. Director Computer Centre for circulation
2. D.R. (Gen) along with original file
3. Director R&DC for information