

Standard Operating Procedure (SoP) for Part Time PhD candidates and Institutions

1. The institution is required to ensure the registration of selected Part Time PhD candidate(s) on PhD scheme portal without any fail. Any Part Time PhD candidate who is not registered under the scheme will not be eligible for support.
2. The institution is required to ensure timely submission of periodic reports of the progress of the Part Time PhD candidate(s) to PhD Cell, Digital India Corporation (DIC), MeitY, whenever sought. The Part Time PhD candidates would be required to submit other report(s)/details w.r.t. their research work in specific format, whenever sought by PhD Cell, DIC, MeitY.
3. The Part Time PhD candidate is required to update the details of publications/patents/start-ups etc. generated during his/her Part Time tenure on PhD Scheme portal.
4. The candidate(s) and the institutions are required to comply with the guidelines of the scheme and periodic directions of PhD Cell, DIC, MeitY.
5. The institution is required to immediately inform PhD Cell, DIC, about any drop outs/termination of Part Time PhD candidate(s) registered under the scheme.
6. There is no provision for admitting any substitute candidate in place of dropped out or terminated Part Time PhD candidate(s).
7. The selected Part Time PhD candidates should not be availing any PhD Fellowship/scholarship from any other scheme of Central or State Government. Those who avail such Fellowship/scholarship/stipend from any Central or State Government are not eligible for support on completion of PhD.
8. The institution is required to submit the following documents on completion of PhD;
 - Copy of 'PhD Degree/ Provisional Certificate'
 - Copy of 'Thesis'
 - Copy of 'Relieving Letter from the institution',
 - Request for transfer of 'One Time Incentive' to the bank account of Part Time PhD candidate(s) and other details in the prescribed format duly signed by the Head and the Nodal Officer of the institution. The format for the same would be shared by PhD Cell, DIC, MeitY.
9. On receipt of the required documents and completion of required formalities, 'One Time Incentive' of Rs. 3.00 Lakhs would be transferred by PhD Cell, DIC, MeitY directly in the bank account of Part Time PhD candidate(s).
10. PhD Cell, DIC, MeitY reserves the right to hold/ stop/ terminate the support for this component at any stage, including but not limited to:
 - Appropriate progress is not being made.
 - Violation/ Non-compliance of guidelines.
 - Any other reason, which is deemed appropriate by PhD Cell, DIC, MeitY