DAYANANDA SAGAR UNIVERSITY

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OFFICIAL CIRCULAR

Ref: DSU/Res/Ph.D./2025-26/08

Date: 11-05-2026

To: All Ph.D. Full-Time Research Scholars
Subject: **Guidelines and Instructions for Ph.D. Full-Time Research Scholars: -**

All Ph.D. Full-Time Research Scholars of Dayananda Sagar University are hereby informed that they must strictly adhere to the following guidelines and instructions to ensure academic discipline, regular research progress, proper attendance, and compliance with University regulations.

1. Attendance and Punctuality

- All Full-Time Research Scholars must attend their respective departments regularly on all University working days.
- Marking attendance through the prescribed biometric or attendance system is mandatory.
- Wearing the University-issued ID card on campus is compulsory.
- Any absence must be informed to the **Research Supervisor and Research Cell and approved as per University rules.**

2. Research and Academic Responsibilities

- Scholars must regularly engage in research work under the guidance of their Research Supervisor.
- Regular communication with the Research Supervisor and participation in RAC meetings are mandatory.
- Research progress reports must be submitted within the prescribed timelines.
- Coursework, assignments, examinations, seminars, and other academic requirements must be completed within the stipulated deadlines.

3. Stipend and Fellowship

- Stipend/fellowship is subject to eligibility, University approval, and applicable regulations.
- Scholars must submit monthly attendance sheets, progress reports, and bank details within the prescribed deadlines.
- All submitted information must be accurate and consistent with the attendance and monthly reports.
- Any excess stipend received must be refunded or adjusted as directed by the University.
- Scholars must perform assigned academic and research-related duties as per University regulations.

4. Leave and Absence

- Leave must be applied for in advance and approved by the competent authority.
- Scholars must inform their **Research Supervisor and Research Cell regarding leave or absence.**
- Unauthorized absence may affect stipend processing and academic progress, as per applicable rules.

5. Research Ethics and Discipline

- Scholars must maintain academic integrity and adhere to research ethics.
- Plagiarism, fabrication, falsification, and academic misconduct are strictly prohibited.
- Scholars must maintain discipline and comply with all University rules and regulations.

6. Communication and Documentation

- All official communication and submissions must be made through the official DSU scholar email ID.
- Scholars must regularly check official communication channels for research-related announcements.
- All required documents, reports, and certificates must be submitted within the stipulated deadlines.
- Any changes in contact details or bank account details must be immediately communicated to the Research Cell.

7. Conversion from Full-Time to Part-Time

- Conversion from Full-Time to Part-Time status is not permitted during the first year of joining.
- A minimum of one year in Full-Time status is mandatory before any request for conversion can be considered.
- **After completion of one year, conversion shall be subject to the approval of the competent authority and compliance with applicable University regulations.**
- Conversion is not automatic and requires formal approval from the University.
- Stipend/fellowship received during the Full-Time period shall be dealt with as per applicable University and fellowship rules.

8. General Instructions

- All scholars must comply with the applicable DSU Ph.D. Regulations and instructions issued by the Dean (Research), Research Supervisors, and Research and Innovation Cell.
- Failure to comply with these guidelines may result in appropriate action as per University regulations.

All Full-Time Research Scholars are hereby instructed to read, understand, and strictly follow the above guidelines.

These instructions shall be read in conjunction with the applicable University regulations and fellowship conditions. In case of any discrepancy, the approved University regulations shall prevail.

By Order

11/5/2026

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Copy to:

1. Vice-Chancellor – For information
2. Registrar – For information
3. All Deans and Research Supervisors
4. Research and Innovation Cell
5. Notice Board / Official Ph.D. Communication Group