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Standard Operating Procedure (SOP) for Re-Registration for Extension in Maximum Duration of Ph.D. programme.

Preamble:

This SOP is framed to provide clarity on the detailed procedure to be followed for two years extension of Ph.D. duration beyond maximum period of registration under exceptional or unforeseen circumstances. It takes into account:

- IGNOU Ph.D. Guidelines 2022
- UGC Ph.D. Regulations 2022 and 2016 (Clause 4.3)
- IGNOU Ordinance Clause 5: Removal of Difficulties

Applicability:

This SOP applies to Ph.D. scholars who have:

- registered in the PhD programme and exceeded their maximum duration of 8 years (10 years for eligible female/PwD scholars).
- made significant academic progress ($\geq 80\%$ of thesis work completed).
- valid documentary proof of hardship (medical, personal, or other extraordinary circumstances)

Eligibility Criteria:

Scholars may be considered for a one-time re-registration or short-term extension not exceeding 2 years, under the following conditions:

Criteria	Requirement
Completion Status	Minimum 80% thesis work completed as certified by Supervisor
Justification	Valid documentary proof of hardship (medical, personal, or other extraordinary circumstances)
Recommendations	Required from Supervisor, DRC, School Board
Approval	Must be approved by Research Council and / or Vice Chancellor

Step-by-Step Procedure:

Step	Responsibility	Action
1	Scholar	Submit request for re-registration/extension six months prior to the maximum validity period, i.e. 6 years / 8 years (for female and PwD students) except any other extraordinary circumstances recorded in writing/ and with supportive documents.
2	Supervisor	Verify thesis progress ($\geq 80\%$), certify feasibility, and forward
3	DRC	Evaluate request, verify progress, and recommend extension (max 2years)

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4	School Board	Approve DRC recommendation
5	Research Council and or Vice Chancellor	Consider and recommend for approval by RC and or VC
6	Research Unit	Issue re-registration/extension letter with revised deadline
7	Fee Payment	Scholar must pay the applicable annual/re-registration fee
8	Final Submission	Thesis must be submitted within the approved extended timeline; no further extension allowed

Terms and conditions:

- Application for extension under any circumstances will not be considered after the expiry of date of PhD registration.
- No extension beyond 2 years will be granted.
- Re-registration/extension is a one-time provision.
- Thesis submission is mandatory within revised period.
- Delay beyond this will render the registration permanently lapsed.

This SOP shall also apply retrospectively to all scholars admitted before 2022.



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