



Ref. No.: SGU/ADMIN/2025/163

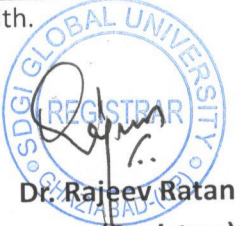
Date: 07/02/2025

## CONSTITUTION OF Ph.D CELL

With the approval of the Hon'ble Vice Chancellor, the constitution of the Ph.D Cell, effective from 07/02/2025 is hereby notified as under:

S. N.	Name & Designation	Designation in Ph.D Cell	Roles & Responsibilities
1.	Dr. Shalini Sharma (Dean – R & I)	Chairperson	Responsible for overseeing the Cell's operations, strategic planning, and liaison with university administration.
2.	Dr. Shruti Jindal	Member (Ph. D Coordinator, SET & SCA)	To provide academic guidance and mentorship to Ph.D. students of their respective departments.
	Dr. Babita Aggarwal	Member (Ph. D Coordinator, SPS)	
	Dr. Vibha Singh	Member (Ph. D Coordinator, SMSC)	
3.	Ms. Amita Singh (AR – Exam Cell)	Member	Will be responsible for the conduction of Ph.D Entrance Test, Mid Term Exams, End Term Exams, Issuing Marksheets etc.
4.	Dr. Jyoti Chaudhary	Member Secretary (Overall Ph. D Coordinator) & Ph. D Coordinator, SOS	Responsible for managing documentation & Research File of Ph.D Scholars, scheduling meetings, and other administrative duties.

The flow chart depicting the student life cycle of Ph.D Scholar is also attached here with.

  
Dr. Rajeev Ratan  
(Registrar)

- Copy to:
- 1- Office of the Hon'ble Chancellor (For kind information please)
  - 2- Office of the Hon'ble Vice-chancellor (For kind information please)
  - 3- Office of the Hon'ble Pro Vice-chancellor - Admin (For kind information please)
  - 4- All Deans/Directors/Heads/Proctor/Transport In-charge
  - 5- All Esteemed Members of the Committee
  - 6- All Employees of the University
  - 7- HR Department
  - 8- DR & AR – For Record Purposes
  - 9- Manager IT – For Updation on Website