

Ordinance 19**Doctor of Philosophy (Ph.D.)
(Ordinance as per UGC Regulation 2009)**

1.0 Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least stipulated percentages as below or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University:

Engineering – First Class at UG and/or PG level

Science – 55 Per cent at PG level

Management – 60 Per cent at PG level

Computer Applications – 60 Per cent at PG level

Humanities - 55 Per cent at PG level

2.0 A candidate must apply for registration for Ph.D degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

(i) His/Her qualification and experience;

(ii) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work;

(iii) Proposed title of the Ph.D. thesis.

(iv) Name of the supervisor (along with the name of Co-Supervisors, if any) (Strictly from the University list of approved Supervisors & Co-supervisors) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-supervisors.

(v) Certificate of qualifying the UGC/CSIR/DST/National or State Level Fellowship/NET / GATE / GPAT/SLET, if any

(vi) Letter granting teacher fellowship, if any.

(vii) Address, Contact number, mobile number, email id and other contact details.

3.0 Eligibility

A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master's or Bachelor degree in Engineering / Technology / Applied Sciences. Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's or Bachelor degree in Engineering / Technology / Applied Sciences, shall be decided by the Academic Council.

4.0 Duration restrictions

The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

Provided that the period for submission of the thesis can be extended by one year by the kulpati, if he/she applies for extension atleast one month before the expiry of registration period together with a fee. In case the candidate does not submit his/her thesis within extended period, his/her registration shall stand automatically cancelled.

5.0 Availability of seats.

The number of seats available for admission to Ph.D. programme shall be decided and notified by the University on its website and/or by advertisement, which shall be decided on the following basis:

(i) A supervisor shall not have at any point of time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as co-supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as co supervisor in case of others, in any universities in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.

(ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

6.0 Admission Procedure

(1) The admissions shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi.

The functions of the Admission Board shall be as follows:

- i. To prepare panel of names of paper setters in various subjects and submit them to the University.
- ii. To arrange for entrance test.
- iii. To arrange for interview.
- iv. To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and title of the thesis.
- v. To resolve problems, if any.

2(A) Candidates who have qualified the **UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT/SLET/NET/M.Phil.** shall be admitted directly without the entrance test.

(B) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D degree shall also be admitted directly without the entrance test.

C. All other candidates will be selected through entrance test.

Procedure for conduct of Entrance Test

Structure of the Test

All those who are not exempted from the entrance test will be required to take the entrance test. The format of the entrance test will be similar to that of National Eligibility Test of UGC . The entrance test for enrolling into Ph.D programme shall be conducted by the University. The date and place of which shall be announced through a notification.

The contents of the test will be as follows:

- i. General analytical skill/mental ability, including reasoning.
- ii. Wherever applicable, English communication skill (up to 12th standard level).

iii. Foundation of the relevant subjects in multiple choice questions (MCQ) and descriptive type questions on the relevant subject up to PG level.

The first part of the test will consist of objective type of questions covering:

i. General analytical skill/mental ability, including reasoning.

ii. English communication skill (up to 12th standard level) *as applicable*

This part will have 60 questions and will be for duration of 45 minutes. The second part of the test will consist of objective type of questions in the relevant subject for duration of 30 minutes and will have 40 questions. There shall be negative marking of 0.25 marks for each wrong answer. The third part will be descriptive type of questions on the subject, which will be of one hour duration. This part will be evaluated only if the candidate secures more than 50% marks in the aggregate in the first two parts and individually 40% marks in each part. Those who secured more than these desired level have to obtain more than 50% marks in the third part. If enough number of candidates do not qualify in the entrance test, the University may, if deemed fit, relax these conditions on a year-to-year basis. The Academic Council may modify the scheme of the entrance examination from time to time.

7.0 Interview and Allotment

(1) Each student shall have to appear in an interview. The interview board shall consist of the following members:

(i) Vice Chancellor or his Nominee as Chairman

(ii) Dean of School.

(iii) One of the Chairman of relevant (BOS) to be nominated by the Kulpati.

(iv) Head of University Teaching Departments/ Professor / Associate Professors, nominated by the Kulpati.

(v) One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Kulpati.

(vi) One subject expert to be nominated by the Kulpati.

One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of School is not available, the Kulpati may then appoint a Senior Professor of any University Teaching Department as chairman.

Note : No T.A. and D.A. shall be payable to candidate for attending the interview.

(2) The interview shall be conducted in the University Teaching Department. For subject, in which there is no University Teaching Department, the interview shall be conducted at a place in the University premises, fixed by the University for this purpose.

(3) The candidates shall be called for interview in the following order:

(i) Candidates who have qualified UGC/CSIR/DST/National or State level fellowship examination/ GATE/GPAT/NET/SLET.

(ii) Candidates who have been granted teacher fellowship by a statutory body.

(iii) Candidates according to merit list of the entrance examination.

(4) At the time of interview, the candidates are expected to discuss their research interest/ area, choice of supervisors and co-supervisors (if any), and the proposed title of the thesis.

For the candidates belonging to category as mentioned in para 7 (3) (i & ii), 100% weightage shall be on the interview. For the candidates mentioned in para 7 (3) (iii), the weightage of the interview marks shall be 20 percent whereas 60 percent weightage shall be given to the written

entrance exam conducted as per para 6.0 and remaining 20 percent weightage shall be given to aggregate of qualifying PG examination.

(5) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph.D. in the concerned subject.

(a) The candidates in category (i) of sub-para 7 (3) above shall be admitted first, secondly the candidates in category (ii) shall be admitted and subsequently candidate in the category (iii) shall be admitted in that order. In these categories, if there are more than one candidate having equal marks, then merit shall be decided according to the percentage of marks at the qualifying PG examination.

(b) As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any, and shall also approve the proposed title of the thesis (however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committee (RDC)). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.

(6) The admission process must be completed by the last date for admission decided by the University for the Doctoral Courses.

(7) A merit list shall be prepared on the basis of entrance test and interviews as mentioned in para 7 (4) and shall be declared as the result of the entrance examination by the Registrar.

8.0 Fees

(a) Registration fee for Ph.D. programme is to be paid to the University at the prevalent rates as announced by the University from time to time.

The total programme fee must be paid before submission of Ph.D. thesis.

9.0 Course work

A. (i) After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester for all Candidates. The course work shall be treated as pre Ph.D. preparation. Ph.D. programme will operate on semester basis. During the first semester, a candidate will have to clear course work which will compose of three papers viz., Research Methodology, Quantitative Techniques and a paper from Relevant Research Area.

ii. In second semester, the candidate has to do subject specific course work with the consent of his/her allotted supervisor/co-supervisor. A review or survey of the published research in the relevant field shall be submitted to the supervisor/co-supervisor for which supervisor/co-supervisor shall evaluate the review report. A Research Degree Committee meeting will be organized during the second semester where a candidate will be required to defend his/her synopsis. During subsequent period the candidate will be expected to work on his/her approved synopsis.

Students shall attend their respective departments and/or laboratories according to the pre-arranged time-table and the records of their attendance shall be maintained by the concerned Guide/s.

After the successful completion of the course, a certificate regarding course completion shall be given to the student.

(B) Evaluation

The course work shall carry 10 credits (one credit equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.

- ii. The details of the specific subject shall be decided by the department/school.
- iii. The procedure for admission shall be laid down from time to time by the Academic Council.
- iv. University examination shall be held at the end of the semester. The scheme of examination shall be notified by the University.
- v. The review or survey presented by the candidate in typed form shall be examined by the supervisor. He shall declare whether it is satisfactory or not.
- vi. A candidate shall be declared to have successfully completed the course, if he/she has successfully passed semester examinations with minimum 65% or in equivalent grade as mentioned above. Minimum 6 credits to be earned during the course work for successful completion.

10.0 Research Centre

A candidate may pursue his research work for Ph.D. degree in the University Teaching Departments in the subject concerned,

Or

At a Research centre i.e. an organization of National or international repute(NIIT/IIT/Other academic institutions of national importance/Research Organisations of Government/reputed corporate establishment with established R&D Laboratories etc), recognized as a research centre by the Academic Council:

- a. Permission for the research centre other than the University may be for maximum of two years or less if so recommended by the inspection committee. If the organization is interested to continue the research centre, it will have to reapply for fresh permission in the prescribed format, along with previous progress report, at least one month before the expiry of registration period together with a fee as prescribed by the University.
- b. The candidate may also be allowed by RDC to pursue research work at a research institute recognized for this purpose by the University.
- c. Candidates may also be allowed by RDC to pursue research work at a Industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre and shall be recognized for this purpose by the BOM of the University.
- d. A candidate permitted to work in such Industry stated in pre para, recognized by the University, shall be required to take at least one supervisor or co-supervisor from that industry, such supervisor or co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- e. Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs / DRDO Labs or Labs of repute established by Central Government and recognized by the University as research centre.
- f. A candidate permitted to work in such Research Establishment, stated in pre para, recognized by the University as a research center, he/she shall also be required to take at least one supervisor or co-supervisor from that Establishment. Such Supervisor or Co-supervisor should be scientist/ Director of the R&D centre not below the rank of Associate Professor of the University.

11.0 Supervisor/Co-supervisor

(a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:

(i) A Professor in a University Teaching Department of the University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(ii) An Associate Professor or Reader in a University Teaching Department of the University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(iii) An Assistant Professor or lecturer of a University Teaching Department who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute and has at least five years teaching experience after Ph.D.

OR

A Director/scientist/professor/or an equivalent cadre in an organization of National/International repute not below the rank of an Associate professor of the University, working as regular employee and who has published at least seven papers in peer reviewed standard journals of repute.

(b) A recognized supervisor who fails to publish at least two research papers on the concerned subject in peer reviewed standard journals of repute over duration of last two years shall not be eligible to enroll any new candidate under his supervision.

(i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.

(ii) Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor earlier by the concerned University, shall continue to be recognized as supervisor/co-supervisor if they comply the requirement laid down for recognition as supervisor/co-supervisor.

(iii) Provided further that a person who is himself registered for Ph.D. degree of the University shall not be eligible to act as supervisor/co-supervisor or member of any committee mentioned in this Ordinance.

(iv) A person, who wants to get himself/herself recognized as a supervisor/co supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

12.0 RDC

(1) After successful completion of Pre PhD. course work mentioned above, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of thesis (finally decided by the candidate) duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with signatures of candidate, supervisor, co supervisor and Head of the institution on each of the copy on each of the page.

(2) The candidate shall be required to make an oral presentation of the proposed work before the

Research Degree Committee (RDC) consisting of the following members:

- (i) Kulpati or his nominee – Chairman.
- (ii) Dean of the School concerned.
- (iii) Chairman BoS of the subject in the School.
- (iv) Head or One Professor of University Teaching Department or in the case of non-availability of Professor, one Associate Professor of the University Teaching Department of the subject.
- (v) One external subject expert of the rank of University Professor to be appointed by the Kulpati, ordinarily out of a panel of 5 experts given by the Dean of the School concerned. External expert and two other members shall form the quorum.

Note :(a) On the request of the supervisor, Kulpati may permit him to be present as an observer during the oral presentation of his candidate.

(b) No. T.A. and D.A. shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

(3) The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor, submitted under section 11 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/co-supervisor. The Committee shall also prepare a list of approved supervisors/co-supervisors, along with their specializations as per provisions of this Ordinance. This list shall be available with the Registrar.

(4) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for Ph.D./degree form the date on which the candidate had deposited the registration fee and other fees mentioned in para 8 of this Ordinance, at the time of admission, and this date will be the “date of registration” of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.

(5) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.

(6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The Dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.

(7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, then the candidate may be asked to revise the synopsis and/ or improve upon the oral presentation and reappear at the next meeting of the RDC.

(8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

13.0 Period for submission of thesis

(a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months after successfully completion of course work at the research centre and not later than five calendar years from the date of registration. In case a candidate does not submit his/her thesis within five calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled. Provided that the period for submission of thesis can be extended by one year by the Kulpati, if the candidate applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.

Provided also that after the expiry of five years from the date of registration, the Kulpati may permit a candidate to get re-registration on the same topic on payment of a re-registration fee as prescribed by the University. The condition of minimum period of 24 months and attendance shall not apply to such reregistered candidate for submission of the thesis. For re-registration, approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after nine years from the date of original registration. After this period if a candidate desires to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

(b) A teacher candidate with 5 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work as provided in Section 13(a) of this Ordinance.

(c) The candidate shall put in at least 240 days attendance after successfully completion of course work in the institution concerned or with the supervisor/ co supervisor. The relevant declaration by the candidate (Appendix 2) and the certificate of the supervisor (Appendix 3) must be given in the beginning of the thesis. If a candidate is in service, having his/her research centre at a place other than his/her place of service, then such candidate shall be required to submit a certificate of leaves availed from his/her employer, to justify his/her 240 days attendance in the research centre with the supervisor/co supervisor.

14.0 Change of supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the committee, constituted by the Kulpati for this purpose. No change in the topic of research will be permitted due to change of supervisor.

15. Six monthly report

The University shall obtain every six months a record of attendance, receipt of fees paid and progress report of the work of the Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the School. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year or

candidate fails to deposit fees, the Kulpati on the recommendation of the Dean of the faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

16. Summary of thesis and appointment of examiners

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved the University from time to time. through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the names should be from outside the state. Names can also be included from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University, shall be submitted by the Dean of School in which the candidate is pursuing Ph.D.
- c) In case the candidate is related¹ to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the Subject concerned, or a senior professor nominated by Kulpati,
- d) The Kulpati shall appoint two examiners out of the two aforesaid panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publications.

Note: The summary of thesis shall be sent by post / air mail / email.

18. Pre Submission Defense Committee (PSDC)

- (1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in SOFT and HARD copy in the prescribed format of the university.
- (2) However prior to the submission of draft Ph.D. thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or if there are coauthors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him, if any, shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e., preprint) shall be appended inside the thesis at the end.
- (3) The candidate shall make a Pre-Submission Defense, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

¹ The term relations shall include father, mother, wife, husband, daughter, son, grandson, granddaughter, brother, sister, nephew, niece, grand nephew/niece, uncle, aunty, son in law, sister in law, father in law, mother in law and the first cousin.

(4) The candidate shall be required to make an oral presentation of the proposed work before the Pre Submission Defense Committee (PSDC) consisting of the following members:

I. Kulpati or his nominee – Chairman.

II. Dean of the School.

III. Chairman BOS of the subject in the School.

IV. Head or One Professor or in the case of non-availability of Professor, one Associate Professor of the University Teaching Department. Presence of three members shall form the quorum.

Note: (a) On the request of the supervisor, Kulpati may permit him to be present as an observer during the oral presentation of his candidate.

(b) No. T.A. and D.A. shall be payable to candidate and supervisor for attending the Pre Submission Defense Committee (PSDC) meeting.

(5) The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, If the PSDC suggests any change in the work, then the change required shall be communicated to the candidate by the Registrar, which will have be suitably incorporated into the draft thesis under the advice of the supervisor. The candidate will be required to resubmit the draft thesis as revised by him incorporating the changes suggested by the PSDC within 3 months time. The Dean of the School shall examine the revised draft thesis and if he is satisfied that the changes suggested by the PSDC have been incorporated in the revised draft thesis, he will approve the same and the thesis can be submitted. The letter of approval accordingly shall then be issued by the Registrar.

(6) If the PSDC decides that major revision is required in the draft thesis and/or the oral presentation was also found to be unsatisfactory then the candidate may be asked to revise the draft thesis and/or improve upon the oral presentation and reappear at the next meeting of the PSDC.

(7) The candidate shall only be permitted three times (including one mercy attempt to be awarded by the Kulpati) to present his case before PSDC on the basis of his request, duly recommended by the supervisor, to the University in the proforma given in Appendix 05. However, if, the candidate fails to get a recommendation for submission from PSDC, as mentioned above, his registration for PhD shall be cancelled.

17.0 Submission of thesis

(1) After getting an approval from PSDC as mentioned in para 17, the candidate can finalize his/her thesis.

(2) The finalized thesis shall be type set on a computer using standard software like MSWord or LATEX. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.

(2) The candidate shall submit the thesis to the University as follows:

(i) Three hard bound copies of the thesis, and

(ii) Soft copy in the form of CD (in two copies).

(3) In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.

(a) The thesis should be forwarded by the Head of the UTD where the candidate was registered. (Appendix 6)

(b) The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.

(c) The certificate from the Supervisor together with co-supervisors, if any, as per Appendix 3.

Note: (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

18.0 Evaluation of thesis and viva-voce examination

(i). On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented.

(ii). The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:

(a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

19.0 The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions; he wishes to be asked at the vivavoce examination.

20.0 (a) The examiners may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

(b) The Kulpati may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of the thesis or such other date as may be extended by the Kulpati, and appoint another examiner from the panels of examiners.

21. (a) In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision, the thesis shall be rejected.

(b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.

(c) If one examiner approves the thesis and the other rejects it or recommends for revision the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15 (b)) by the Kulpati, without the reports of earlier examiners, the third examiner shall be asked to give his/her opinion and this opinion shall be final.

(d) In case both the original examiners accept the thesis for the award of the Ph. D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph. D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, co supervisor (if any) and one of two examiners (as per para 16(b)), selected by the Kulpati, who have accepted the thesis for the award of the Ph. D. degree. In case the candidate is related* to the supervisor, then the Kulpati shall appoint Head of the University teaching Department/School of

Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.

(e) The Supervisor/Head University Teaching Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by the Kulpati to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the Registrar. Provided that in special circumstances Kulpati may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.

(f) The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.

(g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested persons present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.

(h) In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Kulpati as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

22.0 If the examiners recommend that the candidate be asked to revise/improve his thesis, the Kulpati shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to the candidate.

In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/has carried out the work.

The resubmitted three copies of the thesis must make clear mention that it is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 23(b) and one of the examiners recommends again for revision of the revised thesis and the other accepts the revised thesis for award then the thesis shall be sent to the third examiner. If the third examiner rejects or

recommends for revision the thesis shall stand rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of clause 23 of the Ordinance.

In case a candidate is asked to further revised the thesis by the third examiner, as per provisions laid down under para 23 (c), above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by the Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

23.0 Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses).

24.0 Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

25.0 Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of Ph.D degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out; the third will be returned to the supervisor.

26.0 Reports of examiners

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The reports will not disclose the identity of the examiners.

27.0 Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirements, as laid down in this ordinance.

Appendix – 1 PROFORMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction : Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work
7. References in standard format.
8. List of published papers of the candidate.

Signature of the Supervisor Signature of the Candidate

Date :

Signature of Cosupervisor (if any)

Date :

Appendix – 2
DECLARATION BY THE CANDIDATE

I declare that the thesis entitled

.....

Is my own work conducted under the supervision of Dr.

(Supervisor/Co-supervisor) at

(Centre)

Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate Date : Place :

Appendix – 3
CERTIFICATE OF THE SUPERVISOR { } CERTIFICATE

This is to certify that the work entitled Is a piece of research work done by Shri/Smt./Ku. Under my/our Guidance and supervision for the degree of Doctor of Philosophy of University (M.P.) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed
- iii. Fulfills the requirement of the ordinance relating to the Ph.D degree of the University: and

Signature of the Co-supervisor Signature of the Supervisor Date : Date :
.....

Appendix – 4 CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period from
..... To of the research scholar.

1 Name of the research scholar

2 Subject

3 Topic registered for Ph.D. Degree

4 Name of the Supervisor.

5 Name of co-supervisor(if any)

Description of the guidance on the topic Period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period.) Remarks of the supervisor on the work done by the candidate on topic.
Fees paid vide receipt No. Date

Date :

Place :

.....

(Signature of Head of institution
where the candidate was registered for Ph.D.
degree)

Signature of the Supervisor

Date :

Place :

Address :

.....

.....

Date

Appendix – 5
REQUEST FOR PREPh.D. PRESENTATION BASED ON DRAFT THESIS

The Registrar,
ITM University, Gwalior

Subject : Request for making Pre-Ph.D. Presentation based on draft thesis.
Reference : Ph.D. registration letter No. Detail

Sir,

With reference to above, the details of my Ph.D. thesis are given bellow:

1 Name of the candidate

2 Name of supervisor and Co-supervisors

3 Subject

4 Place of work

5 Title of thesis

My draft thesis is complete and I want to make Pre Ph.D. presentation. Kindly arrange for the same.

Date:

(Signature of the candidate)

Place:

Name and Address

(Signature of the Supervisor)

Name and Address :

Appendix – 6 FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D. thesis entitled

Submitted by Shri/Smt./Ku.

Is forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name Seal.....

Date :

Place :

.....

(Signature of Head of institution
where the candidate was registered for Ph.D.
degree)

Signature of the Supervisor

Date :

Place :

Address :

.....

.....

Date

Appendix – 7
EXAMINERS REPORT ON Ph.D. THESIS

Title of thesis

Name of candidate Shri/Smt./Ku.

Subject : Faculty

#

1. The thesis is recommended for the Yes No Award of Ph.D degree

.....

##

2. The thesis be revised on the Lines Detailed below

.....

3. The thesis be rejected (Please write Yes/No, as the case may be)

#

Thesis requiring only minor revision/s should also be covered in this category and suitable remarks detailing minor revision/s required, is/are to be enumerated. ## Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated

DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date :

Place :

(Signature of the Examiner)

Full name & Address

.....

Appendix – 8
PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE (Para)
ITM UNIVERSITY, GWALIOR

CERTIFICATE

This is to certify that vide notification no Dated
..... of this University, the Board of Management has decided that the degree of
Ph.D. in (Subject) be awarded to
..... The title of Ph.D. thesis is
.....

The Ph.D. degree has been awarded in compliance of the "University Grants Commission
(minimum standards and procedure for award of M.Phil/Ph.D. degree) Regulation, 2009"

Registrar

Date :

IV.

V.