



**M. Phil. / Ph.D.
ORDINANCE
2019-20**



**NH-52, Hisar-Chandigarh Road,
Juglan, Hisar 125001 (Haryana)**

Om Sterling Global University

Ordinance: Ordinances for the M.Phil and Ph.D. Programs

References: UGC (Minimum Standards and Procedure for the award of Master & Doctor of Philosophy Degree) Regulation 2016 and 2018 amendments.

O.1. Program Objectives (POs)

- O.1.1 To provide research training at Master's and Doctoral levels in scientific methods related to a field of education for meeting out challenges at fronts of knowledge in the field.
- O.1.2 To work out solutions of problems that need advancement of knowledge in an academic, technology, engineering, environment, industry or a new challenge in any unforeseen area where society has stressed need of advance study.
- O.1.3 To publish the results in scientific journals preferably identified periodicals and journals having wide circulations as per UGC norms. This is to enhance Index of the University, Programs and Individual Researcher.
- O.1.4 To provide academic means of exchange of ideas, knowledge and cooperation for tendering the rigid walls between societies, businesses and managements.
- O.1.5 To identify the University in pursuit of advance and balanced thinking at both national and international level.
- O.1.6 To promote and enhance scientific - knowledge - base of the global society including the local needs. New means may be searched or worked out to convert the available past knowledge for attaining a scientific base without changing the text of the old. Similarly, old time methods of harvesting water or any such eco-system and other similar resources to be analyzed. Its vital component may be promoted after its passing through the modern scientific perspective and utility. Conversely, the non-vital part may also be identified for the general awareness and avoidance.
- O.1.7 To provide a scientific base to the industrial set up in the vicinity and even globally for utilization of resources and even the draining of disposals using the updated know how.

The M.Phil / Ph.D. degree awarded by Om Sterling Global University shall be designated as Master of Philosophy / Doctor of Philosophy. The title of the thesis shall be indicated in the certificate.

O.2 Eligibility Criteria for Admission to M.Phil. / Ph.D. Programme

O.2.1. Candidates for admission to the M.Phil. / Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

O.2.2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the University Grants Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned

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above are permissible based only on the qualifying marks without including the grace mark procedures.

O.2.3 A person whose M.Phil Dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the University.

O.2.4 Candidates possessing a Degree considered equivalent to M.Phil Degree from any Indian Institution or from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

O.2.5 Any other modification in eligibility criteria will be considered, if approved by the Academic Council, of OSGU from time to time provided such criterion is not contrary to the criteria laid down by the UGC.

O.3. Admission Procedure

O. 3.1 Om Sterling Global University shall notify well in advance for admission to M.Phil / Ph.D on the University website and through advertisement in the News Papers.

(i) The university will conduct Entrance Test for admission to Ph.D. and M.Phil programs. The test shall be of 100 marks, out of which 50% will be from research methodology and 50% will be subject specific. The candidate has to present himself/herself for an interview (Face to Face or Skype/any such online platform interview may be arranged) before the Committee as intimated by the University, as per the schedule.

(ii) The admission of a candidate shall be based on merit obtained in Entrance Examination and Interview. The merit list for admission in Ph.D./M.Phil will be prepared based on the performance in Entrance Examination (70% weightage) and Interview/viva (30% weightage), taken together. However, if anyone is exempted from the entrance test as mentioned in para 3.8, then 100% weightage will be given to Interview only.

(iii) University may conduct the admission test twice in a year one before commencement of odd semester other before commencement of even semester.

O.3.2 Om Sterling Global University employees who wish to seek admission to Ph.D. program must submit their application through their Dean/Head of School/Department and follow the procedure as laid down for general applicants.

O. 3.3 Research Scholars sponsored by funding agencies (such as JRF, SRF, Inspired Scholarship etc.) must submit their application along with a synopsis of the project and details of funding.

O.3.4 Candidates applying under University approved scholarship/fellowship programs must submit a copy of their scholarship/fellowship approval along with their application.

O.3.5 Candidates intending to carry out research in collaborative research centers must submit a no objection letter from the appropriate authority of such centre. The applications must be forwarded by the research centers.

O.3.6 Application form can be downloaded from University Official website..

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O.3.7 The complete application form along with required application fee mentioned in Notification and copy of certificates and marksheets of qualification to be submitted in research cell or uploaded on line.

O.3.8 Candidates who have qualified the UGC/ CSIR/DST/ National/ State level Fellowship/GATE/GPAT/SLET/NET/ shall be exempted from the entrance test. However, they will have to appear for the interview as notified by the university.

O. 3.9 After the successful completion of Course Work, Ph.D. Scholar shall undertake research work and produce a draft thesis within a reasonable time. If a candidate fails to do the same within maximum time his/her admission will be cancelled on the basis of recommendation of the Departmental Research Committee of each school, and no application/request is acceptable for fee refund. After the completion of three years, candidate will request to submit the thesis with the permission of the Dean (Research). The Dean (Research) will give the time to submit within specified date.

O.3.10 In case two or more students score same marks in the entrance exam and/ or interview (taken together wherever applicable) and both are interested in taking admission, then preference will be given to the one with higher marks at PG level. Similarly in case of a candidate with NET/GATE/MPhil and a candidate with only PG degree, if both are interested in taking admission, preference will be given to the one with NET/GATE/MPhil. Amongst candidates with NET (scoring equally in interview), the one with JRF will be preferred. Similarly, if two interested candidates (one with NET and other with MPhil) score equally in interview, preference will be given to the one with NET.

O.4. Categories of Candidates for Admission to Ph.D./M.Phil Programme

O.4.1 Full-time candidates: A Full-Time candidate shall have to remain in the University for full time during working hours of the University for complete duration of course work and for minimum prescribed duration of research. Such candidates are eligible for applying to receive assistantship from the University or fellowship from CSIR/UGC or any other funding agency to cover his/her living expenses and expenditure on his/her research work.

O.4.2 Part-time candidates: A Part Time Candidate shall have to complete the one semester course work of the University as per the UGC guidelines 2016. The part time candidates shall have to work in the University recognized research Lab/Organization/Institution for his/her research work and shall submit all reports/semester wise progress report to University as stipulated.

O.5. Fee

O.5.1 The stipulated Ph.D./M.Phil. programme fee is to be paid to the University at the prevalent rates as announced by the University from time to time.

O.5.2 The total programme fee must be paid before submission of Ph.D./M.Phil. thesis.

O.6.0 Course Work

A candidate will be required to complete the course work for one semester as prescribed below. (Credit requirements, number, duration, syllabus and minimum standards for completion of Ph.D. are as under) -

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O.6.1. The course work shall be treated as prerequisite for the award of M.Phil./Ph.D. degree. A minimum of four credits shall be assigned to Research Methodology & Quantitative Techniques. The details of coursework are presented in the table given below. All courses prescribed for M.Phil./Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

Paper	Title	Credits
01	Research and Publication Ethics	02
02	Research Methodologies and Quantitative Techniques	04
03	Advanced Course (Department/Subject Specific)	02
04	Review of Literature/Presentations (Self-study)	02

O.6.2. All candidates admitted to the M.Phil./Ph.D. Programmes shall be required to complete the course work prescribed by the University, during one semester and ensure at least 75% attendance. The review of literature/Presentation will be a self-study course.

O.6.3. Candidates already holding M. Phil. degree and admitted to the Ph.D. Programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department Research Committee (DRC) from the Ph.D. course work. All other candidates admitted to the M.Phil./Ph.D. Programme shall be required to complete the course work as prescribed in these regulations.

O.6.4. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the DRC and the Department and the final grades shall be communicated to the University.

O.6.5 Passing criterion for MPhil and PhD programs will be as follows: A student needs to score a minimum of 50% marks in Internal Assessment as well as in the final examination or equivalent grade and aggregate should be at least 55% or equivalent grade to be declared successful in course work.

O.6.6. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits (As per UGC guidelines 2016). The details of research/ dissertation credits for Ph.D./M.Phil. programs are as below:

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For M. Phil. Students

Course Title	Credits	Grade
Dissertation	12	S/US [#]
Dissertation Defense Presentation & Viva	4	S/US [#]

For Ph.D. Students

Course Title	Credits	Grade
Doctoral Research	60	S/US [#]
Dissertation Defense Presentation & Viva	4	S/US [#]

[#] Satisfactory /Unsatisfactory

O.7. Allocation of Research Supervisor/Co-Supervisor

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor is as under-

O.7.1 A regular/full time Professor of the Om Sterling Global University with at least five research publications in reputed journals and any regular Associate/Assistant Professor of the University with Ph.D. degree and at least one research publications in reputed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

O.7.2 Only a full-time regular faculty of the University can act as a supervisor. The external Supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary/research related problem areas from other departments of the same University/Institute or from other related Institutions with the approval of the DRC.

O.7.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department/School concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of Interview.

O.7.4 In case of topics which are of inter-disciplinary nature, where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty on such terms and conditions as may be specified and agreed upon by the consenting Department.

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O.7.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six(6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars. The number of research scholar/M.Phil candidates should not exceed the limit as specified in Table below:

S. No.	Designation	Maximum Number of PhD students	Maximum Number of MPhil students
1	Professor	8	3
2	Associate Professor	6	2
3	Assistant Professor	4	1

O.8 Duration

O.8.1 The duration of the Ph. D Program shall be calculated from the date of commencement of Course Work till the date of final submission of Thesis including courses work, as per the details given below:

O.8.2Ph.D program shall be for a minimum duration of three years, including course work and a maximum of six years (4 years for part-time candidates).

O.8.3M.Phil program shall be for a minimum duration of one year and a maximum of two years.

O.8.4 Any relaxation beyond the maximum duration of Ph.d/M.Phil may be considered by vice chancellor and all such cases shall be reported to Academic Council. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

O.9. Departmental Research Committee (DRC) and its Functions

O.9.1 There will Department Research Committee (DRC) for each Department/School in Om Sterling Global University.

The committee shall be consisting of following members-

- Head / Dean of the respective Department / School.
- All the Faculty Members (Doctorate) from the department/school
- One faculty member from allied department
- Dean Research/ his nominee.
- Minimum four members shall form the quorum. The Dean and respective supervisor shall remain present mandatorily.

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O.9.2 The committee shall have the following responsibilities:

- (i) To appoint the research supervisor and co-supervisor (if any) and review the research proposal. The research supervisor shall be appointed by the DRC in first meeting at beginning of the session.
- (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the research scholar.
- (iv) A research scholar shall appear before the DRC (in the presence of supervisor) once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRC to the University, with a copy to the research scholar.
- (v) In case the progress of the research scholar is unsatisfactory, the DRC will record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, for two consecutive times, the DRC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
- (vi) The meeting of DRC shall be held at least twice in a year or more if required

O.9.3 The meeting of DRC shall be held in the University office twice in a year or more if required.

O.10. Evaluation and Assessment Methods, Minimum Standards for Award of the Degree

O.10.1.A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the 'UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in aggregate, in all course work taken together in order to be eligible to continue in the programme and submit the dissertation/thesis (As per UGC guidelines, 2016).

O.10.2 On the recommendation of DRC, the RDC shall be constituted as under:

- (i) Dean of the School concerned.
- (ii) Chairman BoS of the subject in the school.
- (iii) Research Supervisor / Guide
- (iv) Faculty member(s) from the subject
- (v) Faculty member from allied Department
- (vi) Dean Research/ nominee
- (vii) One external subject expert of the rank of University Professor/Associate Professor to be appointed by the Vice-Chancellor, ordinarily out of a panel of 6 experts given by the Dean of the School concerned. External expert and two other members shall form the quorum.

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Dean of the School concerned. External expert and two other members shall form the quorum.

O.10.3 After successful completion of 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). The student will present the synopsis before the RDC. The RDC will review the same and provide suggestions on the proposed research problem. The student will submit the synopsis after incorporation of suggestions (if any) given by the RDC in due consultation with the research supervisor, duly forwarded by the supervisor and Head of the department/institution where the candidate is pursuing his/her research. The synopsis has to be submitted in five copies, with signatures of candidate, supervisor, co supervisor and Head of the department on each of the copy of the synopsis.

O.10.4 The RDC shall approve the title of the thesis, synopsis, and place of research work. After approval of the title of the thesis, synopsis, and place of research work by the RDC, no further changes can be done in the title. However, under special circumstances the university reserves the right to make appropriate changes on the request of the candidate, subject to approval by the DRC and Vice Chancellor. The letter of topic approval shall be issued by the Research cell and sent to all those concerned.

O.10.5 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.

O.10.6 If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Dean/HOD. The candidate will be required to resubmit the synopsis (in five copies) as revised by him/her, incorporating the changes suggested by the RDC within the stipulated 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.

O.10.7 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.

O.10.8 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.

O.10.9 No T.A. and D.A. shall be payable to candidate and supervisor for attending the DRC/RDC meeting.

O.10.10 For M.Phil candidates, the DRC will have the final authority of approving the synopsis. RDC is not required for M.Phil synopsis approval.

O.11.0 Period for Submission of Thesis

O.11.1 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 later than six calendar years from the date of admission.

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O.11.2 No extension beyond the period of six years from the date of admission is allowed. After six years, if the student is unable to complete his/her work, the registration will stand automatically cancelled. After this period if a candidate desires to pursue research work for Ph.D. degree he/she will have to apply for registration as a fresh candidate.

O.11.3 The maximum duration can be extended for one year by competent authority in extraordinary circumstances.

O.12. 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 DRC. 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 Vice-Chancellor on the recommendation of the DRC, may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

O.13. Pre- Submission

O.13.1 Prior to the submission of the dissertation/thesis, the scholar shall make a pre-submission presentation in the Department before the DRC (Department Research Committee) meeting which shall also be open to all faculty members and other research scholars. Faculty member from allied Department may also attend the pre-submission presentation. One external subject expert may also be called in pre submission presentation. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the DRC.

O.13.2 Pre-Submission of Thesis:

O.13.2.1 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.

O.13.2.2 Prior to the submission of M.Phil, dissertation, the candidate shall present at least one research paper in a conference/seminar and Ph.D. for thesis, scholars must publish at least one research paper in National/International level refereed journal and make two paper presentations in National/International level conferences/seminars and shall produce evidence for the same in the form of presentation certificates and/or reprints.

The candidate should be the first/ corresponding 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. The supervisor should be the co-author of the paper.

O.13.2.3 The candidate shall make a Pre-Submission Defense, based on that draft thesis, in the University Department/School 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.

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O.13.2.4 No T.A. and D.A. shall be payable to candidate and supervisor for attending the Pre-Submission presentation before the DRC.

O.13.2.5 If the DRC suggests any change in the work, then the change required shall be communicated to the candidate by the Dean Research, 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 DRC within 3 months' time. The Dean of the School shall examine the revised draft thesis and if he/she is satisfied that the changes suggested by the DRC 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 Research Office.

O.13.2.6 If the DRC 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 DRC.

O.13.2.7 The candidate shall only be permitted three times (including one mercy attempt to be awarded by the Vice-Chancellor) to present his case before DRC on the basis of his request, duly recommended by the supervisor, to the University in the proforma given in Appendix-5. However, if, the candidate fails to get a recommendation for submission from DRC, as mentioned above, his registration for Ph.D. shall be cancelled.

O.13.3 The Academic Council shall have mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same University where the work was carried out, or to any other Institution. The norms of plagiarism shall be decided by the university.

O.14. Summary of Thesis and Appointment of Examiners

O.14.1 The candidate shall submit five copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed, indexed journals) , as approved by the University from time to time, through his/her supervisor.

O.14.2 The HOD/Dean of the school shall submit to the Dean Research, in a sealed cover a panel of at least eight 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. Names can also be included from outside the state and country. There must be list of eight examiners with their complete addresses, with telephonic contacts and e-mail. ID. The list of examiners has to be prepared after checking properly their expertise in the research area of the theme title of the thesis.

O.14.3 In case the candidate is related¹ to the HOD/Dean, then the first panel of examiners shall be obtained from a senior professor of the subject concerned nominated by Vice-Chancellor.

O.14.4 The Vice-Chancellor shall appoint two examiners out of the aforesaid panel, submitted by the Head/Dean of the Department/School. The consent of examiners shall be

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obtained by sending them the summary and list of publications, within one month of the Vice-Chancellor's approval. Vice Chancellor shall have authority to change or add names of experts at his level.

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

¹The term relation 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.

O.15.0 Submission of Thesis

O.15.1 After getting an approval from DRC, the candidate can finalize his/her thesis. Thesis shall be prepared as per the guidelines prepared by the university.

O.15.2 The finalized thesis shall be typed on a computer using standard software like MS Word or LATEX or any appropriate tool available. 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.

O.15.3 The candidate shall submit the thesis to the University as follows:

- (i) Six Hard bound copies of thesis shall be submitted after final approval of thesis.
- (ii) Soft copy in the form of any appropriate electronic gadget.

O.15.4 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/Dean of the University teaching department/School 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.
- (d) The candidate shall submit the certificate that the contents of thesis have been checked for "Plagiarism" and the same is in limit as prescribed by the University (Annexure-1).

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

O.16. Evaluation of Thesis

O.16.1 On receipt of the Thesis / Dissertation, required fee and no dues certificates, the Thesis/ Dissertation shall be sent to the two examiners already consented. The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners from the Universities/Institutes of National and International repute.

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OR

In case of M.Phil. students, the thesis/ dissertation shall be evaluated by his/her research supervisor and at least one external examiner who is not in employment of the University. The viva voce shall be conducted by both of them and shall be open to be attended by members of DRC, all faculty members, research scholars and other interested experts/ researchers.

O.16.2 The Thesis / Dissertation 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 with respect to language and presentation of the subject matter.

O.16.3 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 each chapter in the examiner's report, which should be typed on separate pages, in four copies.

O.16.4 The examiners may seek clarification of the subject matter of the thesis/ Dissertation from the supervisor through the Dean Research. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis / Dissertation.

O.16.5 The Vice-Chancellor may recall the Thesis / Dissertation from an examiner, who fails to send the reports within two months from the date of dispatch of the Thesis / Dissertation or such other date as may be extended by the Vice-Chancellor, and appoint another examiner from the panel of examiners.

O.17. Acceptance of Thesis/Dissertation

Report of Examiners

Examiner 1	Examiner 2	Status of Acceptance/Revision/Reject
Accept without revision	Accept without revision	Accepted
Accept without revision	Revision suggested	Accepted with revision
Revision Suggested	Accept without revision	Accepted with revision
Revision Suggested	Revision Suggested	Accepted with Revision
Rejected	Revision Suggested	May be reviewed by Third examiner*
Revision Suggested	Rejected	May be reviewed by Third examiner*
Rejected	Rejected	Rejected

* If third examiner also suggests the Rejection of thesis, the thesis shall be rejected, but if third examiner suggests acceptance with revision the candidate shall revise the thesis and shall be accepted.

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The decision of "Acceptance", "Rejection" or "Revision" shall be decided as mentioned above in the table.

O.17.1 If both the examiners approves the thesis without revision, thesis will be accepted.

O.17.2 In case both the examiners reject the thesis, the thesis shall be rejected.

O.17.3 If one of the either examiner suggests revision or both the examiner suggests revision, the thesis will be accepted with revision.

O.17.4 If one of the either examiner Rejects the thesis, and the other recommends a revision, the thesis shall be sent to third examiner for review. If third examiner approves or approves with revision, the thesis shall be accepted with revision. If third examiner also rejects the thesis, the thesis will be rejected.

O.17.5 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, selected by the Vice-Chancellor, who have accepted the thesis for the award of the Ph. D. degree. In case the candidate is related¹ to the supervisor, then the Vice-Chancellor 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.

O.17.6 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 Vice-Chancellor 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 Dean Research. Provided that in special circumstances Vice-Chancellor 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, within two months of the submission of the report.

O.17.7 The viva-voce examination shall be conducted at the School/Department or at any place fixed by the University for this purpose. The date and time and place of open viva-voce examination shall be notified by the Dean Research 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 Dean Research in confidential cover. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the DRC, all faculty members of the Department, other research scholars and other interested experts/researchers.

O.17.8 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 questions, others in the audience can also ask questions.

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O.18.0 Resubmission of Thesis

O.18.1 If the examiners recommend that the candidate be asked to revise/improve his thesis, the candidate will be permitted to resubmit his thesis not earlier than three months, the period being counted from the date of the issue of orders to the candidate. Any further permission shall be given by the vice chancellor at his/her discretion.

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.

O.18.2 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 six 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 recommended for the revision.

O.18.3 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.

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

O.18.4 If the Ph.D. student is not able to complete his/her work within three years, an extension of 3 months may be given. If he/she is still unable to complete his/her work, the candidate has to apply for extension for one year and pay the extension fee (as decided by the university). For further extension, a similar process will be followed. However, the total period of Ph.D. program should not exceed the maximum time period as stipulated in Para 8.2. Similarly for M.Phil an extension of two months may be given. For any further extension, the candidate has to apply for an extension of 6 months and pay the extension fee (as decided by the university). For further extension, a similar process will be followed. However, the total period of M.Phil program should not exceed the maximum time period as stipulated in Para 8.3.

O.19 Cancellation of Ph.d/ M.Phil Registration

O.19.1 Registration may be cancelled by the DRC based on the unsatisfactory of progress or poor of quality work, on the recommendation of the supervisor and also after giving due opportunities to the candidate for defending his/her case.

O.19.2 Registration may be cancelled if the candidate fails to submit the Thesis / Dissertation within the maximum stipulated period.

O.19.3 If being an internal and full-time research scholar, he/she absents himself/herself for a continuous period of six weeks without prior intimation/sanction of leave.

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- O.19.4 If he/she withdraws from the Ph.D. program and the withdrawal is duly recommended by the DRC.
- O.19.5 If he/she is found to be involved in act of misconduct, indiscipline and termination is recommended by the School/Dept. Research Committee or any other authority so authorized by the University.
- O.19.6 If the candidate fails to pay outstanding dues for more than three months from the due date.
- O.19.7 If the thesis of a candidate is recommended for revision and he/she does not apply for re-submission.
- O.19.8 If the thesis of a candidate is recommended for revision and he/she applies for extension for re-submission, however does not re-submit the thesis within the stipulated time period.
- O.19.9 If after re-submission of the thesis (after it has been rejected once), it is again rejected or major revisions are suggested.
- O.19.10 Or any other genuine reason not covered above.

O.20. Publication of Thesis

- O.20.1 The Thesis shall be published only after the approval of the competent authority of the University.
- O.20.2 The University may grant permission for the publication under such conditions as it may deem fit.

O.21.0 Research Centre

A candidate may pursue his/her research work for M.Phil / Ph.D. degree in the Schools/ 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 Organizations of Government/semi government/reputed corporate establishment with established R&D Laboratories etc), with the permission of concerned organization.

- a. The candidates may also be allowed by DRC 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 may be Government of India /State Govt. approved R&D center or any other well established lab, with the consent of organization and recognized for this purpose by the University.
- b. A candidate permitted to work in such Industry stated in para (a), may take one co-supervisor from that industry, such co-supervisor should be Scientist/Director of the R&D center or faculty member of the academic institution.
- c. Candidate may also be permitted to work by DRC in research establishment of repute like CSIR Labs / DRDO Labs or Labs of repute established by Central Government and after

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the permission of such establishment.

d. A candidate permitted to work in such Research Establishment, stated in pre para (c), recognized by the University as a research center, he/she shall also be required to take at least one co-supervisor from that Establishment. Such Co-supervisor should be Scientist/Director of the R&D centre or any other faculty member from the subject concerned.

e. In case of a foreign national research scholars, DRC may permit to carry out his/her research work in his/her country in well-established lab/institution/R & D center under the supervision of a co-supervisor from the concerned organization. Such permission shall be granted by the DRC on production of the consent of co-supervisor and institute. The candidate shall pursue and complete the course work at the university.

O.22.0 Medium –The medium of instructions/writing thesis and examination shall be English or Hindi depending upon the requirement of subject.

O.23.0 Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice-Chancellor on the recommendation of the Department Research Committee (DRC). No change in the topic of research will be permitted after the approval of RDC, due to change of supervisor.

O.23.1 The change of Supervisor may be allowed in the following cases:

i) The Supervisor has expired or has left the services of the University or the supervisor proceeds on leave/deputation of more than one year and the research scholar makes a request in writing to change the supervisor.

OR

ii) By mutual consent of both the Supervisor and the Research Scholar.

OR

iii) In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. Such requests will be submitted to the Head of the Department/Dean of School/Director/Chairperson. Such matters shall be placed before the Departmental Research Committee(DRC) for its decision.

O.24.0 Award of M.Phil. / Ph.D.

O.24.1 After successful defence of Ph.d thesis, the University shall issue a Ph.D. notification with the permission of Hon'ble Vice Chancellor and 'Provisional Degree Certificate (PDC)' to the student, the matter shall be reported to the Academic Council/Board of Management for their approval in its forthcoming meeting.

O.24.2 Final Ph.D. degree will be given in the Convocation of the University which will be held as decided by the University. In case of any long delay of the Convocation, the degree can be provided to candidate with special permission of the Hon'ble Vice-Chancellor of the

Om Sterling Global University

University and all such cases shall be reported to Academic Council. All such proceedings will be conducted by the Research Section.

O.24.3 After the successful completion of the evaluation process and before the announcement of the award of Ph.D., the University shall submit a softcopy of the Ph.D. thesis to UGC, for hosting the same in INFLIBNET, accessible to all universities/institutions.

O.24.4 Prior to the actual award of the degree, the University shall issue a provisional degree certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

O.25.0 Withdrawal of Degree

On detection of any irregularity or any plagiarism, the University shall take suitable steps to withdraw the degree.

O.26.0 Any issue(s) concerning the procedure or interpretation of the provisions contained in this ordinance and not covered above, DRC shall refer the matter to the Vice-Chancellor, whose decision shall be final. All such cases shall be reported to the Academic Council.

O.27.0 Any changes/amendments made in the Ph.D regulations, time to time by the UGC or a regulatory authority in this regards, shall be considered incorporated suo-moto, in this ordinance.

O.28.0 Checklist of the Documents:

The University shall provide a 'Checklist of documents' to be included in the Ph.D. thesis, namely:

- i) Declaration from the Candidate, as specified in Appendix 2
- ii) Research publications, as specified in Clause 13.2.2
- iii) Research paper presentation certificate in an International/ National Conference/ Seminar, as specified in Clause 13.2.2
- iv) Certificate from Supervisor, as specified in Appendix 3.
- v) Copy of Plagiarism Report- Appendix-1

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Appendix -1

Plagiarism Check

The following guidelines must be adhered for submitting the Plagiarism report at the time of submission of Ph.D. thesis:

1 The Ph.D./M.Phil thesis must undergo a Plagiarism check by Turnitin/Unkund or any other authentic software recommended by the University from time to time.

2 The similarity checks for plagiarism shall exclude the following:

- i) Quoted work(s) reproduced with proper attribution;
- ii) All references, bibliography, table of content, preface and acknowledgements;
- iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
- iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
- v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.).

3 The admissible level of similarity is 10%.

4. Similarities from own research publications related to thesis shall be excluded.

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Composition of Synopsis

1. Title of the Thesis
2. Introduction: Giving purpose of research (in about 200 words) including the objectives and tentative hypothesis
3. A brief review of the work already done in the field.
4. Proposed methodology for the proposed research work and tentative schedule.
5. Expected outcome of the proposed work
6. References in standard format.
7. List of published papers of the candidate (if applicable)

Candidate

Signature of the

Date

Signature of Co-Supervisor (if any)

Signature of Supervisor

Date

Date

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Appendix-2

Declaration by the Candidate

I hereby declare that the thesis entitled

.....

is my own work conducted under the supervision
of Dr.....(Supervisor and Co-supervisor (if
any))

at (Name of Department and School)

I further, declare that:

(i) No part of thesis has been submitted for the award of any degree either in
this University or in any other University.

(ii) The thesis has been checked for plagiarism and it is within the acceptable
limits (as per the University & UGC Guidelines)

Signature of the candidate

Date:

Place :

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Appendix – 3

Certificate by The Supervisor

This is to certify that the work entitled
is a piece of research work done by Mr./Miss.

under my/our supervision for the award of degree of Doctor of Philosophy, (Name of Dept. and School), Om Sterling Global University, Hisar, Haryana, India.

To the best of my/our 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.
- iv. The plagiarism is within the acceptable limits (as per the University & UGC Guidelines).

Signature of the Co-supervisor (if applicable)
of the Supervisor

Signature

Date :

Date :

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Appendix - 4 Confidential Progress Report (I/II/III/IV/V/VI.....)

Six monthly Progress Report of the research work done for the period

From To

I. Research Scholar's Details

(i) Name of the Candidate

(ii) Enrollment Number

(iii) Name of supervisor and Co-supervisor (if any)

(iv) Department

(v) Place of work

(vi) Title of thesis

2. The Progress of Research Work during the period as mentioned above:

(i) Chapter wise Progress-----

(ii) Plan of completing Remaining Work-----

(iii) List of Books, Journal etc. referred with footnotes-----

(iv) Details of field Visit, if nay-----

(v) Details of Laboratory work/Analysis/Design/Fabrication work etc. carried out-----

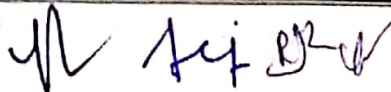
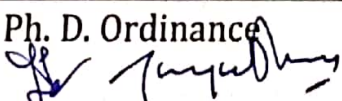
(vi) Number of Days / Hours interacted with Supervisor -----

(vii) Fee Amount Rs.----- Receipt No. Date (if applicable)

(Signature of the Research Scholar)

Date:

M. Phil. / Ph. D. Ordinance



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Om Sterling Global University

Certificate from the Supervisor

This is to certify that Mr./Ms.-----Enrollment No.-----

The information furnished above by the research scholar is correct and the progress has been done under my supervision and guidance. The progress of the research scholar is found to be satisfactory/unsatisfactory.

(In case of unsatisfactory progress, the scholar may be warned to speed up the work/improve the work).

Signature of Supervisor

(Name-----)

Recommendations of Dean

- (i) Progress Report for the period from----- to----- as submitted by the candidate is found satisfactory and accepted.
- (ii) Progress Report for the period from-----to ----- as submitted by the candidate is found unsatisfactory and a letter of warning/suitable action is issued.

Date-----

Signature of Dean of School

Om Sterling Global University

Appendix -5

Proforma for Request for Pre Ph.D.-Presentation

The Dean of School-----
Om Sterling Global University, Hisar

Subject: Request for Pre-Ph.D. Presentation.

1 Name of the candidate

2. Enrollment No.

3. Name of Supervisor and Co-supervisor (if any)

4. Department

5. Place of work

6 Title of thesis

I have completed my draft thesis and it has been checked by the supervisor. I request you to arrange my pre Ph.D presentation.

(Signature of the candidate)

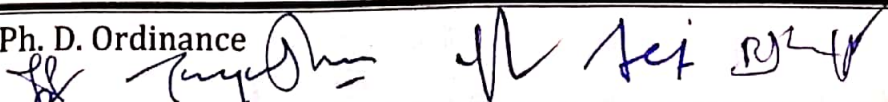
(Signature of the Supervisor)

Name

Date:

Place: .

M. Phil. / Ph. D. Ordinance



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Appendix - 6

Forwarding Letter f Head of Department /Dean of School

The _____ Ph.D. _____ thesis _____ entitled _____

submitted by Shri/Smt./Ku Enrollment No. _____ of _____

Department.....School.....

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

Signature of the Supervisor

Name of Supervisor

Date:

Place:

(Signature of Head of dept/Dean of School)

Date:

Place:

Om Sterling Global University

Appendix -7

Examiner's Report on Ph.D. Thesis

Title of thesis

Name of candidate Shri/Smt./Ku

Department School

#1. The thesis is recommended for the Award of Ph.D/M.Phil. degree.

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 incorporated.

2. The thesis is recommended with revised as per the detailed report enclosed. ## 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 incorporated.

3. The thesis be rejected (The detailed evaluation report is enclosed).

Detailed Report

The examiner is requested to attach detailed report in four copies, including 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.

(Signature of the Examiner)

Full Name & Address

Date:

Place: .

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Appendix-8

Provisional Degree Certificate

Ref. No.:

Date:

This is to certify that the following student has qualified for the award of degree as detailed below:

Enrollment Number :

Name of Candidate :

Father's Name :

Mother's Name :

Name of School :

Title of Dissertation /Thesis :

Has successfully completed the requirements for the award of Master of Philosophy in examination held in and he/she has securedCGPA (10 Point Scale).

Has successfully completed the requirements for the award of Doctor of Philosophy in Ph.D defense held on and he/she has securedCGPA (10 Point Scale) in Course Work.

Hisar

Controller of Examination



OM STERLING GLOBAL UNIVERSITY, HISAR

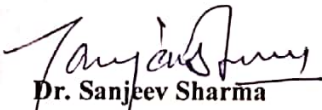
(ESTABLISHED UNDER HARYANA PRIVATE UNIVERSITY ACT – 2006)

Sub: Meeting of PhD/MPhil Ordinance Drafting Committee

Respected Vice Chancellor Sir,

With the approval of competent authority, the PhD/MPhil Ordinance Committee has unanimously approved the Ordinance for PhD/MPhil session 2019-20 onwards in the meeting held on 11/07/2019(Annexure II)

- | | | |
|-------------------------|---|------------------|
| (i) Dr. Sanjeev Sharma | - | Chairperson |
| (ii) Dr. Anuj Sharma | - | Member |
| (iii) Dr. Sumesh Jain | - | Member |
| (iv) Dr. Rakesh Dhiman | - | Member |
| (v) Dr. Chayanika | - | Member |
| (vi) Mr. Kumar Pragulbh | - | Member Secretary |

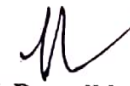

Dr. Sanjeev Sharma
Chairperson


Dr. Anuj Sharma
Member

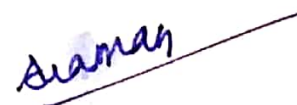

Dr. Sumesh Jain
Member


Dr. Rakesh Dhiman
Member


Dr. Chayanika
Member


Mr. K. Pragulbh
Member

APPROVED BY:


Vice - Chancellor