



Ph.D. ORDINANCE

January 2023 Onwards



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

Om Sterling Global University

Ph.D Ordinance (Minimum Standards and Procedures for Award of Ph.D Degree)-2023, Om Sterling Global University, Hisar.

0.1. Short Title, Application, Commencement

- 0.1.1 This Ordinance shall be called Minimum Standards and Procedures for the Award of Ph.D. Degrees Ordinance, 2023 of the Om Sterling Global University, Hisar. This ordinance incorporates all provisions made in "University Grant Commission (Minimum Standards and Procedures for Award of Ph.D Degree) Regulations, 2022" and Ph.D degree shall be awarded accordingly.
- 0.1.2 This Ordinances shall apply to Om Sterling Global University, Hisar in its School/ Departments, w.e.f. from January, 2023. The award of degrees to candidates already registered before January, 2023 and pursuing Ph.D., shall be governed by the preceding ordinances of OSGU, as applicable.
- 0.1.3 The Degree of Doctor of Philosophy (Ph.D.) may be awarded in various Departments/School of the University.
- 0.1.4 Research Programmes in the University leading to the Degree of Doctor of Philosophy (Ph.D) shall be governed under the control of the Academic Council; research studies for Ph.D. Programme shall be organized by the respective Board of Studies assisted by the Research Advisory Committee (RAC) in concerned disciplines.
- 0.1.5 The students registered in Ph.D. Programme shall be called as Research Scholar.

0.2. Definitions

- a. "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational Institution.
- b. "School" means a constituent unit of university engaged in imparting education in a specified field of study and research.
- c. "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.
- d. "Credit" means number of hours of instructions required per week over the duration of a semester. A three credit course in a semester means three one-hour lectures per week, with each one hour lecture counted as one credit.
- e. "Course" means one of the specified units which go to comprise of a programme of study.
- f. "Course Work" means courses of study prescribed by the School/Department/ Centre/Institute to be undertaken by a student registered for the Ph.D. Degree.
- g. "Guide/Research Supervisor" means an academician/researcher recognized by the university to supervise the Ph.D. scholar for his/her research.
- h. "External examiner" means an academician/researcher with published research work who is not part of the Om Sterling Global University, Hisar, where the Ph.D. scholar has registered for the Ph.D. program.
- i. "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines.
- j. "Online Mode" shall have the same meaning as defined under the UGC Regulations, 2020;
- k. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

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1. "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along for Ph.D. program.

O.3 Eligibility Criteria for Admission to Ph.D. Programme

Following shall be the Eligibility Criteria for admission to the Ph.D Programmes:

O.3.1. Candidates for admission to the Ph.D. programme shall have a 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

OR equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution

O.3.2 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission from time to time

O.3.3. Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's degree programme should have a minimum of 75% marks or its equivalent grade on a point scale wherever, the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled/Economically Weaker Section (EWS) of Haryana) and other categories of candidates as per decision of statutory bodies.

O.3.4. Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission from time to time.

O.3.5 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.4 Duration of Ph.D Programme

O.4.1 Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of six years.

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O.4.2 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 course work.

O.4.3 A maximum of additional two (2) years can be given through a process of re-registration as per these Ordinances of the university; provided, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the commencement of Course Work.

O.4.4 Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; provided that the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D programme.

O.4.5 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

O.5. Procedure for Admission

O.5.1 The Om Sterling Global University, Hisar may decide their own selection procedure for Ph.D. admission of both national and international students, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

O.5.2 Admission to the Ph.D programme shall be made using the following methods:

(i) Om Sterling Global University will conduct Entrance Test for admission to Ph.D. programs and shall notify well in advance on the University website and through advertisement in the News Papers.

(ii) The Entrance Test for admission to Ph.D. programs shall be of 100 marks, out of which 50% will be from research methodology and 50% will be subject specific.

(iii) Students who have secured 50 % marks in the entrance test are eligible to be called for the interview. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the University Grants Commission from time to time.

(iv) The candidate has to present himself/herself for an interview (Face to Face or through any online platform), before the Committee, as per the schedule intimated by the University. The number of candidates to be called for interview shall depend upon the number of candidates qualified in the entrance exam (programmes wise). Normally, Qualified Candidates in entrance exam three times the number of seats for a particular programme, be called for interview.

(v) The admission of a candidate shall be based on merit obtained in Entrance Examination and Interview taken together. The merit list for admission in Ph.D. will be prepared based on the performance in Entrance Examination (70% weightage) and Interview/viva (30% weightage), taken together.

(vi) University may admit the students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level based on an interview. Such

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candidates will be exempted from appearing in entrance examination for Ph.D admission. For preparing merit of such candidates 100% weightage will be given to marks obtained in interview.

(vii) University shall adhere to the National/State level reservation policy as applicable.

(viii) University shall notify the prospectus with all relevant information.

ix) University may decide to conduct the Entrance Test(s) in an academic year, taking in to consideration of vacant seats (Various Disciplines) in Ph.D programme.

O.5.2 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.5.3 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.5.4 Candidates applying under university approved scholarship/fellowship programs must submit a copy of their scholarship/fellowship approval along with their application.

O.5.5 Candidates intending to carry out research in collaborative research centers must submit a no objection letter from the appropriate authority of such center. The applications must be forwarded by the research centers.

O.5.6 Application form can be downloaded from University Official website.

O.5.7 The complete application form along with required application fee mentioned in Notification and copy of certificates and mark sheets of qualification to be submitted in research cell or uploaded on line.

O.5.8 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.5.9 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.5.10 The university shall maintain a list of Ph.D supervisors and scholars admitted under them on the website and update this list every year.

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O.6.0 Admission of International students in Ph.D. programme

O.6.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause O. 8.5.

O.6.2 For admission of international students to Ph.D programme, university may follow the procedure as per O.5 or may devise separate procedure, keeping in view the guidelines /norms in this regard issued by statutory/regulatory bodies time to time.

O.7.0 Course Work- Credit requirement, number, duration, syllabus, minimum standards for completion etc.

A candidate will be mandatorily 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) –

O.7.1 A research scholar admitted to Ph.D programme shall be required to earn minimum 12 credits including “Research and Publication Ethics (UGC Notification, No.F.1-1/2018 (Journal/CARE) IN 2019 and a Research Methodology Course.

O.7.2 The Research Advisory Committee can also recommend UGC recognized online courses (SWAYAM, MOOCs etc) as part of the credit requirements for the Ph.D. programme, for this research scholar must have to take the prior permission from organization for approval of the courses or as credits requirements.

O.7.3 The details of coursework are presented in the table given below. All courses prescribed for 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)	03
04	Review of Literature/Presentations (Self-study)	03

O.7.4. All candidates admitted to the 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.7.5. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

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O.7.6. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by RAC and the School/Department and the final grades shall be communicated to the University.

O.7.7. A student needs to score a minimum of 50% marks in Internal Assessment as well as in the final examination or equivalent grade in a course and aggregate of all course taken together should be at least 55% or equivalent grade to be declared successful in Course Work.

O.7.8 If a student fails to clear the Course Work, in first attempt, shall be allowed to reappear in course work examination to clear the course work.

O.8. Allocation of Research Supervisor/Co-Supervisor

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

O.8.1 A regular/full-time Professor/Associate Professor of the Om Sterling Global University with at least five research publications in peer-reviewed or refereed and any regular Assistant Professor of the University with Ph.D. degree and at least three research publications in peer-reviewed or refereed 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. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

O.8.2 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.8.3 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.8.4 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 from within the same department or other departments of the same institution or other institutions may also be permitted with the approval of the competent authority (Appendix-1).

O.8.5 A Research Supervisor/Co-supervisor who is a professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

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

O.8.6 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

O.8.7 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

O.8.8 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

O.8.9 At any point of time, the total number of Ph.D scholar under a faculty member, either as supervisor or as co-supervisor, shall not exceed the number prescribed in the O.8.5 and O.6.1.

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

The Departmental Research Committee (DRC) with regard to Ph.D. program will consist of all Professors, Associate Professors and Assistant Professors of the Department provided that they are otherwise eligible for appointment as Ph.D. Supervisors. Dean may nominate the members(s) from allied school/department.

O.9.1 The Departmental Committee shall have the following functions:

- To allocate Supervisor to a research scholar within 15 days of commencement of Ph.D. course work, keeping into the consideration of research area of the research scholar and the supervisor.
- To constitute the Research Advisory Committee (RAC) for each candidate, within 15 days of commencement of Ph.D. course work.
- To promote collaborative research that bridges traditional oriental studies, contemporary scientific disciplines.
- To advise scholars and faculty on proposal development for external funding, as well as publication strategies in quality indexed journals.

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- (iv) To advise scholars and faculty on proposal development for external funding, as well as publication strategies in quality indexed journals.
- (v) To act as a bridge between departmental researchers, faculty supervisors, and the central R&D Cell to ensure smooth administrative execution.
- (vi) To decide all such functions and responsibilities which are essential for building and enhancing the research environment in the school/department.

O.9.2 Conduct of Departmental Research Committee Meeting

- i. The Dean/HoD of School/Department shall be the Chairman of the Departmental Research Committee (DRC).
- ii. Minimum four members of DRC will form the quorum for the DRC meeting. Meeting will be chaired only by the Dean/HoD of the respective School/Department.
- iii. In case of DRC Meeting for allocation of supervisor, or formation of the RAC, the supervisors of respective areas in which the Ph.D students are admitted, shall mandatorily remain present.
- iv. DRC may meet as frequently as required, however, not less than once in a semester.
- v. All proceedings will be included in the annual progress report of the school/department.

O.10. Research Advisory Committee and its Functions

O.10.1

- (i) There shall be a Research Advisory Committee (RAC) for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee.
- (ii) All RACs shall be constituted by the DRC in its meeting called for this purpose.

O. 10.2 Functions of the Research Advisory Committee (RAC)

- (i) To review the research proposal, synopsis and finalize the topic of research
- (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 Ph.D scholar.
- (iv) A research scholar shall appear before the RAC once in six months to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The RAC shall submit its recommendations through their respective Dean/HoD, to the university along with a copy of Ph.D scholar's progress report. A copy of recommendation of RAC on progress report shall be provided to the research scholar.
- (v) In case the progress of the research scholar is unsatisfactory, the RAC 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 RAC may recommend, with specific reasons to the University, for cancellation of the registration of the research scholar.

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(vi) The meeting of RAC shall be held as per the need of research scholars for a continuous review of research work is being carried out by the research scholar, however, not less than twice in a year.

O.10.3 Composition of the Research Advisory Committee (RAC)

- (a) Supervisor of the Research Scholar shall be Convener of the RAC.
- (b) One or more Faculty Expert
- (c) Dean/HoD or his/her representative or one member from allied department.
- (c) DRC may add more member(s) if required.

O.10.4 Conduct of RAC Meeting

- (i) The supervisor of the concerned research scholar shall be the Convener of RAC.
- (ii) Minimum three members of the RAC will form the quorum, out which the supervisor (Convener), shall remain mandatorily present.
- (iii) All RAC meetings shall be arranged/called by the Convener and shall be responsible for carrying all process in this regard.
- (iv) The Convener shall send recommendations of RAC to the University through the respective Dean/HoD.

O.11. Synopsis and Research Proposal

O.11.1 After successful completion of Course work mentioned above, the student shall be eligible to submit a synopsis & research proposal of his proposed research work along with the title of thesis (finally decided by the candidate and approved by RAC). The student will present the synopsis before the RAC. The RAC 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 RAC, 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/Daen of the department on each of the copy of the synopsis.

O.11.2 The RAC shall approve the title of the thesis, synopsis, research proposal 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.11.3 If the RAC 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 RAC itself. The letter shall be issued mentioning the approved title.

O.11.4 If the RAC suggests any change in the synopsis & research proposal 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

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changes suggested by the RAC 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.11.5 If the RAC 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 RAC.

O.11.6 If the RAC 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.11.7 No T.A. and D.A. shall be payable to candidate and supervisor for attending the RDC/RAC meeting.

O.12.1 Part-time Mode:

(i) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

(ii) The university shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

a) The candidate is permitted to pursue studies on a part-time basis.

b) His/her official duties permit him/her to devote sufficient time for research.

c) If required, he/she will be relieved from the duty to complete the course work.

(iii) A Part Time Candidate shall have to complete the course work of the University as per the UGC guidelines 2022. 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 in these ordinances

(iv) Unless otherwise approved by UGC, university shall not offer Ph.D programme in distance/Online Mode.

O.13 Evaluation and Assessment Methods, Minimum Standards for Award of the Degree

On successful completion of course work, approval of synopsis and research proposal, the candidate shall be required to undertake his/her research work and produce a draft of 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.

In the last quarter of three years, candidate will request for pre-submission of the thesis with the permission of his/her supervisor to the Dean (Research). The Dean (Research) will give the time to submit within specified date.

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O.13.1 Pre- Submission of Thesis

(i) Prior to the submission of the dissertation/thesis, the scholar shall make a pre-submission presentation in the Department before the RAC (Research Advisory 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 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 supervisor.

(ii) 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 Prior to the submission of Ph.D. 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.

(i) 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.13.3 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 7.

O.13.4 No T.A. and D.A. shall be payable to candidate and supervisor for attending the pre-submission presentation before the RAC/DRC.

O.13.5 If the RAC 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.13.6 If the RAC 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.13.7 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-7. However, if, the candidate fails to get a recommendation for submission from DRC, as

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mentioned above, his registration for Ph.D. shall be cancelled.

O.13.8 (i) Prior to the Ph.D 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 from his/her research work. The scholar shall produce the proofs of publications as mentioned above publications at the time of pre-submission.

(ii) The scholar should be the first/corresponding author or if there are co-authors, his/her name should be as first author. The reprints of such papers alongwith reprints of other research papers published by him/her shall be appended inside the thesis at the end. If the reprints has not been received till the time of submission of thesis, the acceptance letter along with the approved manuscript shall be appended. The supervisor shall be co-author in all papers.

O.13.9 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 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.14.0 Period for Submission of Thesis

O.14.1 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 the period stipulated in O.4.

O.14.2 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.

O.14.3 The maximum duration can be extended for one year by competent authority in extraordinary circumstances.

O.14.4 After this period (O.14.3), if a candidate desires to pursue research work for Ph.D. degree he/she will have to apply for re- registration as a fresh candidate.

O.15. Six Monthly Report

(i) The University shall obtain every six months, a progress report of the work of the Research Scholar from his supervisor in prescribed format, which shall be scrutinized by the RAC. 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 RAC, may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

(ii) The research scholar shall present his/her six monthly progress report before the RAC and on approval of six monthly report will proceed for further, research work.

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O.16. Summary of Thesis and Appointment of Examiners

O.16.1 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.16.2 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.16.3 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.16.4 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 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.

O.16.5 In case any one or both the external examiner appointed for evaluation of Ph.D thesis send to them, refuses to evaluate thesis for any genuine reason, Vice Chancellor shall be authorized to appoint new external examiner for evaluation of Ph.D thesis.

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, grandnephew/niece, uncle, aunty, son in law, sister-in-law, father-in-law, mother-in-law and the first cousin.

O.17.0 Submission of Thesis

O.17.1 After getting an approval from RAC, the candidate can finalize his/her thesis. Thesis shall be prepared as per the guidelines prepared by the university.

O.17.2 The finalized thesis shall be typed on a computer using standard software like MSWord 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.17.3 The candidate shall submit the thesis to the University as follows:

(i) Six (or the number of copies decided) Hard bound copies of thesis shall be submitted after final approval of thesis.

(ii) Soft copy in the form of any appropriate electronic gadget.

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O.17.4 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 8)
- (b) The thesis must be accompanied by a declaration from the candidate (as per Appendix 5) 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 6.
- (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-3).

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.18. Evaluation of Thesis

The Ph.D thesis submitted by Ph.D scholar shall be evaluated by his/her research supervisor and two external examiners who is expert in the field and not in the employment of the university. The external examiner shall be appointed as detailed in O.16.

O.18.1 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. Wherever possible, one of the external examiners should be chosen from outside India.

O.18.2 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.18.3 The examiners shall categorically recommend in the prescribed Proforma (Appendix 9) 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.18.4 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

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letter to be sent to the examiners while sending the thesis / Dissertation.

O.18.5 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.19. 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.

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

O.19.1 If both the examiners approve the thesis without revision, thesis will be accepted.

O.19.2 In case both the examiners reject the thesis, the thesis shall be rejected.

O.19.3 If one of the either examiner suggests revision or both the examiner suggests revision, the thesis will be accepted with revision.

O.19.4 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.19.5 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

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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.19.6 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.19.7 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.19.8 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.

O.19.9 The Higher Educational Institution concerned shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

O.20. Resubmission of Thesis

O.20.1 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.20.2 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.

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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.

0.20.3 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.

0.20.4 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.

0.21. Cancellation of Ph.D. Registration

0.21.1 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.

0.21.2 Registration may be cancelled if the candidate fails to submit the Thesis within the maximum stipulated period.

0.21.3 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.

0.21.4 If he/she withdraws from the Ph.D. program and the withdrawal is duly recommended by the DRC.

0.21.5 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.

0.21.6 If the candidate fails to pay outstanding dues for more than three months from the due date.

0.21.7 If the thesis of a candidate is recommended for revision and he/she does not apply for re-submission.

0.21.8 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.

0.21.9 If after re-submission of the thesis (after it has been rejected once), it is again rejected or major revisions are suggested.

0.21.10 Or any other genuine reason not covered above.

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0.22. Publication of Thesis

0.22.1 The Thesis shall be published only after the approval of the competent authority of the University.

0.22.2 The University may grant permission for the publication under such conditions as it may deem fit.

0.23.0 Research Centre

A candidate may pursue his/her research work for 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 an 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 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 center 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.

0.24.0 Medium of Instruction & Writing Thesis—The medium of instructions/writing thesis and examination shall be English or Hindi depending upon the requirement of subject.

0.25.0 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).

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No change in the topic of research will be permitted after the approval of RAC, due to change of supervisor.

O.25.1 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.26.0 Award of Ph.D.

O.26.1 After successful defense 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)' (Appendix-10) to the student, the matter shall be reported to the Academic Council/Board of Management for their approval in its forthcoming meeting.

O.26.2 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 University and all such cases shall be reported to Academic Council. All such proceedings will be conducted by the Research Section.

O.26.3 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 (Appendix 11).

O.27.0 Withdrawal of Degree

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

O.28.0 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.29.0 Any changes/amendments made in the Ph.D. regulations, time to time by the UGC or regulatory authority in this regard, shall be considered incorporated Suo - moto, in this ordinance.

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O.30.0 Fee

O.30.1 The stipulated Ph.D. programme fee is to be paid to the University at the prevalent rates as announced by the University from time to time.

O.30.2 The total programme fee must be paid before submission of Ph.D. thesis.

O.31.0 Depository with INFLIBNET

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.