

CHAPTER-11

ORDINANCE FOR DOCTOR OF PHILOSOPHY (PH.D)

PART-A

PRE-Ph.D. EXAMINATION

1. The duration of the Pre Ph.D. Course shall be of one semester and its examination shall be held on such dates as may be fixed by the University.
2. The last date of receipt of examination forms and fees shall be fixed by the University from time to time.
3. The minimum eligibility conditions for admission to Pre Ph.D course shall be:-
 - (i) Master's degree with at least 55% marks in aggregate in the subject concerned or in allied subject (50% for SC/ST candidate)
4. **PROCEDURE FOR ADMISSION TO PRE Ph.D. COURSE**
 - (i) Applications for enrolment to Pre-Ph.D. course shall be advertised once in a year normally in the month of June/July.
 - (ii) The University shall make admissions to Pre-Ph.D. course through an Entrance Test, the syllabus of which will be decided by the committee constituted by the Vice-Chancellor.
 - (iii) Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same (45% for SC/ST candidates).
5. **EXEMPTION FROM ENTRANCE TEST**
The following categories of candidates are exempted from Entrance Test:
 - (a) The candidates who have qualified UGC/CSIR (JRF/NET) SLET/GATE or any other similar examination as the case may be.
 - (b) Teacher Fellows of the University.
 - (c) Regular teachers of the University.
6. **CRITERIA FOR PREPARING MERIT LIST**
In case number of applicants who qualify the entrance examination along with the applicants who are exempted from entrance test is more than the number of seats for this course, then the merit list for admission to Pre-Ph.D. course shall be prepared by the Department according to the following criteria:-
 - (a) 30% marks of the percentage of marks in the Master's degree examination.
 - (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
 - (c)
 - (i) 30% marks of the percentage of marks in the entrance test.
OR
 - (ii) Weightage of 30 marks to those candidates who have qualified for JRF.
OR
 - (iii) Weightage of 25 marks to those candidates who have passed NET or its equivalent tests such as GATE Fellowship.
OR
 - (iv) Weightage of 20 marks to those candidates who have passed SLET (State Level Eligibility Tests)
OR
 - (v) Weightage of 2 marks for each year of teaching experience subject to maximum of 20 marks.
 - (d) Two marks for each research publication in refereed journals subject to the maximum of 10 marks.
 - (e) Candidates who have passed Master's examination from BMU =5 marks.
 - (f) Interview = 15 marks.
 - (vi) While granting admission to students to Pre-Ph.D. programs, the Department/Institute will pay due attention to the State level Reservation Policy.
 - (vii) Admission Committee will consist of Head of the Department and teachers of the Department / allied Deptts. having Ph.D. Degree.

Note: The above criteria will be subject to changes as decided by the University from time to time

7. COURSE WORK

The Department concerned shall design the Pre-Ph.D. course as per UGC guide lines. "The Pre Ph.D course must include a course on Research Methodology which may include quantitative methods and computer applications. It may also involve review of published research in relevant area".

The Head of the Department may allow a candidate to undertake any course work in any other reputed educational Institution duly approved by the University. Such a student shall furnish a certificate from the Head of the Institution with regard to fulfilling the attendance requisition.

8. The amount of the examination fee to be paid shall be governed by the rules applicable from time to time.
9. Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time.
10. The candidate will be allowed to appear in an examination, if he / she meets the following requirements—
 - (i) bears a good moral character.
 - (ii) has been on the rolls of the /Department during the semester/year.
 - (iii) has attended not less than 75% of lectures delivered in theory as well as practical, Relaxation in shortage of Lectures up to 10% will be allowed by the Head of the Institution/Department on the following grounds:
 - (a) Illness;
 - (b) Illness/death of parents, brother, sister or any other close family member;
 - (c) Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.
 - (d) The shortage in attendance upto 10% more may be condoned by the Vice-Chancellor on genuine grounds on the recommendations of the Head of the Department.
11. The medium of instructions shall be English except in case of Hindi where it shall be Hindi and in case of Sanskrit it shall be English or Hindi or Sanskrit.

The medium of examination shall be as under:-

The question paper shall be set in English except in case of Hindi where these shall be set in Hindi and in case of Sanskrit where these shall be set in English or Hindi or Sanskrit. The candidates shall write their answer as under: -

- (i) The subject under the Faculty of social Sciences: Hindi or English ?
- (ii) Faculty of Humanities

(a) In case of English	:	English
(b) In case of Hindi	:	Hindi
(c) In case of Sanskrit	:	Hindi/Sanskrit/English

(in the case of assignment / project of Pre-Ph.D(Sanskrit), the option of writing the same in English, Hindi or Sanskrit may be allowed irrespective of option the candidates may have offered for the theory papers.)

- (iii) The subjects under the Faculties of Sciences, : English
- (iv) Faculties of Education, Management & Commerce. : English/Hindi

12. The minimum pass marks for passing the examination shall be:
 - (i) 50% in each theory paper in end semester examination.
 - (ii) 50% in the of internal assessment wherever prescribed in each paper in the end semester examination.
13. The examination of Pre-Ph.D course work shall consist of papers of 100 marks out of which there shall be an internal assessment of 20 marks in each paper. The internal assessment in each paper shall be based on two assignments and one seminar presented by each candidate and also his/her active participation in the seminars. The concerned teacher shall maintain the record on the basis of which internal assessment has been made before one month after the declaration of results. In case a paper does not have an element of end semester theory examination then evaluation of 100 marks shall be done internally.
14. A candidate who fails to pass or having been eligible does not appear in the examination will be allowed to clear the re-appear paper(s) in consequent two chances on such dates as may be fixed by the Controller of Examinations. While re-appearing, the students will be exempted to appear in such papers in which he/she had obtained 50% marks.
15. The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.

16. Soon after the termination of the examinations, the Controller of Examinations shall publish a list of candidates who have passed the semester examination.
17. Students getting 50% or more marks in aggregate of all the papers will be issued a certificate of having passed the Pre Ph.D. Course work.
18. The Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in the Ordinance shall be deemed to debar the University from amending the Ordinance and the amended ordinance, if any, shall apply to all students whether old or new.

PART-B**Ph.D. PROGRAMME****DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMME**

1. The Ordinance framed shall comply with the guidelines of the regulating bodies and ensure that the standard of Ph.D. studies at the University shall be comparable to the best in the country.

2. SHORT TITLE AND APPLICATION

This Ordinance shall be called the "Doctor of Philosophy (Ph.D.)" Ordinance and shall cover all admissions into Ph.D. programmes of the University.

3. **CATEGORIES :** The students shall be registered for full time Ph.D. programmes at the initial stage. These scholars will be full time students of the University for completing the requirements for Ph.D. degree.

4. DURATION OF THE Ph.D. PROGRAMME

(a) Every candidate shall submit his/her thesis within a period of four years, but not before three years (Two years in special circumstances with the approval of Dean, Academic Affairs from the date of his/her registration or two years from the date of approval of the synopsis by the concerned Doctoral Research Committee (DRC), whichever is earlier. If a candidate fails to submit his/her thesis within a period of four years and does not apply for the extension before the expiry of his/her period, his/her registration will stand automatically cancelled without any further notice by the University.

(b) The period of four years for submission of Ph.D. thesis may be extended in exceptional cases, by a maximum of three years, on yearly extension basis by the Vice-Chancellor on the recommendations of the Supervisor(s).

5. LEAVE

Maximum leave for the Scholars will be 30 days in an academic year. The record of attendance will be maintained in the Department to which the scholar is attached. In case of serious illness, the necessary information will be immediately communicated by the scholar in writing through the supervisor(s) and the Head of Department for approval of Dean Academic Affairs as per rules. Unauthorized absence will lead to cancellation of registration.

6. ELIGIBILITY FOR ADMISSION

A candidate seeking admission in the Ph.D. programme must have secured at least 55% marks or equivalent CGPA at Postgraduate level.

The minimum eligibility criteria indicated above is only an enabling clause. The Departmental Committee may fix higher criteria at the time of short listing keeping in view the number of candidates, minimum background expected to cope with the programme etc.

7. RESERVATION

The Reservation Policy of National/State level as per Haryana Private Universities Act No. 32 of 2006 will be followed while granting admission to Ph.D. programmes.

8. Constitution of Doctoral Research Committee (DRC)

Head of the Department will get the Doctoral Research Committee (DRC) constituted with the approval from the Vice-Chancellor having two outside subject experts and the Dean of the faculty will also be the ex-officio member. However, the presence of at least one expert will be necessary in the meeting.

9. INTAKE

Each Departmental Committee(DC) shall declare the number of seats for Ph.D. scholars available depending upon number of faculty in the concerned subjects.

10. PROCEDURE FOR ADMISSION

Admission for Ph.D. programme will be done twice every year, normally during June and December.

(i) The candidate desiring to seek admission to Ph.D. programme at the University shall apply for the same on a prescribed Application Form by a due date announced by the University.

(ii) The application will be scrutinized by the Departmental Committee concerned. Adequate number of eligible candidates will be called for interview. The selection will be done on the basis of marks in Pre-Ph.D./M. Phil and interview.

(iii) The candidates, whose selection is approved by the DRC, will be admitted to the Ph.D. programme after payment of prescribed fees.

11. FEES PAYABLE

Each scholar shall pay fees as prescribed from time to time.

12. REGISTRATION

All research scholars are required to report to the Head of Dept. for registration according to the schedule / procedure notified by the University in advance. Any student failing to register for two consecutive terms will be considered to have withdrawn from the programme. A candidate shall be finally registered for Ph.D. programme only after completing the requisite course work, if applicable.

13. ELIGIBILITY CRITERIA FOR SUPERVISOR

All full time faculty members of the University holding Ph.D. degree are eligible to supervise a research scholar. A person from other academic institutes, research laboratories, or industry holding a Ph.D. degree can also be a supervisor in addition to the supervisor from the University. The maximum number of Research Scholar to be registered under a supervisor/joint supervisor shall be as under:

Professor	:	8
Associate professor	:	6
Assistant Professor	:	4

14. ALLOCATION OF SUPERVISOR

- (i) The allocation of supervisor for a selected scholar shall be decided by the DC depending upon the area of research and the availability of supervisor in that area.
- (ii) The supervisor(s) from the University shall be appointed within three months of the research scholar joining the programme.
- (iii) There may be two supervisors from the University where possible for a research scholar. It may be helpful if one of the supervisors has to be away from the University. The maximum No. of supervisors would be three including one from outside as per clause 13 above.
- (iv) The maximum number of Ph.D. scholars, a supervisor can guide at a time shall be decided by the concerned DC subject to a maximum of numbers as mentioned in Clause 13 above.
- (v) If extraordinary circumstances so warrant, any change in supervisor or allocation of a second supervisor may be carried out by the DC.

15. RESEARCH PROPOSAL PLAN

- (i) The area of research to be pursued by the research scholar shall be approved by the Doctoral Research Committee.
- (ii) The research scholar shall make a presentation on the proposed research topic before the DRC. The DRC shall prescribe/approve the courses to be taken by the research scholar.
- (iii) The scholar shall prepare a detailed "Research Proposal" with Gantt Chart on the approved research area of his/her interest within 6 months from the date of completion of course work. The objective of the proposal is for the student to define the Ph.D. research problem based on a survey and critical analysis of the literature.

The research scholar shall present the proposed work in an open seminar and defend it before the Doctoral Research Committee (DRC). The Doctoral Research Committee (DRC) shall communicate its recommendations to the Dean Academic Affairs for further processing. In case DRC does not find the proposal suitable, it can reject the proposal and communicate the candidate about the decision. The Doctoral Research committee (DRC) may also ask the candidate to resubmit a revised proposal within a specified time (next 3 months) if it is found to be deficient.

16. PROGRESS OF THE RESEARCH WORK

- (i) At the end of every six months, the progress of a scholar will be assessed by the DC of that research scholar, who shall make a presentation before the DC for feedback and comments. The DC shall send the Assessment Report to the Dean Academic Affairs with its recommendations on continuation or cancellation of registration.
- (ii) If a supervisor is not satisfied with the work of the candidate, he/she will inform the DC for appropriate advice to the scholar. The DC may take up the matter with the Dean, Acad. Affairs. The matter shall be considered by the Dean Academic Affairs, in order to decide whether the candidate should be allowed to continue his/her research for the Ph.D. degree.
- (iii) A research scholar may request the Dean Academic Affairs for discontinuation of his/her research work through his/her supervisor/Head of Department.

17. SUBMISSION OF SYNOPSIS

- (i) On completion of the research work to the satisfaction of the supervisor(s), the scholar will submit 10 copies of the synopsis to the doctoral Research Committee (DRC) through the supervisor/HOD. The synopsis must precisely reflect in about 600 words all aspects of the research work done which are to be included in the thesis. A CD containing a PDF file of the synopsis shall also be submitted.
- (ii) The assessment shall be carried out by the DRC through a Pre-Ph.D seminar for getting feedback and comments, which may be suitable incorporated by the scholar into the thesis under the advice of the supervisor(s). The schedule for this seminar must be notified well in advance. The research scholar shall present the complete work carried out by him/her in this seminar and defend it before the DC. The Board of Studies (BOS) shall make recommendation to the Doctoral Research Committee (DRC) for approval of the "Synopsis" and certify the completeness of research work. The DRC shall, in turn, communicate its recommendations on completeness of the work and acceptance of the synopsis to the Dean Academic Affairs. On the other hand, the Doctoral Research Committee (DRC) may also ask the scholar to do further work, if so required, and resubmit a revised synopsis within a specified time.
- (iii) The Board of Studies shall submit to the Dean Academic Affairs a confidential list of at least ten renowned experts actively working in the field of the research area and who have significant contribution in terms of publications in reputed journals of high impact rating and/or patents. This list must include at least from reputed Universities/institutions both from the National and developed foreign countries.

18. SUBMISSION OF THESIS

- (i) The thesis shall be written in English / Hindi or the Language concerned in the specific format and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts, of fresh approach towards interpretation of facts and theories of significant contribution to knowledge of design or development, or a combination of them. It should bear evidence of the candidate's capacity for analysis and judgment and also his/her ability to carry out independent investigation design or development.
- (ii) No part of the thesis or supplementary published work shall have been submitted for the award of any other Degree/Diploma.
- (iii) A research scholar shall publish at least one research paper in a referred Journal before the submission of the thesis for evaluation, and produce evidence for the same in the form of acceptance letter or the reprint. The DC shall keep an up to date list of referred journals of high impact rating in each area of research.
- (iv) The thesis must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of the known facts or theories. In either case, it shall give evidence of the candidate's capacity for original research, critical examination and judgment.
- (v) Plagiarism shall be dealt with according to the existing law.
- (vi) The scholar shall submit six (6) printed or typed copies of his/her thesis to the DC through his/her supervisor / HOD. The DC shall recommend the thesis for acceptance to the Dean Academic Affairs for further processing. In addition, a CD of the thesis in PDF format shall also be submitted by the scholar for forwarding it to the Dean (Academics).
- (vii) The thesis shall include the following certificate signed by the supervisor(s):
This is to certify that the thesis entitled "..... (TITLE OF THE THESIS)" has been submitted to the University, in partial fulfillment of the requirements for the award of degree for Doctor of Philosophy in..... (name of the subject). It embodies the original research work carried out by Mr./Ms..... (Name of the candidate) under my/ our supervision and has not been submitted in part or full for any other degree or diploma of the University or of any other university / Institution anywhere.

19. APPOINTMENT OF EXAMINERS

- (i) From the panel of examiners submitted by the Board of Studies, the Dean Academic Affairs will appoint two examiners after taking approval of the Vice-Chancellor. These two examiners and the supervisor(s) of the scholar shall form the Committee of Examiners for evaluation of thesis submitted by the research scholar. This committee shall be notified by the Dean Academic Affairs. The appointment of these examiners shall be strictly confidential.
- (ii) A copy of the synopsis shall be sent to each examiner.

- (iii) The Dean Academic Affairs shall request the appointed examiner, to give their consent for the acceptance of examiner ship.
- (iv) In case, the appointed examiner declines to act as examiner, the Dean Academic Affairs may appoint another examiner in line with (i) above.
- (v) In case, the appointed examiner declines to act as examiner, the Dean Academic Affairs may appoint another examiner in line with (i) above.

20. EVALUATION OF THESIS BY EXAMINERS

- (i) On receipt of acceptance of examinership from the appointed examiners, a copy of the thesis shall be sent to them for evaluation within a stipulated time indicated by the Dean Academic Affairs.
- (ii) Each examiner is required to give his/her assessment report and a clear recommendation about the candidate's research work to the Dean Academic Affairs. The assessment report shall cover the following in details:
- Significant contribution to knowledge.
 - Any specific observations made by the candidate requiring revision, modification or clarification.
 - Standard of presentation of thesis.

The recommendation made by the examiner about the candidate's research work shall be on the prescribed form provided by the University indicating clearly one of the following:

a	The thesis is recommended for the award of the Ph.D. degree in the present form.	
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Or

b	The thesis is accepted for the award of the Ph.D. degree after minor revision (to be specified)	
	The examiner shall like to examine the response before recommending the award.	Yes/No

Or

c	The thesis may be accepted for the award of the Ph.D. degree after major revision requiring rewriting a portion/chapter of the thesis incorporating some additional work.	
	The examiner shall like to examine the response before recommending the award.	Yes/No

Or

d	Rewriting of the thesis after further research.	
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Or

e	The thesis is rejected outright.	
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The examiners of the thesis may send, along with their reports, suggestions on corrections and modifications and questions to be asked from the candidate by the Committee constituted for conducting the *Viva-Voce* examination.

- (iii) If the examiner has recommended resubmission of the thesis, the Dean Academic Affairs shall accordingly advise the scholar through his/her supervisor. The candidate shall ordinarily resubmit the revised thesis within one year from the date on which the comments of the examiner(s) are provided to him/her. The response of the candidate recommendation.
- (iv) If one of the examiners has recommended rejection of the thesis, the Dean Academic Affairs may appoint a new examiner out of the panel, provided the report of second external examiners is satisfactory.
- (v) If both the examiners have recommended rejection of the thesis, the thesis shall be rejected outright.

21. FINAL VIVA VOCE

- (i) having received the thesis Assessment Report and recommendations from all examiners, the Dean Academic Affairs shall request the HOD to arrange for the final *viva voce*.

- (ii) The *viva-voce* Committee, comprising one external examiner and the supervisor shall conduct the *viva-voce* of the scholar on his/her thesis.
- (iii) The research scholar shall present the complete work in an open seminar, which may be attended by any faculty member, expert or research scholar and defend it before the *viva-voce* Committee. All queries raised by the examiners in their reports shall also have to be satisfactorily answered by the scholar.
- (iv) The recommendations of the examiners shall be placed before the *viva-voce* Committee.
- (v) The *viva-voce* Committee shall communicate its recommendations on the award of Ph.D. degree to the Dean Academic Affairs.
- (vi) In exceptional cases, if external examiners are not available for *viva-voce* examination the Dean Academic Affairs will appoint another external member of *viva-voce* committee.

22. HONORARIUM, TA AND DA TO EXAMINERS AND VIVA VOCE COMMITTEE MEMBERS

Honorarium, TA and DA to examiners and *Viva Voce* Committee Members shall be payable according to rules of the University.

23. DECLARATION OF RESULT

- (i) The Dean Academic Affairs shall place the recommendations of the *viva-voce* Committee to the Research Degree Committee (RDC), comprising the Vice-Chancellor, Dean of the concerned Faculty, Head of the concerned Department. Dean Academic Affairs will be Member Secretary of the RDC.
- (ii) The Dean Academic Affairs shall inform the Controller of Examination (COE) about the approval of the Vice-Chancellor.
- (iii) The COE shall declare the result on the award of Ph.D. degree to the scholar.
- (iv) The Controller of Examination (COE) shall issue a provisional Certificate to the effect that the Ph.D. Degree has been awarded in accordance with the provision to the Ph.D. Ordinance of the University.

24. The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and / or fairness to students.

25. DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/Universities.

26. DISCIPLINE

Every research scholar is required to observe decorum and disciplined behaviour both inside and outside the campus and should not indulge in any activity, which will tend to bring down the prestige of the University. Any act of indiscipline of a research scholar shall be dealt in accordance with prevailing rules on indiscipline in the University.

27. DISPUTE REDRESSAL

In case of any dispute, the decision of the Vice-Chancellor shall be final.

28. RIGHT TO AMEND

Notwithstanding all that has been stated above, the prescribed authority has the right to modify the above ordinance from time to time.