

DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY
MURTHAL (SONEPAT)
ORDINANCE
DOCTOR OF PHILOSOPHY
(w.e.f the academic session 2018-19)

1. Preliminaries

1.1 This ordinance shall apply to Ph.D Programmes offered by this University.

All the candidates shall be admitted on full time basis. The conversion of full time to part-time may be considered by the Vice-Chancellor on the recommendation of DRC after the date of registration in the department.

Program	Normal duration	Extended duration
Ph.D(Full Time)/ Ph.D (Part Time)	Three years to six years including course work	May be extended by the Vice Chancellor on the recommendation of the DRC up to a maximum period of seven years.

The Women candidate and Persons with disability (more than 40%) may be allowed a relaxation of two years in the maximum duration.

Vice Chancellor may also consider granting one mercy chance in addition to normal duration under extraordinary circumstances on the recommendation of the DRC.

The eligibility criteria for admission to Ph.D programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the prospectus/University website.

1.2 This ordinance shall be applicable alongwith other rules related to Re-evaluation, Punishment rules in case of UMC, Examination rules etc. amended from time to time.

2. DEPARTMENTAL RESEARCH COMMITTEE (Amended, refer p-18)

The Departmental Research Committee shall consist of the following:

- i** The Chairperson of the Department/Centre (CEEES) will be normally chairperson of the committee, unless he recommends an alternative name to the Vice Chancellor for approval
- ii** All Professors of the Department, having Ph.D. Degree.

- iii One Associate Professor of the Department having Ph.D. Degree on rotation basis for a period of two years.
- iv One Assistant Professor of the Department having Ph.D. Degree on rotation basis for a period of two years.

If number of eligible teachers available in the department is less than three, the Chairperson of DRC may co-opt Professors from outside the Department/University to have at least three members in the DRC

The Chairperson of the Department shall normally be the Chairperson of the DRC, if qualifies being Ph.D. If the Chairperson does not qualify, the senior most qualifying faculty member of the Department on rotation (one year at a time), who is otherwise member of the DRC may act as the Chairperson of the DRC with the approval of the Vice Chancellor.

Responsibilities of the committee

- a. To review the research proposal and finalize the topic of research.
- b. 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.
- c. To periodically review and assist in the progress of the research work of the research scholar.

3. Pre Ph.D Course Work

All research students shall have to complete the specified course work as per the academic semester schedule. The Course work shall consist of three courses of specified credits out of which one paper of 4 credits will be Research Methodology offered by the Department/Faculty. This course may include quantitative methods and computer applications, research ethics and review of published research in the relevant field. It may also involve review of published research in relevant area. Other courses shall be advanced level courses preparing the students for Ph.D. degree. The Departmental Research Committee, in consultation with the Supervisor, will assign the course work. Candidate shall not be allowed to take the subject/course already studied in university teaching departments or anywhere in PG classes.

The credit assigned to Ph.D course work may be minimum of twelve credits.

- 3.1 The Pre Ph.D course work shall extend over a maximum period of two semesters. Teaching in each academic year shall be divided into two semesters, each semester extending to 20 weeks including practical, semester examination

and semester break. Teaching for odd semesters will normally be from July to November and for even semesters from January to May.

- 3.2 At the end of the each semester, there shall be an examination wherein candidates shall be examined in the courses studied by them in that semester.
- 3.3 The examinations for all semesters will normally be held in December/January and also in May/June on such dates as may be fixed by the Controller of Examinations as per the schedule provided by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of the examination forms and fees shall also be notified by the Controller of Examinations to the concerned University teaching departments. The concerned teacher should ensure that 100% syllabus is covered in his/her course before the start of semester examinations.
- 3.4 The Courses of the study and the subjects of examinations shall be as approved by the Academic Council from time to time. The medium of instructions and Examination shall ordinarily be English except otherwise decided by the Academic Council. The question paper will be set in English, except otherwise decided by the board of studies concerned and approved by the Academic Council. Every candidate shall be examined in the subjects as decided by Departmental Research Committee. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.
- 3.5 Normal duration of Pre-Ph.D course work is one semester only. The course work should be completed in maximum of two semesters after admission in the university/Pre-PhD course work, failing which his/her admission shall be cancelled. No mercy chance shall be considered in any circumstances
- 3.6 Evaluation Process:
 - (i) Major Test (Theory Examination):

Questions papers for the end semester examination shall be set by paper setters appointed by Controller of Examinations from a panel of examiners submitted by the Chairman of the Board of Studies duly approved by respective BPGS&R. In case a question paper is not received in time from a paper setter CoE shall get the paper set from an alternate examiner who is otherwise competent to do so. The evaluation of answer scripts shall be done as per procedure laid down by the University.
 - (ii) Practical Examination:

Examination in Practical and viva-voce shall be conducted jointly by the external and internal examiners. External examiner shall be appointed by the Controller of Examinations from a panel of examiners submitted by Chairman of BPGS&R duly approved by respective BPGS&R and internal examiner by Chairperson of the department. In case of unavailability of external examiner the alternate examiner shall be appointed by CoE.

(iii) Sesssionals (Internal Assessment):

Sessional (internal assessment) works shall be evaluated by the teachers of the various subjects based on the work done during semester on the basis of the following weightage:

S. No.	Components of Sessional	Weightage
Theory Courses		
1.	Assignments/Quizes/Tutorial Tests/ Mini project/ Presentations/Performance in the class (Depending upon the requirement of the course)	40%
2.	Minor Tests (Two tests having equal weightage)	60%
Lab Courses		
1.	Objective Tests/ Multiple Choice Questions	20%
2.	Lab. Work/ Project/ Lab. Record	60%
3.	Viva Voce	20%

Every student has to appear in both the minor tests. If a student does not take a minor test, he/she shall be awarded zero marks in that test. The marks obtained in sessional of practical/theory are to be submitted to the Examination wing duly signed by the Chairperson of the department on or before the close of semester examination or marks can be uploaded on the examination portal before a date fixed by the COE. The examination wing shall convert the marks in to equivalent grades as per the grading procedure.

3.7 The examination shall be open to a candidate who:

- (i) has attended regularly the prescribed courses of studies for the relevant semester examination in the departments recognized by the University for the Pre Ph.D course work.
- (ii) has his/her name submitted to the Controller of Examinations by the Chairperson of the department.

- (iii) has attended not less than 75% of the total classes held in each theory / lab. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairperson of the department. A further condonation of 5% in attendance may be allowed in severe/ Compassionate circumstances by the Dean. It is further clarified that the candidate sent by the university to participate/attend an event shall be treated as present during the days of event including journey days, if any, subject to the condition that the candidate must have attended atleast 50% of the classes. However, it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)
- (iv) The percentage of attendance of a candidate shall be calculated from the first day of start of semester.

3.8 Registration/Continuous Absence/Re-admission

- (i) Every student has to register himself/herself at the starting of each semester till the submission of Thesis. Teaching Department shall make the provision of Registration.
- (ii) On the request of student, admission may be cancelled at any time during the course and security amount will be refunded.
- (a) If a student is continuously absent during entire semester without any intimation and did not deposit requisite fee of the semester, his registration/admission shall be cancelled & Re-admission will not be allowed.
- (b) If candidate has registered himself/herself and requisite fee has been deposited & candidate is absent during a semester to the extent that he/she is unable to fulfill the requirement of attendance, then he/she will be permitted to complete the course work in next semester.

3.9 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in first semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) at second semester. However, clause 3.5 shall hold.

3.10 The minimum passing marks/grade for passing any semester Examination shall be:

- i. 55% in each major test (theory paper).

- ii. 55% in each Practical Examination/Viva-Voice Examination
- iii. 55% in aggregate of sessionals and end semester examinations for each theory and practical subject provided that a candidate, who fails to obtain the requisite marks in aggregate of sessionals and end semester examination, shall be required to reappear in the concerned subject in the subsequent theory/practical examination(s). Such candidates will not be required to repeat the sessional (internal assessment) works.
- iv. Minimum pass grade in each course is 'C+' grade.

3.11 The result of a student at the end of semester Examination and after completion of course work shall be declared on the basis of the SGPA.

3.12 At the end of semester examination, the COE shall publish the result. Each successful candidate shall be issued a Detailed Marks Card of the result on having passed the semester examination.

3.13 There shall be a examinations Grievances Committee regarding end semester theory examinations comprising:-

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| 1. Dean of Faculty | Chairman |
| 2. Chairperson of the Department offering the course | Member |
| 3. Nominee of Vice-Chancellor | Member |
| 4. Controller of Examinations/his nominee | Member-Secretary |

The Complaint regarding question paper of end semester theory examination, if any, shall be submitted by the student(s)/teacher through Chairperson of the Department within 7 days of the examination to the office of Controller of Examinations. The Committee shall examine and submit the report with specific recommendation regarding re-examination or award of grace marks with justification to the Controller of Examinations within 7 days. The Vice-Chancellor shall be the final authority to take decision on the recommendation of the Committee.

4. SCHOLARSHIP:

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies. However, it should be mentioned in the prospectus

5. THE CREDIT SYSTEM:

The University has introduced credit system. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum grade

point average is required to be maintained for satisfactory progress.

Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.

- 5.1 The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. The syllabus of the minor tests will be what is covered in that particular term. The Semester Examination will be based on the entire syllabus.
- 5.2 The marks/grades will be displayed on the notice board of the department before forwarding it to the Examination Wing.
- 5.3 The Chairperson of the department shall forward the awards/grades to the Examination Wing within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the course Co-ordinator/subject teacher for at least one year. The Examination Wing will keep the evaluated answer sheets of the semester examination for at least nine months.

6. GRADING SYSTEM:

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

6.1 Award of Grades Based on Absolute Marks

The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

<u>Range of Marks (%)</u>			<u>Grade</u>
90	to	100	A+
80	to	89	A
70	to	79	B+
62	to	69	B
55	to	61	C+
Less than		55	F

Note:

- (i) While calculating percentage of marks to award grades, 0.5 or higher fraction may be raised to the next higher whole number.
- (ii) The awards/grades shall be submitted by the teacher to the Chairperson of the department. The awards/grades should be finalized within 7 days of the semester examination.

6.2 GRADE POINTS:

The grading points of academic performance will be as under:-

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Very Poor	F	0
Absent	G	-

‘F’ Grade

This grade denotes poor performance, i.e. failing a subject (or subject component). A student has to reappear in the semester examination only, in which he/she obtains ‘F’ grades, until a passing grade is obtained, within the stipulated time of completion of that programme.

‘G’ Grade

If any student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but he/she is unable to appear in the semester examination then he/she will be awarded ‘G’ grade. The candidate will be allowed to take up the examination next time along with regular students and he/she will be awarded the grade as per grade system explained above.

6.3 Evaluation of Performance

The performance of a student will be evaluated in terms of Semester Grade Point Average (SGPA).

The SGPA is calculated on the basis of all pass grades, obtained in the semester.

- Regarding evaluation of performance.

The formula for calculating SGPA is as mentioned below:

$$SGPA = \frac{\sum (Course\ credits \times Grade\ point) \text{ for courses with pass grade except audit courses}}{\sum (Course\ credits) \text{ of courses with pass grade except audit courses}}$$

Illustration for calculating SGPA:

1st Semester

Course No. (1)	Course Credits as per scheme (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	1.5	B+	1.5	8	12
AMLXXX	4	B	4	7	28

Earned Credits in the semester {Total of column (4)} = 18.5

Point secured in this semester in passed courses {Total of column (6)} = 130

$$SGPA = \frac{\text{Total Points secured in passed courses}}{\text{Total Credits earned}} = \frac{130}{18.5} = 7.027$$

7. REGISTRATION FOR Ph.D DEGREE

On successful completion of prescribed coursework, the candidate will be registered for Ph.D. programme. The date of registration would be the date of notification of the result of the course work.

8. ALLOCATION OF RESEARCH SUPERVISOR: ELIGIBILITY CRITERIA TO BE A RESEARCH SUPERVISOR, CO-SUPERVISOR, NUMBER OF Ph.D. SCHOLARS PERMISSIBLE PER SUPERVISOR, ETC.

- 8.1 Only full time regular Professor of the university teaching departments with at least five research publications in refereed journals (UGC listed journals) and any fulltime regular Associate/Assistant Professor of the university teaching department with a Ph.D. degree and at least two research publications refereed journals (UGC listed journals) may be recognized as Research Supervisor.

Provided that in areas /disciplines where there is no or only a limited number of refereed journals (UGC listed journals), the university/DRC may relax the above condition for recognition of a teacher as research supervisors with reasons recorded in writing.

- 8.2 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 co-supervisor from outside the department/faculty on such terms and conditions as may be specified and agreed upon by the consenting institutions/colleges. DRC shall give a brief report while proposing appointment of co-supervisor like portion of research plan where the supervision of co-supervisor is needed.
- 8.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC 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/viva-voce/presentation. DRC will recommend the names(s) of Supervisor(s) giving due consideration to the request of the candidate. The number of guiding supervisor allotted to a candidate should not be more than two.
- 8.4 A Research Supervisor/Co-Supervisor who is a Professor, at any given point of time, cannot guide more than Eight (08) Ph.D Scholars. An Associate Professor and Assistant Professor as Research Supervisor can guide up to a maximum of six (06) and four (04) Ph.D scholars, respectively. A scholar being supervised jointly will be counted as 1/2. However, no faculty member shall be allowed to supervise more than 4 research scholars jointly at a time.
- 8.5 If a teacher having two years of service left at the time of approving the research plan of research scholar then he/she may be appointed co-supervisor only.
- 8.6 Supervisor shall be invited to the meeting of the DRC whenever the cases of the candidates registered with her/him are taken up.

Clause 8.7 and 8.8 added, refer amendment at p-19 & 20)

9. CHANGE OF SUPERVISOR

- 9.1 The DRC shall consider requests from student or her/his Supervisor for a change of Supervisor /Co-supervisor. New Supervisor/Co-supervisor shall be appointed following the normal procedure for appointment of Supervisor after seeking approval of the Vice Chancellor.
- 9.2 Change of Supervisor shall lead to change in research proposal unless the New Supervisor agrees to the same research proposal being pursued under the supervision of the previous supervisor. This condition is not applicable in case of change of Co-supervisor.
- 9.3 In case of retirement of Research Supervisor/deputation of Research Supervisor for more than six months, Research Scholar may request for the appointment of New Supervisor to the Chairperson, DRC
- 9.4 There shall not be any change in the date of registration due to change of Supervisor.

10. RESEARCH PLAN PRESENTATION

- 10.1 After completing the Pre Ph.D. course work, every research student is required to submit and present her/his research plan proposal along with the topic for consideration of DRC in the prescribed format.
- 10.2 The DRC will evaluate the research plan proposal and her/his academic preparation and potential to carry out the work in the research proposal. DRC may constitute a subcommittee for student specific (SSC) out of DRC member with a outside expert, if needed. **(Amended, refer P -19)**
- 10.3 DRC/SSC, if satisfied shall communicate it to the BPGS&R for approval.
- 10.4 In case the proposal and presentation are found unsatisfactory, DRC/SSC will suggest modifications in the research plan proposal. The research student will incorporate the necessary modifications in consultation with her/his supervisor(s) and will resubmit his/her plan to present before DRC/SSC for fresh evaluation (within three months).
- 10.5 The research plan presentation cannot be considered before successful completion of prescribed course work. In case the research plan proposal is not approved within 18 months of admission in the university it shall lead to the termination of admission to Ph.D programme. A mercy chance may be considered by the Vice Chancellor on DRC/SSC recommendations.
- 10.6 The supervisor of the student, in consultation with the Chairperson of DRC/SSC, shall arrange for research plan presentation and give notice of at least fifteen days in advance for the same.

11. EVALUATION AND ASSESSMENT METHODS FOR AWARD OF THE DEGREE

- 11.1 At the end of every semester, a scholar is required to submit through her/his supervisor the semester progress report (in the month of July for even semester and in the month of January for odd semester) to the Chairperson of the DRC. Progress reports of the research scholars duly recommended by DRC/SSC will be sent to Research Coordinator/Dean Academic Affairs.
- 11.2 Continuation of Registration requires that the DRC/SSC finds semester progress report satisfactory; all dues of university, library, hostel etc. of previous semester should be cleared; and fee for the next semester is paid.
- 11.3 The research student should appear before the DRC/SSC for presentation of her/his semester progress report. In case the progress of the research scholar is unsatisfactory, the DRC/SSC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures in the next semester, the DRC/SSC may recommend with specific reasons for cancellation of the registration of the research scholar.
- 11.4 Minor modification in the research topic may be allowed on the recommendation of DRC/SSC but not later than one year before thesis submission.
- 11.5 On the request of student duly recommend by his/her supervisor, the DRC/SSC shall assess the work of the student through a pre-submission seminar. This shall be an open seminar and any member of the University including students and visitors may participate in it. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the DRC/SSC. The date of the pre-submission seminar shall be notified at least two weeks in advance. The department shall ensure all the documents of the student are up to date and are in order before allowing any student for this presentation.
- 11.6 A research student can submit her/his thesis only on having at least two research papers out of her/his Ph.D. research wok published/accepted in SCI/SCIE /SCOPUS/UGC listed journals. **(Amended, refer p-19)**
- 11.7 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 Institution where the work was carried out, or to any other Institution.

12. Synopsis and thesis submission

- 12.1 On completion of the pre-submission seminar, the student shall submit to the

BPGS&R through her/his supervisor one hard copy and one soft copy in PDF format on a pen/CD drive of the synopsis of the thesis in the same format as specified for the thesis. 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. The similarity index should not be more than 30%. Plagiarism report should also be attached.

- 12.2 The thesis should be submitted within 6 months after the presentation of pre-submission seminar. In case the thesis is not submitted in the specified period, the student may be asked to present another pre-submission seminar.
- 12.3 The student will submit a soft copy of the thesis in PDF format on a pen drive/CD, and four copies with paper back (soft covers) in the prescribed format after payment of the thesis examination fee as prescribed. Thesis should be printed on both sides of good quality A4 size papers in Times New Roman font. At the time of submission, the student shall also submit the examination form and a copy of the examination fee receipt. All submissions are to be made to the Controller of Examinations through Chairperson of the Department

13. BOARD OF EXAMINERS

- 13.1 The Supervisor shall also submit to the BPGS&R, under confidential cover, a panel of eight subject experts having Ph.D. Degree and preferably of Professor rank. At least three of the experts should be from outside the State and two experts should be from other countries. Panel should be given on the prescribed proforma.
- 13.2 After approving the panel of examiners, the BPGS&R shall forward the synopsis and the panel of examiners to the Controller of Examinations.
- 13.3 On receipt of the synopsis of the thesis and the panel of examiners, the Vice Chancellor will appoint a Board of Examiners for each candidate from the panel. The Board of examiners will consist of the Supervisor and Co-supervisor, if any, as the internal examiners, and two external examiners, at least one may be from outside the country.
- 13.4 CoE will send a copy of synopsis to all the external members of the Board for seeking their consent.

14. THESIS EVALUATION

- 14.1 All correspondence/notification regarding thesis evaluation and viva-voce examination of the student shall be done by the Controller of Examination
- 14.2 A copy of the thesis shall be sent to the examiners after receiving their consent.
- 14.3 In case a member of the board, after receiving the synopsis declines to act as an

examiner, a new examiner shall be appointed from the panel of examiners with the approval of the Vice Chancellor.

- 14.4 Each external examiner will be requested to submit a detailed assessment report and her/his recommendation within six weeks of the date of receipt of the thesis. The report can be in the form of soft copy and/or a hard copy. Format will be sent to the examiners. The external examiners will examine the thesis individually with a view to judge that the thesis is a piece of research work characterized by:
- a. The discovery of new facts, or
 - b. A fresh approach towards interpretation and application of facts or theories, or
 - c. A distinct advancement in technology.
- 14.5 Each external examiner is required to give her/his opinion about candidate's capacity for critical examination and sound judgment. The examiners will submit the report to the Controller of Examinations on the prescribed form clearly recommending that:
- a. The thesis is accepted for the award of the Ph.D. degree subject to the candidate's giving satisfactory answer to the queries specifically mentioned in the Examiner's reports, at the time of Viva-Voce examination, or
 - b. The candidate be asked to resubmit his/her thesis in the revised form, or
 - c. The thesis be rejected.
- 14.6 In the event of the thesis report not being received from an external examiner within a period of three months from the date of dispatch, in spite of a reminder after the lapse of normal six week time, the Vice Chancellor may appoint alternate external examiner from the approved list of examiners for evaluating the thesis. Before corresponding with the alternate examiner, the original examiner must be informed of the cancellation of her/his appointment

15. RESULT OF EVALUATION

- 15.1 If both the external examiners give the same recommendation, i.e. acceptance, or revision, or rejection, that recommendation shall be accepted accordingly.
- 15.2 If one of the two external examiners recommends acceptance and the other recommends revision, the recommendation 'revision' is accepted.
- 15.3 If one of the two external examiners recommends rejection, and the other external examiner recommends acceptance, a third external examiner will be appointed for

- 15.4 evaluating the thesis.
- If one of the two external examiners recommends rejection, and the other external examiner recommends revision, a third external examiner will be appointed for evaluating the thesis.
- 15.5 The third external examiner, if required, would be appointed by the Vice Chancellor from the panel of the examiners already approved. The decision accept, revise, or reject will be keeping in view her/his recommendations. The recommendation of the third external examiner shall be accepted for Clause 15.3 and for 15.4, as follows:
- If the third external examiner recommends rejection, the recommendation 'rejection' shall be accepted.
 - If the third external examiner recommends acceptance or revision, the recommendation 'revision' shall be accepted.
- 15.6 Any doubt arising out of the procedure laid down above shall be referred to the Vice Chancellor for a decision. Notwithstanding anything contained above, in case where some punitive action is to be taken, the Vice Chancellor shall have the full powers to seek the opinion of any other external examiner

16. RESUBMISSION

When a thesis is to be revised and resubmitted, the research student and supervisor shall be informed by the Controller of Examinations about the comments of the examiners. The revised thesis is to be submitted within one year, but not earlier than three months. A fresh fee for the examination shall be paid by the student. The revised versions of the thesis will be sent to the external examiner(s) concerned for her/his fresh recommendations and in that case she/he can recommend either acceptance or rejection only.

17. VIVA-VOCE EXAMINATION

- 17.1 On receipt of the thesis examination reports from the examiners, the CoE shall send all the reports to the Vice Chancellor for appointment of Examiner out of already appointed for thesis evaluation to conduct viva-voce examination.
- 17.2 On having been informed by the Controller of Examinations to appear in the viva-voce examination, the student is to defend her/his work/thesis orally before a committee of the examiners comprising one external examiner; and supervisor/co-supervisor as the internal examiner approved by the Vice Chancellor. The Chairperson of the department in consultation with the supervisor/internal examiner will fix a date for holding the viva-voce examination. The questions/queries specified by the thesis examiners in their reports shall be intimated to the candidate through her/his supervisor at least one week before the date of conduct of the viva-voce examination. The date of the viva-voce examination shall be adequately notified so as to enable interested faculty, staff members and students to attend it.

- 17.3 In case of non-availability of the external examiner for conducting the viva-voce examination, the Vice Chancellor may appoint alternate examiner to conduct the viva-voce examination from the existing panel. If need be, the supervisor may suggest a fresh panel of examiners. After the viva-voce examination, both the examiners will prepare a detailed joint report giving one of the following three recommendations:
- a. Recommended for the award of the degree, or
 - b. The thesis be resubmitted after incorporating the suggested corrections, or
 - c. Not recommended for the award of the degree.

The report shall be sent to the Controller of Examinations in a confidential cover.

18. AWARD OF THE Ph.D. DEGREE

- 18.1 The student shall be provided a list of all corrections and modifications to be made in the thesis as suggested by the examiners. The student will submit to the Controller of Examinations, two hard copies and one soft copy of the corrected thesis along with (a) a copyright certificate in favour of University on prescribed form (b) a certificate by the supervisor that the necessary corrections and modifications have been made and (c) a 'No Dues Certificate' from all concerned in the prescribed form.
- 18.2 On receipt of the above, the Controller of Examination shall put up all the reports before the Research Degree Committee (RDC) consisting of :
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|----------------------------------|------------------|
| a. Vice Chancellor, | Chairman |
| b. Dean of the concerned faculty | Member |
| c. Chairperson, DRC | Member |
| d. Supervisor(s) | Member |
| e. Controller of Examination | Member secretary |

The committee shall examine the reports of all the examiners (thesis and viva-voce) and decide as under:

- a) That the degree be awarded; or
 - b) That the degree be awarded on resubmission of thesis; or
 - c) That the degree shall not be awarded
- 18.3 The Controller of Examination shall notify the result as approved by the Research Degree Committee and issue a provisional certificate to the research student, certifying to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations 2016 dated May 05, 2016.
- 18.4 The award of Ph.D. degree can be withdrawn by the University on the

recommendations of the Departmental Research Committee, in case the thesis submitted by the candidate is found to be a duplication of an old work or pirated research work.

- 18.5 On successful completion of the evaluation process and announcement of the award of Ph.D. Degree, the Controller of Examination shall submit a soft copy of the thesis to the UGC within a period of 30 days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

19. LEAVE/ RESIDANTIAL CONDITION FOR PART –TIME CANDIDATE

- 19.1 A Ph.D. student during her/his stay at the University will be entitled to leave of 30 Days per year including 8 days casual leave and 10 days sick leave. She/he will not be entitled to mid-semester break/vacation, or summer and winter vacation. Leave beyond 30 days in an academic year may be granted to a research student without scholarship/fellowship in exceptional cases. The women candidate may be provided maternity leave/child care leave once in the entire duration of Ph.D. for up to 240 days.
- 19.2 All leave is subject to approval of the Chairperson of the Department on the recommendation of the Supervisor.
- 19.3 In case of the student drawing any Fellowship/Scholarship of outside funding agency, the leave norms, terms and conditions of the funding agency/university will apply.
- 19.4 Research Scholar may request to do research work part time after the date of registration in the department. Such candidates are required to stay in the department for 15 days continuously in each semester.

20. CANCELLATION OF REGISTRATION

Registration of a candidate can be cancelled in any one of the following eventualities, with due approval of the Vice Chancellor.

- 20.1 If she/he absents herself/himself for a continuous period of four weeks without prior intimation/sanction of leave.
- 20.2 If she/he requests for cancellation from the Ph.D. programme.
- 20.3 If she/he fails to deposit the fee within stipulated period.
- 20.4 If her/his progress is found unsatisfactory.
- 20.5 If she/he is found involved in an act of misconduct and/or indiscipline and a competent authority has recommended termination. For all purpose, the conduct/discipline rules applicable to Bachelors/Masters degree students of the University shall apply to Ph.D. research students also.
- 20.6 If at any stage, information furnished by the student in her/his application is found false or incorrect.

**Subject: Action taken on the minutes of 15th Meeting of Academic Council
circulated vide No. Acad./AA-2/AC-15/4939-73 Dated: 26/08/2020**

The following amendments / additions are considered and approved under agenda item No. 15_29 in Ph.D Ordinance by Academic council.

**Clause-2 (Amended w.e.f. 25.08.2020 and applicable to all research scholar):
DEPARTMENTAL RESEARCH COMMITTEE**

The Departmental Research Committee shall consist of the following:

- i. The Chairperson of the Department/Centre (CEEES) will be normally chairperson of the committee, unless he recommends an alternative name to the Vice Chancellor for approval.
- ii. All eligible teachers of the department to guide Ph.D.

If number of eligible teachers available in the department is less than three, the Chairperson of DRC may co-opt Professors from outside the Department/University to have at least three members in the DRC.

The Chairperson of the Department shall normally be the Chairperson of the DRC, if qualifies being Ph.D. If the Chairperson does not qualify, the senior most qualifying faculty member of the Department on rotation (one year at a time), who is otherwise member of the DRC may act as the Chairperson of the DRC with the approval of the Vice Chancellor.

Responsibilities of the committee

- a. To review the research proposal and finalize the topic of research.
- b. 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.
- c. To periodically review and assist in the progress of the research work of the research scholar.

Clause-10.2 (Amended w.e.f. 25.08.2020 and applicable to all research scholar)

The DRC will evaluate the research plan proposal and her/his academic preparation and potential to carry out the work in the research proposal. DRC may constitute a subcommittee for student specific (SSC) out of DRC member with a outside expert, if needed.

The composition of SSC

- (i) Chairman of DRC or his/her nominee.
- (ii) Supervisor & Co-Supervisor (if appointed).
- (iii) Two Professor of the same department having specialization in the field.
- (iv) One Professor from other department (Inter-Disciplinary nature of work) of the university.
- (v) Only one Outside expert.

The department can constitute upto four student specific committees. A committee can be constituted for more than one research scholar.

The presence of outside expert is compulsory during approval/presentation of research plan & presentation of Pre-Ph.D. seminar of Ph.D. thesis.

The comments of experts shall be taken on the progress of work of the research scholar every time.

Expert may be called in the university during progress report evaluation of a particular semester without paying TA/DA/ honorarium to her/him. He may joined on-line also if committee feels. (Refer clause 11.1 to 11.4)

Clause-11.6 (Amended and Applicable to Research scholars admitted after 26.08.2020).

A research student can submit her/his thesis only on having at least two research papers out of her/his Ph.D. research work published/accepted in web of Science collection, which is a part of the UGC - CARE List (Group II).

Provided further that only the candidate and his/her Supervisors should be the sole authors of such research papers.

Notwithstanding anything contained therein, a candidate may publish more research papers over and above the minimum requirement of 02 including any other person among the authors in addition to his/her Supervisors. However, under such conditions he/she has to furnish a certificate that such published work has not been used for the award of any other Diploma/Degree from the DCRUST or any other Institution/Organization.

Clause 8.7 (Added: shall be applicable to all research scholars including already registered)

Co-supervisor may be appointed in between the period of recommendation of research plan by DRC/SSC and Pre Ph.D seminar subject to the condition that research scholar

can not submit his/her Ph.D thesis before two years after the date of recommendation of appointment of Co supervisor by DRC/SSC.

Clause 8.8 (Added: shall be applicable to all research scholars including already registered)

Supervisor/Co-supervisor should not to be in blood relationship with research scholar i.e. research scholar should not be his/her wife, husband, son, daughter, wife's brother and sister, brother's son and daughter, sister's son and daughter, first cousin , husband brother and sister, brother nephew, grandson & daughter.