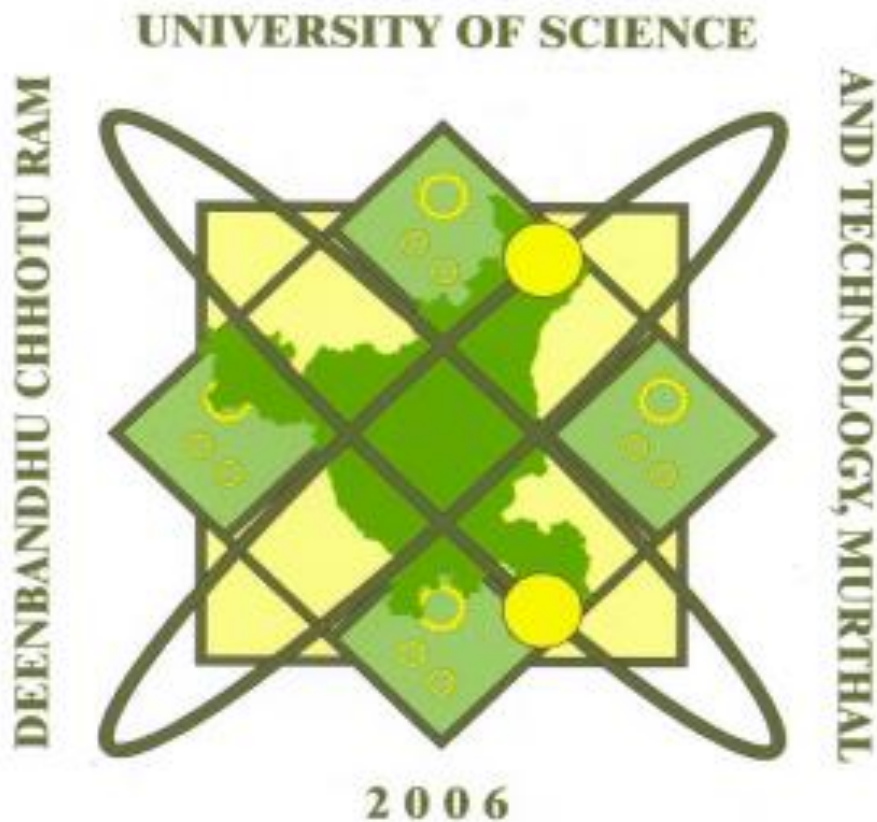


# Ph.D. ORDINANCE

(W.E.F. 2022-23 (even Semester))



DEENBANDHU CHHOTU RAM UNIVERSITY OF  
SCIENCE & TECHNOLOGY MURTHAL (SONEPAT),  
HARYANA-131039

(Established by State Legislative Act 29 of 2006 & approved under Section 12 (B)  
& 2 (f) of UGC Act, 1956) (NAAC 'A' Grade State University)

[www.dcrustm.org](http://www.dcrustm.org), [www.dcrustm.ac.in](http://www.dcrustm.ac.in)

2022

**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**MURTHAL (SONEPAT)**  
**ORDINANCE**  
**DOCTOR OF PHILOSOPHY**  
**(Applicable on the registration after 07.11.2022)**

**1. Preliminaries**

- 1.1** This ordinance is prepared in accordance with University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 notified vide order No. F. No. 1-3/2021(QIP) dated 07/11/2022 and **applicable to the Ph.D. scholars admitted/registered after 07.11.2022.**

Programme	Normal duration	Extended duration
Ph.D. in regular mode	Minimum Three years to maximum six years including coursework from date of admission	May be extended by the Vice-Chancellor on the recommendation of the DRC up to a maximum period of Eight years.

- a) Female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, 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.
- b) 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.
- 1.2** 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.
- 1.3** This ordinance shall be applicable along with other rules related to Re-evaluation, Punishment rules in case of UMC, Examination rules etc. amended from time to time.
- 1.4** All Ph.D. scholars, irrespective of discipline, shall be trained in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 1.5** The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission under them on the website of the institution and update this list every academic year.

## 2. Departmental Research Committee

### 2.1 The Departmental Research Committee shall consist of the following:

- a. The Chairperson (if qualifies being Ph.D) of the Department/Centre will normally be the chairperson of the DRC unless he recommends an alternative name to the Vice Chancellor for approval.
- b. All teachers of the department who are eligible to guide Ph.D. Scholars.
- c. 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.
- d. If the Chairperson does not qualify i.e. not Ph.D, 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.

### 2.2 Responsibilities of the DRC

- a. To review the research proposal and finalize the topic of research.
- b. To guide the Ph.D. 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 Ph.D. scholar.

### 2.3 In each semester, Ph.D. scholar shall appear before the DRC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The DRC shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the office of concerned department. A copy of such recommendations shall also be provided to the Ph.D. scholar.

## 3. 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 courses of specified credits out of which two courses are compulsory one will be Research Methodology of 02 credits offered by the Department/Faculty and another will be Research & Publication Ethics as per UGC letter DO No.F.1-1/2018 (Journal/ Care) dated 26/12/2019 02 credits.** 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. Candidates shall not be allowed to take the subject/course already studied in university teaching departments or anywhere in PG classes.

*The credit assigned to course work shall be a minimum of twelve credits.*

### 3.1 The course work shall be of one semester which can 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 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.
- 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 the 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** The course work should be completed in a 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 Board of Post Graduate Studies and Research (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/ Viva-Voce Examination:  
Examination in Practical/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 an external examiner, the alternate examiner shall be appointed by COE.

(iii) Sessional (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:

	Components of Sessional	Weightage
<b>Theory Courses</b>		
	Assignments/Quiz /Tutorial Tests/ Mini project/ Presentations/ Performance in the class (Depending upon the requirement of the course)	40%
	Minor Tests (Two tests having equal Weightage)	60%
<b>Lab Courses</b>		
	Objective Tests/ Multiple Choice Questions	20%
	Lab. Work/ Project/ Lab. Record	60%
	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 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 at least 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 will have to repeat that academic semester 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 Continuous Absence/Re-admission**

- (a) If a student is continuously absent during entire semester without any intimation and did not deposit requisite fee of the semester, his/her admission shall be cancelled & Re- admission will not be allowed.
- (b) If candidate has deposited the requisite fee and 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 end semester examination has failed in one or more paper(s) for that examination, he/she can appear for such paper(s) in the next semester. However, clause 3.5 shall hold.

**3.10** The minimum passing marks/grade for passing Course Work End Semester Examination shall be:

- (a) 55% in each major test (theory paper).
- (b) 55% in each Practical Examination/Viva-Voice Examination
- (c) 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.
- (d) Minimum pass grade in each course is 'C+' grade.
- (e) A grace mark of 1% of maximum marks of theory course including sessional marks of end semester examinations is allowed towards qualifying of courses/of Course Work.

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.

- 3.11.** 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.

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

- |  |                  |
|--|------------------|
| 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 evaluations 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:

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

(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: -

<b>Academic Performance</b>	<b>Grades</b>	<b>Grade Points</b>
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.

The formula for calculating SGPA is as mentioned below:

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

$$\frac{\sum (\text{Course credits}) \text{ of courses with pass grade except audit courses}}{\text{Sem}}$$

#### Illustration for calculating SGPA:

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/ DEREGISTRATION FOR Ph.D. PROGRAMME**

The candidate will be registered for Ph.D. programme and the date of registration would be the **“last day of the submission of admission fee”** of respective department.

- (i) Every Ph.D. scholar has to endure himself/herself at the starting of each semester till the submission of thesis by filling a continuation form. Teaching Department shall make the provision of such Registration.
- (ii) On the request of student, admission may be cancelled at any time during the course and security amount will be refunded.
- (iii) In case of the Absence of Ph.D. scholar in presentation of semester progress report, the DRC shall record the reasons for the same and offer two more schedules for presentation priors to next progress report. If the Ph.D. scholar fails to present even after the 3rd schedule, the DRC may recommend with specific reasons for DEREGISTRATION of the Ph.D. scholar through BPGS&R.

## **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** Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and having at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise Ph.D. scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

- For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by University, 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.
- Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors. A co-supervisor form & consent are required as per annexure 1 and Annexure 2.
  - In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/National/State Research lab/Centre /College/University/Industry may be appointed. A co-supervisor form, consent as well as NOC is required as per annexure 1, 3 & 4. In case of a Co-Supervisor from industry, he/she must have an experience more than five years.
- 8.2** An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time. A Ph.D. scholar being supervised jointly will be counted as 1/2. However, no Professor/Associate Professor/Assistant Professor shall be allowed to supervise more than 04/03/02 Ph.D. scholars jointly at a time.
- 8.3** 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 University/Research 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.
- 8.4** Faculty members with less than three years of service before superannuation shall not be allowed to take new Ph.D. 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.
- 8.5** Co-supervisor may be appointed in between the period of recommendation of research plan by DRC and Pre Ph.D. seminar subject to **the condition that Ph.D. scholar cannot submit his/her Ph.D. thesis before Eighteen months after the date of recommendation of appointment of Co supervisor by DRC and shall be applicable to all Ph.D. scholars including already registered.**
- 8.6** Supervisor/Co-supervisor should not to be in blood relationship with Ph.D. scholar means *“Ph.D. 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”* **and shall be applicable to all Ph.D. scholars including already registered.**
- 8.7** In case any faculty member is appointed co-supervisor of a Ph.D. scholar who is not registered with DCRUST and having PhD slot, he/she has to inform the Dean academic affairs through chairperson of the department (as per annexure 5).

## 9.0 CHANGE OF SUPERVISOR

- (a) 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.
- (b) 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.
- (c) In case of retirement/deputation/ EOL/lien/ posting to other institute with a tenure of more than of Nine Months of Supervisor, Ph.D. scholar may request for the appointment of New Supervisor/ co-supervisor to the Chairperson, DRC.
- (d) There shall not be any change in the date of registration due to change of Supervisor.

## 10. RESEARCH PLAN PRESENTATION

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 tentative topic along with objectives for consideration of DRC in the prescribed format.

- 10.1 The DRC will evaluate the research plan proposal and her/his academic preparation and potential to carry out the work in the research proposal.
- 10.2 DRC, if satisfied shall communicate it to the BPGS&R for approval.
- 10.3 In case the proposal and presentation are found unsatisfactory, DRC 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 for fresh evaluation (within three months).
- 10.4 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 from the **Date 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 recommendations of DRC.
- 10.5 The supervisor of the student, in consultation with the Chairperson of DRC, shall arrange for the 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 present and submit the semester progress report through her/his supervisor (tentatively in the month of **September** for even semester and in the month of **February** for odd semester) to the Chairperson of the DRC.
- 11.2 Continuation of Registration requires that the DRC 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 for presentation of her/his semester progress report. In case the progress of the Ph.D. scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures in the next semester, the DRC may recommend with specific reasons for cancellation of the registration of the Ph.D. scholar.
- 11.4 At the time of registration, the area of research (with tentative topic and objectives) will be submitted by the candidate and the title presented in the Pre-submission seminar will be considered final, if there is any change(s) from the proposed one then it should be duly approved by DRC and BPGS&R before submission of the thesis and shall be applicable to all Ph.D. scholars
- 11.5 On the request of student duly recommend by his/her supervisor, the DRC shall assess the work of the student through a pre-submission seminar which shall be fixed after *“ensuring that the candidate is fulfilling all the necessary conditions including publication for submission of a thesis by the chairperson/research coordinator of the concerned department.* 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. The date of the pre-submission seminar shall be notified at least two weeks in advance.
- 11.6 A Ph.D. scholar can submit his/her thesis only on having at least **one research paper out of her/his Ph.D. research work published/accepted in UGC-CARE reference list of quality journals (UGC-CARE list) which came into existence from 14.06.2019 as per Public Notice No. F.1-1/2018 (Journal /Care) dated 16.09.2019 and updated from time to time.**

## 12. Synopsis and thesis submission

**12.1** After presenting the pre-submission seminar successfully and minimum period of Ph.D. program, the student shall submit the thesis through her/ his supervisor along-with

- Soft copy of the thesis in PDF format on a pen drive, and two copies with paper back (soft covers) along with the copies of the summary, mentioning the name of the candidate, supervisor, etc.
- At the time of submission, the student shall also submit the examination form and a copy of the examination fee receipt.
- At the time of submission, the student shall also submit at least the summary of any Six Satisfactory Progress Reports duly signed by research coordinator & chairman of DRC with a research work completion certificate from Supervisor(s) and other related documents. ( The detail is given in the annexure 8)

All submissions are to be made to the Controller of Examination office through Chairperson of the Department.

**12.2** The thesis should be submitted within *Six Months* after the successful presentation of pre-submission seminar as well as completion of applicable period of duration of program. In case the thesis is not submitted in the specified period, the student may be asked to present another pre-submission seminar with due permission of competent authority along with requisite fee of the semester.

**12.3** A candidate shall submit his/her thesis for the Ph.D. degree in the manner prescribed as under:

- (a) The typing/printing of thesis should be done on both sides of the paper (instead of the single-side printing), on A-4 size paper, in font size 12” in Times New Roman font with line-spacing 1.5. For other details, the Ph.D. scholar shall adhere to the style sheet/manual (APA, MLA, etc.) as prescribed by the department concerned, from time to time.
- (b) The title page of Ph.D. thesis would be in the Color prescribed by the University as given in the annexure 7.
- (c) Thesis shall be accompanied by
  - i) Declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

Declaration:

“This is to certify that the material embodied in the present work, entitled “-----”, is based on my original research work. It has not been submitted, in part or full, for any other diploma or degree of any University/Institution Deemed to be University and College/Institution of National Importance.”

(Signature of the Candidate with date)      (Signature of the Supervisor)

Countersigned by Chairperson of the Department with date.

- ii) With a Plagiarism Certificate in the given format (as per the Ordinance for Promotion of Academic Integrity, Prevention of Plagiarism and Modalities to implement plagiarism ordinance for research work carried out by any employees of university including Ph.D. thesis duly approved in 14th meeting of Academic Council held on 11.06.2019. circulated vide no. DAA/2019/12773 dated 21.11.2019) and amended time to time. The same is quoted below:

*“Similarity checks for exclusion from Plagiarism:*

*The similarity checks for plagiarism shall exclude the following:*

- *All quoted work reproduced with all necessary permission and/or attribution.*
- *All references, bibliography, table of content, preface and acknowledgements.*
- *All generic terms, laws, standard symbols and standards equations.*
- *The self-published work in journal (in a Scopus/Web of Science/SCI/SSCI indexed journal or in a journal listed in the University Grant Commission (UGC) CARE list of journals). The research work should be during the period of Ph.D. Thesis and from the research plan of Ph.D. Thesis.*

*Note:*

*The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.”*

- iii) *The similarity checks for plagiarism shall also exclude the small similarity less than 1% (to account for name of supervisor, institution, department etc.).*



- iv) Copy of reprint of research paper from the proposed research work in the end of thesis.
- v) Copy of complete Plagiarism Report (as per the Ordinance for Promotion of Academic Integrity, Prevention of Plagiarism and Modalities to implement plagiarism ordinance for research work carried) at the end of thesis.
- vi) Plagiarism verification cum certificate should be submitted along with other required papers at the time of submission of Ph.D. Thesis to Controller of Examinations office and included in the thesis along with other certificate (As per Annexure 6).

#### **12.4 Ph.D. through Part-time Mode:**

- (1) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- (2) 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:
  - i. The candidate is permitted to pursue studies on a part-time basis.
  - ii. His/her official duties permit him/her to devote sufficient time for research.
  - iii. If required, he/she will be relieved from the duty to complete the course work.
- (3) During the Ph.D. programme, any newly **employed candidate may request for Ph.D. through Part time mode after the completion of course work** subject to clause no. 12.4.2 with recommendation of DRC and approved by Dean Academic Affairs.
- (4) **Ph.D. scholars are required to stay in the department for “Fifteen Days” in each semester. Their attendance record will be maintained & verified by the supervisor(s) and same will submitted to DRC at the time of presentation of progress report.**

### **13. BOARD OF EXAMINERS**

- 13.1** The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field. Such examiner(s) should be academics with a good record of scholarly publications in the field with Ph.D. Degree and of Professor/equivalent Rank. Wherever possible, one of the external examiners should be chosen from outside India

- 13.2** The Supervisor shall also submit to the BPGS&R, under confidential cover, a panel of *Ten experts* (from the concerned area of thesis). *At least four of the experts should be from outside the State and not more than two outside India. Panel should be given on the prescribed Performa as prescribed by COE office/branch.*
- 13.3** After approving the panel of examiners, the BPGS&R shall forward the synopsis and the panel of examiners to the Controller of Examinations.
- 13.4** 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 state/India.
- 13.5** 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 or an official authorized by COE.
- 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/resubmission, the recommendation 'revision/resubmission' shall be 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 by the Vice Chancellor from the panel of the examiners already approved for evaluating the thesis. The recommendation of the third external examiner shall be accepted as mentioned below:

- 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/resubmission' shall be accepted.

**15.4** If one of the two external examiners recommends rejection, and the other external examiner recommends revision, a third external examiner will be appointed the Vice Chancellor from the panel of the examiners already approved for evaluating the thesis.

- 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/resubmission' shall be accepted.

- 15.5** 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 one examiner out of already appointed examiners for thesis evaluation to conduct viva-voce examination.
- 17.2** On having been informed by the chairperson 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 approved by the Vice Chancellor; and supervisor/co-supervisor as the internal examiner. 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. The viva-voce may be conducted online. After the viva-voce examination, both the examiners will prepare a detailed joint report giving one of the following three recommendations:
- Recommended for the award of the degree, or
  - The thesis be resubmitted after incorporating the suggested corrections, or
  - 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
  - (c) a 'No Dues Certificate' from all concerned in the prescribed form.
- 18.2** After viva-voce examination, the student shall submit the **Ph. D. Scholar Report Card dully signed by the supervisors. ( as per the details given in annexure 9)**
- 18.3** On receipt of the above, the Controller of Examination shall put up all the reports before the Research Degree Committee (RDC) consisting of:
- |    |                               |                  |
|----|-------------------------------|------------------|
| a. | Vice Chancellor,              | Chairman         |
| b. | Dean of the concerned faculty | Member           |
| c. | Chairperson, DRC              | Member           |
| d. | Supervisor/ co-supervisor     | Member           |
| e. | Controller of Examination     | Member secretary |
- 18.4** The quorum of RDC shall be considered complete with the presence of Vice-Chancellor, COE and supervisor/ co-supervisor. 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
- 18.5** The entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result shall be completed within a period of six (6) months from the date of submission of the thesis in the secrecy branch/ COE office from the office of chairperson.
- 18.6** 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 to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates registered after 07/11/2022 and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M. Phil./Ph.D. Degree) Regulations, 2022.

**18.7** 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.

**18.8 Depository with INFLIBNET:** On successful completion of the evaluation process and announcement of the award of Ph.D. Degree, the Controller of Examination shall send the soft copy of the thesis to the university library within a period of 30 days for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

**19. Academic, research, administrative, and infrastructure requirements to be fulfilled by Colleges for getting recognition for offering Ph.D. programmes:**

**19.1** Post-graduate Colleges/ institute offering 4-year Undergraduate Programmes and/or Post-graduate Programmes, may offer Ph.D. programmes, provided they satisfy the availability of eligible Research Supervisors, required infrastructure, and supporting administrative and research facilities as per these Regulations and having a approval cum recognition from the university.

**19.2** Colleges and research institutions established by the central government or a State government whose degrees are awarded by University shall offer Ph.D. programmes provided they have:

- i. At least two faculty members having Ph.D in a college or two Ph.D.-qualified scientists in the research institution.
- ii. Adequate infrastructure, administrative support, research facilities and library resources as specified by the University.

**20. LEAVE/ RESIDANTIAL CONDITION**

**20.1** A Ph.D. student during her/his stay at the University will be entitled to have 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.

**20.2** All leave is subject to approval of the Chairperson of the Department on the recommendation of the Supervisor.

**20.3** In case of the student drawing any Fellowship/Scholarship of outside funding agency, the leave norms, terms and conditions of the university /funding agency will apply.

- 20.4 Any kind of long leave period more than thirty days in a year (excluding the period spent by the student in a research lab inside or out the India only for his/her research work) will be considered as cooling period and will not be included in normal duration of programme.**

## **21. CANCELLATION OF REGISTRATION**

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

- 21.1** If she/he absents herself/himself for a continuous period of four weeks without prior intimation/sanction of leave.
- 21.2** If she/he requests for cancellation from the Ph.D. programme.
- 21.3** If she/he fails to deposit the fee within the stipulated period.
- 21.4** If her/his progress is found unsatisfactory.
- 21.5** 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/Master's degree students of the University shall apply to Ph.D. research students also.
- 21.6** If at any stage, information furnished by the student in her/his application is found false or incorrect.



**Annexure-1 (Co-Supervisor Performa)**  
**Deenbandhu Chhotu Ram University of Science & Technology, Murthal, Sonapat**  
**Department of -----**

(Based on the provisions in the applicable Ph.D. ordinance, Chairpersons are requested to please attach the information for appointment of Supervisor/Co-supervisor on the following format for the Ph.D. scholars)

Name of Ph.D. scholar : Mr./Ms.

Title of Research approved by DRC:

Roll No. :

Date of registration/Course-work completion

**(a) Proposal to appoint a Research Supervisor**

Only one research supervisor is proposed from the department in which the candidate pursuing her/his research work subject to the condition research supervisor have nearly three years of service left at the time of approving research plan of Ph.D. scholar.

Name of Supervisor

Designation

Department

Total number of Ph.D. scholar guiding (Internal & External) at present (excluding this):

Brief about his/her research area/publications (requirement as per ordinance, clause 8.1):

**(b) Proposal to appoint a Co-supervisor (Only one according to clause 8)**

Details of research plan (Ph.D.) of above student approved by DRC

S. No.	Research Objectives	Justification
1		

**(c) Attach approval of DRC**

1. Details of Co-supervisor

Name of Co-Supervisor \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Official Address \_\_\_\_\_

2. Brief about his/her area of research, research facility available at his/her institute, quality of institute

3. Consent of Co-supervisor along with NOC ( if belongs to outside the institute/ department)

4. Consent of Co-supervisor belongs to within/outside the department.

Signature of Supervisor

Signature of Chairperson

**Deenbandhu Chhotu Ram University of Science &  
Technology, Murthal, Sonapat**

**CONSENT of Co-Supervisor**

(To be furnished by a Co-supervisor inside DCRUST MURTHAL)

I, ----- have no objection to act as Co-supervisor of Mr./  
Ms. ----- with Registration No. -----  
-----, a Ph.D. scholar in Ph.D. Programme in the Department -----  
-----, ----- Faculty, provided has a Ph.D. slot as  
per Ph.D. ordinance 2022 clause No. 8

Signature of Co-supervisor  
(with seal)

(A copy of same will be submitted to the chairperson of the  
department for information)

**Deenbandhu Chhotu Ram University of Science &  
Technology, Murthal, Sonapat**

**Consent of Co-Supervisor**

(To be furnished by a Co-supervisor outside DCRUST MURTHAL)

I, ----- have no objection to act as Co-supervisor of Mr./  
Ms. ----- with Registration No. -----  
-----, a Ph.D. scholar in Ph.D. Programme in the Department of ----  
-----, ----- Faculty, at Deenbandhu Chhotu  
University of Science & Technology, Murthal Sonipat.

Signature of Co-Supervisor  
(with seal)

(A copy of same will be submitted to the chairperson of the  
department for information)

**Deenbandhu Chhotu Ram University of Science &  
Technology, Murthal, Sonapat**

**No objection Certificate**

(To be furnished by a Co-supervisor outside DCRUST MURTHAL)

University/ Institute has no objection if Prof./ Dr. ----- is  
allowed to act as Co-supervisor of Mr./ Ms. -----  
with Registration No. -----, a Ph.D. scholar in  
Ph.D. Programme in the Department -----,  
Faculty, at Deenbandhu Chhotu University of Science & Technology,  
Murthal Sonipat.

Signature of Chairperson/ HEAD  
(with seal)

Countersigned By

Signature of Dean Academics Affairs  
or a competent Authority (with seal)

**Deenbandhu Chhotu Ram University of Science &  
Technology, Murthal, Sonapat**

**(To Whom it May Concern)**

**(To be furnished by a Co-supervisor from DCRUST MURTHAL in other University/  
Institution)**

It is submitted that I am Co-supervisor of Mr./ Ms. -----  
----- with Registration No. -----, a Ph.D. scholar  
in Ph.D. Programme in the Department -----, -----  
----- Faculty, since I have a Ph.D. slot as per Ph.D. ordinance  
2022 clause No. 8.

Signature of Co-Supervisor  
(with seal)

(A copy of same will be submitted to Dean Academic Affairs &  
chairperson of the department for information)

**Deenbandhu Chhotu Ram University of Science &  
Technology, Murthal, Sonapat**

**PLAGIARISM VERIFICATION Cum CERTIFICATE**

Date:

Title of Thesis:

Total Pages:

Name & Roll No. Student/Research Scholar:

Department/Subject:

Name of Research Supervisor/Co-Supervisor(s)

This is to certify that the above thesis was scanned for similarity detection process per clause 4 of plagiarism ordinance & modalities and outcome is given below:

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Supervisor

Signature of

Verified as per clause 4 of plagiarism ordinance & modalities approved by competent authority.

Nodal Officer of Dept.  
Dept.

Chairperson of the

**Title (18-20 font, Times New Roman, dark Purple colour, first letter, capital)**

-----

A thesis submitted to the (14 font)

Faculty of .....

In partial fulfilment for the award of degree of

**DOCTOR OF PHILOSOPHY (14 font)**

By

**NAME OF STUDENT**

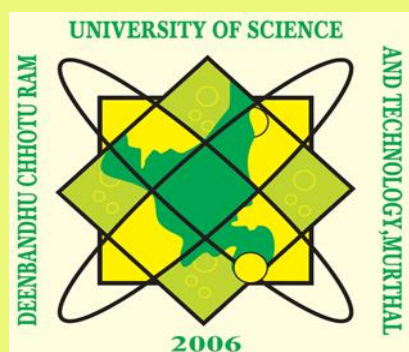
Registration number

**UNDER THE SUPERVISION OF**

**CO-SUPERVISOR**

**SUPERVISOR**

Centralize in case of  
Only supervisor



**DEPARTMENT OF ----- (14 font)**

**DEENBANDHU CHHOTU RAM UNIVESRITY OF SCIENCE AND  
TECHNOLOGY, MURTHAL (131001) (14 font)**

**HARYANA, INDIA**

*(A Haryana State Government NAAC Accredited "-----" Grade University)*

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Month, Year

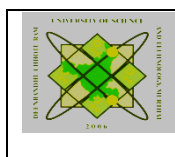


**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**MURTHAL (SONEPAT)**  
**Secrecy Branch, COE Office**

**Documents required for Ph.D. thesis submission**

1. Ph.D. thesis submission form with covering letter.
2. Fee slip for thesis submission.
3. No dues certificate.
4. Registration Letter.
5. Extension Letter, if applicable.
6. M.Tech./M.A./M.Sc. final semester DMC photocopy.
7. Ph.D. coursework DMC photocopy.
8. Summary of any Six Satisfactory Progress Reports duly signed by research coordinator & chairman of DRC.
9. Panel of Examiners in the prescribed format dully approved by BPGS & R, if already not submitted.
10. O/O regarding change in the name of supervisor or title of thesis if applicable.
11. Notice for pre - submission seminar of thesis.
12. Successful completion certificate of pre - submission seminar of thesis dully signed by, supervisor, research coordinator & chairman of DRC.
13. List of papers published as per UGC CARE LIST.
14. Two soft bound copies of synopsis.
15. Two soft bound copies of thesis duly signed by candidate & supervisor.
16. One pen drive in which synopsis and thesis are in separate pdf format files (not more than 25MB).
17. Certificate regarding plagiarism.

**Note:** One hard bound copy of the thesis be submitted along with the viva examination report and research scholar report card including the certificate that all corrections suggested by the examiners have been incorporated in the final thesis.



**DEPARTMENT OF PHYSICS**  
**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY**  
**MURTHAL, SONEPAT – 131039, HARYANA**

Faculty —————

Reg. No. —————

**Ph. D. Scholar Report Card**

1. Name of Research Scholar :
2. Address :
3. Telephone No. & E-mail :
4. Mother's Name :
5. Father's Name :
6. Name & Designation of Supervisor:  
Address :
7. Mode of admission through Entrance Test/JRF/Others (specify):
8. Date of admission to Pre-Ph.D. course work:
9. Title of the Thesis: .
10. Details of course work done:

Sr. No.	Name of Course/papers	Marks/Grade
1		
2		
3		
4.		

11. Date of registration in Ph.D. programme:

12. Progress Report half yearly:

Sr. No.	Period	Date on which sent to Registration Branch	Progress Status

13. Key Dates:

Date of Reg.	Course work	Reg. Cancelled	Cancellation Revoked	Synopsis submitted	Thesis submitted	Viva-Voce exam held

	<b>passed on</b>	<b>on</b>	<b>on</b>	<b>on</b>	<b>on</b>	<b>on</b>

**14. Main contributions made by the applicant (less than 200 words):**

**15. Research paper/papers published out of thesis:**

**Report of the Examiners (each less than 150 words):**

**Examiner 1:**

**Examiner 2:**

**16. Corrections carried out or not:**

**17. Recommendations of External Examiners who conducted the Viva-Voce:**

Supervisor/ Co- Supervisor