

## **ORDINANCE OF DOCTOR OF PHILOSOPHY (PhD) 2021-22**

### **1. Locale**

- 1.1 The degree of Doctor of Philosophy (hereinafter referred to as (Ph. D) may be granted in any Faculty of the University.
- 1.2 The Ph.D. degree will be offered in both in regular and part-time Mode. The regular mode means the candidates enrolled would stay on the campus for two years excluding the period of the course work. However, in case of part-time mode the scholars will be expected to stay on the campus only during the duration of the course work. The mode of degree, i.e., completed in regular or part-time mode would be mentioned in the degree certificate to the successful awardee.
- 1.3 Subject to general guidance of the Academic Council (hereinafter referred to as AC) and general control of the Faculty concerned, Ph.D. Degree shall be governed by the Departmental Research Advisory Committee (hereinafter referred to as DRAC) and the Post Graduate Board of Studies & Research (hereinafter referred to as PGBOS&R).

### **2. Eligibility**

- 2.1 Candidate(s) seeking admission in Ph.D. must have Master's degree/M.Phil. degree with at least 55 percent marks in aggregate or its equivalent B grade in UGC 7-point scale (or an equivalent grade in a point scale wherever the grading system is followed) in the subject chosen for research or an allied subject (alliance and/or equivalence for this purpose will be decided by the DRAC). Any fraction will not be rounded off for calculating the percentage for eligibility. An M.Phil. student of this University whose dissertation has been evaluated and the viva-voce is pending may be admitted to Ph.D. subject to having required minimum marks.
- 2.2 For calculating the percentage of marks for Master's degree or equivalent level in the subjects of Education and Physical Education, if the candidate(s) is seeking admission on basis of B.Ed./B.PEd. or D.PEd. followed by M.Ed./M.P.Ed. (One year Course), marks obtained in B.Ed. + M.Ed. and B.P.Ed. or D.P.Ed.+M.P.Ed. (One year Course), as the case may be shall be halved.  
**Note:** A relaxation of 5 percent marks i.e. 2.75 percent (from 55 percent to 52.25 percent) in the aforesaid degrees is allowed for those candidates belonging to SC/ST/BC non-creamy layer of Haryana/Differently Abled candidates having more than 40 percent disability.
- 2.3 Preference will be given to the candidates who have qualified NET/SLET/SET or any other equivalent exams are eligible to apply.
- 2.4 All those candidates having Master degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of

assessing, accrediting or assuring quality and standards of educational institutions are also eligible.

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

### **3. Duration of the Programme**

- 3.1 Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of six years
- 3.2 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

### **4. Procedure of Admission**

- 4.1 The entrance test is compulsory for all the candidates except valid JRF for enrolment to Ph.D. program . The entrance test will be held once in an academic session as notified by the University. The entrance test shall be conducted by the Controller of Examinations of the University.
- 4.2 There shall be one paper of 100 marks consisting of 100 multiple-choice questions of one mark each. The duration of the entrance test shall be 90 minutes. The syllabi of entrance test for admission to Ph.D program would be as per UGC guidelines i.e. 50% from respective Research Methodology followed in the subject and 50% subject specific.
- 4.3 The qualifying marks for admission in Ph.D program would be 50% percent (45% percent for SC/ST/BC (Non-Creamy layer) differently abled candidates having more than 40% disability) in entrance test conducted by the University itself OR the candidate(s) must be exempted from the entrance test
- 4.4 Candidates having valid JRF will be exempted from the entrance test:
- 4.5 An interview/viva-voce would be organized by the department concerned where the candidates are required to discuss their research interest/area through a presentation before a duly constituted Departmental Admission Committee. The criteria for the interview/viva-voce would be decided by the concerned department keeping in view the assessment of the competence for conducting research.
- 4.6 The merit of the qualifying candidates will be based upon the following criteria
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|---|---|-----|
| Percentage of marks obtained in Entrance Test | = | 70% |
| Marks of Interview                            | = | 30% |

Total = 100%

Each Candidate(s) will be given at least 12 ½ % and max. 90% of the total marks of the interview.

For the Candidate(s) exempted from entrance test, weightage to be given during counselling is as under:

JRF(Valid) – 45 marks

## **5. Admission Committee**

5.1 The Ph. D Admission Committee shall consist of the following:

- (a) Chairperson of the Department (Convener)
- (b) All the teachers of the Department who are eligible to supervise the applicants for Ph. D (Members).
- (c) In case, the total number of members as per sub-clauses (i) and (ii) above remains less than three, then the Chairperson of the Department is authorised to take the necessary steps (with the prior approval of the Vice-Chancellor) to increase the total strength of Admission Committee by including outside experts.
- (d) Every member of the PhD Admission Committee shall award interview marks out of 30. Average marks of the interview will be considered for the merit. It is compulsory for all members of Ph.D. Admission Committee, who attend the meeting, to award and submit marks to the convener, before leaving the meeting. Failing which, the Chairperson/Convener is authorized to finalize the list on the basis of the awards submitted by other members of the Committee.

## **6. Reservation of seats**

6.1 The state reservation policy shall be followed while giving admission to students in Ph.D program.

## **7. Deposit of Fee**

7.1 The candidate(s) selected for Ph. D programme will have to deposit their fee in the Accounts Branch as per schedule notified and submit a copy of the receipt of the fee in the concerned Department, failing which seat(s) will be given to the next candidate(s) in the waiting list of the respective category.

7.2 The candidate(s) should submit his/her migration certificate through Chairperson of the Department concerned, to the Registration & Scholarship Branch as per the schedule given below:

Without late fee	Up to 30 days from date of display of Provisional merit list for admission by the Department.
With late fee of ₹500/-	31 to 90 days from date of display of Provisional merit list for admission by the Department.
With late fee of	91-180 days from the date of display of Provisional

Rs. 1000/-	merit list for admission by the Department.
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Provided that the Hon'ble Vice-Chancellor may allow re-admission on sufficient cause and allow submission of Migration Certificate with late fee of **Rs. 3000/-** on the recommendation of the Supervisor and the Chairperson of the concerned Department within a period of 06 months from the date of cancellation of registration.

The result of entrance test will be considered for admission to Ph. D Course Work only during the session for which the test was conducted and the same will not be considered in the subsequent year(s).

## **8. Allocation of Research Supervisor/Co-supervisor**

- 8.1 Every regular faculty (Professor, Associate Professor/Assistant Professor) of the University with a Ph.D. degree and with at least five research publications in refereed journals will be eligible to be recognized as Research Supervisor. The conditions of Ph. D degree and number of publication required to be recognized as Research Supervisor can be relaxed by the Vice Chancellor citing reasons recorded in writing for such relaxation.
- 8.2 The external supervisors are not allowed to act as Research Supervisor of a Ph. D course student. However, Co- Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Departmental Research Advisory Committee and the Vice Chancellor. Any faculty member shall not be allowed to be the co-supervisor of a student of private university/institution and vice versa.
- 8.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department 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.
- 8.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Government managed Department/ Faculty/University/Institution on such terms and conditions (preferably in the form of MOU if from outside the university) as may be specified and agreed upon by the University and consenting Institution/(s).
- 8.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. Candidate(s) availing URS/JRF(Valid) shall be covered within the limits of maximum number of seats allocated to a supervisor as mentioned herein.

Any teacher coming from/going to any other institution shall be required to submit the records of already enrolled research scholar in the concerned department and R&S branch.

- 8.6 Relocation of an Ph.D. woman scholar due to marriage or otherwise shall be allowed. The girl/woman scholar if apply for such relocation then the research data relating to her research work shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the Chaudhary Devi Lal University or the Department concerned or the supervisor of such research scholar from any funding agency. However, it is expected that relocated scholar will give due credit to her research Supervisor, Department and the University for the part of research already done.
- 8.7 The seat(s) under a supervisor shall be treated as vacant from the date of submission of the thesis by a scholar.
- 8.8 Seat/(s), once offered by the teacher concerned through Department, will not be withdrawn after issuance of Admission Notice, however, if a teacher leaves the University after the advertisement of seats and before the display of the provisional merit list, then the seats shall be deemed as withdrawn.
- 8.9 A teacher shall not be allowed to register any candidate in Ph. D under his/her supervision in the last two years of his/her service.

## **9. Course Work**

- 9.1 All the scholars are required to complete a six-month course work of the University.
- 9.2 The Research & Scholarship Branch of the University with due approval of the competent authority will notify the schedule of the Ph. D course work. The candidate(s) who are in regular service and want to do Ph. D course work shall have to submit the relieving certificate from the employer to join the PhD Course work.
- 9.3 The teachers contractual/ part-time teachers engaged in a Department located in the campus of the university will be allowed to undergo course work but without any kind of remuneration (salary or any other monetary incentives for at least six months) even if they are assisting in teaching/research work in the department. If, after the completion of course work such regular/contract/part-time teachers re-join their office, they would be treated as part-time PhD scholars.
- 9.4 The Ph.D. course work will comprise of the syllabus as decided by the concerned department.
- 9.5 The Ph. D. Course Work will comprises of Core Course of the concerned discipline (4 credits), Elective course relating to the areas research interest of the department or the Research Supervisor/concerned student who is enrolled in the Ph. D course (4 credits), and courses on Research Methodology (4 credits) and Research Ethics (2 credits). The successful completion of Ph. D course work will assessed on the basis of internal evaluation (30 per cent) and external examination (70 per cent) like the normal evaluation system adopted by the university for Postgraduate academic

programs. There will be common classes for Research Ethics course and preferably in digital mode and for research methodology either online or digital form or in faculty wise mode.

- 9.6 Every student shall have to fulfil the condition of 75% minimum attendance in the Ph. D course work. Further, every student shall attend his/her classes on all working days unless he/she is granted leave of absence by the Chairperson of the Department concerned. If a student remains absent from his/her classes for a continuous period of seven working days without any valid reason, medical or otherwise, his/her name shall be struck off the rolls, irrespective of the fact that he/she has paid his/her dues.
- 9.7 However, the student may be re-admitted with the permission of the Chairperson of the Department concerned on payment of the prescribed re-admission fee, in addition to arrears of fees, if any, provided that the Chairperson of the Department is satisfied that if re-admitted, the student will not fall short of the requisite percentage of lectures.
- 9.8 The employed part-time research scholars would avail leave from their institution/organisation for a period till their classes are being conducted and not till the end of their Ph. D coursework examination.
- 9.9 Minimum qualifying marks in the Ph.D. Course Work shall be 45% in individual paper and 55% in aggregate. A Ph. D scholar has to obtain a minimum 55% of marks in the Ph.D. Course work in order to be eligible to continue in the programme.
- 9.10 Candidate(s) shall have three chances (including two for re-appear) to successfully complete the Ph. D Course Work. However, one more chance may be allowed by the Vice-Chancellor depending on the merit of each case. In any case, the candidate(s) shall have to complete the Ph. D Course Work within a period of two years from the date of admission in this course.
- 9.11 The examination branch shall issue a Certificate with regard to the Ph. D Course Work. The candidate who has qualified the Ph. D Course Work shall not be allowed to apply for revaluation of papers. However, the candidate who could not qualify the Ph. D Course Work may be allowed to apply for revaluation of papers as per University rules.

**10. No Exemption from Course work to any candidate shall be permissible.**

**11. Registration**

- 11.1 The allocation of Supervisor will be made by the Department Research Advisory Committee (DRAC) by taking into consideration the area of interest and specialisation of prospective supervisor at the time of admission of the candidate. It will be duly notified by the concerned Department and will be mandatory for registration.
- 11.2 Scholars shall have to submit synopsis within a period of three months from the date of issuance of DMC of Ph.D. Course Work with a request to hold the Pre-Registration Seminar. In case there is any delay in submission of synopsis by the

Candidate(s), the Vice-Chancellor may condone the delay of the period up to 01 year. Further, the case of delay exceeding one year may be referred to Academic Council.

- 11.3 The synopsis submitted by the Candidate(s) shall be considered by the DRAC within a period of three months from the date of submission of synopsis by the Candidate(s). The Candidate(s) shall have to deliver a pre-registration seminar before DRAC on the day of its meeting. If a Candidate(s) fails to appear for pre-registration seminar, without prior approval of Chairperson, in two consecutive meetings of the DRAC, his/her right for Ph.D. registration will be forfeited and the seat will be treated as vacant.
- 11.4 At the time of the Pre-registration seminar, the DRAC shall also consider the request of allocation of Co-Supervisor, if any, made by the Candidate (s) and endorsed by the Supervisor and consent of the proposed co-supervisor and NOC from his/her institution.
- 11.5 The supervisor and the Chairperson shall ensure that the copy of the synopsis is made available to all the members of the DRAC at least three days before the meeting.

## **12. Submission of the Synopsis and Registration**

- 12.1 The synopsis shall conform to the format given below:
  - a) A title page showing the title/area/field of research should be in English as well as Hindi version. The title should be transliterated in Hindi if the topic has been approved in English, and this should be transliterated in English if it is approved in Hindi and the name of the Scholar and Supervisor, name of the Department, Faculty and University, etc.
  - b) The body of the synopsis comprising sections like Introduction, Relevant Literature Review, Research Objectives, Research Hypotheses, Methodology, Organisation and Rational/Usefulness of the Study, followed by References/Bibliographic section. The department shall decide whether these sections are to be compartmentalized or to be presented in running text.
  - c) The synopsis shall be duly signed by the candidate and supervisor bearing the date & diarised by the department.
  - d) Plagiarism report for the synopsis shall also be submitted by the candidate along with the synopsis.
- 12.2 PGBOS&R shall consider the recommendations of DRAC and shall make its recommendations to the Faculty concerned, whose recommendations shall be taken up by the Academic Council. The Chairperson shall ensure that there is a gap of at least one week between the meetings of the DRAC and PGBOS&R.
- 12.3 The Registration & Scholarship Branch shall, within a period not exceeding one month from the date of receipt of minutes of the meeting of Faculty concerned along with the relevant documents, scrutinize the registration cases and inform the Candidate(s) about the status of their registration (through registered post). However,

R&S Branch has to issue enrolment letters to all the Ph.D. Candidate(s) within a month of receipt of Registration Return from concerned department without using the word 'Provisional' or subject to the confirmation of their registration by Academic Council.

- 12.4 The date of registration of the JRF shall be the date of their admission and for others the date of PGBOS in which their research proposal is approved, if followed by the deposition of fee.
- 12.5 The Academic Council has the powers to review/edit/approve/disapprove or modify the research proposal.

### **13 Deposit of Fee**

- 13.1 The admission is provisional as the approval of Academic Council is mandatory but unless and until the approval is denied by the Academic Council, the registration of the candidate is treated as final. The provisional admission and provisional registration number assigned to the candidate are legible for all academic purposes.
- 13.1 If a candidate fails to deposit the fee in the stipulated period of time; his/her right to Ph. D registration shall be forfeited. Further, the candidate has to deposit the continuation fee (annually) in the first month of subsequent year; failing which candidate's admission in Ph.D. programme shall be cancelled. However, the Candidate(s) may apply for restoration of his/her Ph.D. registration with restoration fee of Rs. 2000/- within a period of 03 months, 5000/- within a period of 06 months and 10000/- within a period of one year, where after no application shall be entertained. The application for restoration of registration must be recommended by the Supervisor(s) and the DRAC. The Vice-Chancellor may allow such restoration, if he is satisfied with the reasons given by the scholar.

### **14 Stay on the Campus**

- 14.1 All research scholars (JRF/SRF/RGNF/MANF/URS or any other fellowship/scholarship) availing scholarship shall have to mark their attendance throughout the tenure of the scholarship/fellowship, in the office of the Supervisor. who will certify and forward the attendance of the candidate(s) to the Chairperson of the Department Concerned. The Chairperson shall be empowered to assign a teaching workload of up to 6 hours/weeks (maximum) without any additional remuneration to the scholars receiving aforesaid type of scholarships.
- 14.2 No unpaid scholar shall be given any teaching work load in the department in any case.
- 14.3 The research scholars other than stated in point 14.1 above, shall have to mark their attendance in the office of the Supervisor who will certify attendance of the candidate(s) for the period of their stay on the campus. (regular scholars' stay?)

### **15 Seminars/Progress Report**

- 15.1 Ph.D. scholars shall present following seminars in the meeting of DRAC:



- a) One pre-registration seminar after submitting the synopsis.
  - b) Mandatory Half -Yearly progress seminars shall be held (till the submission of PhD thesis) by the DRAC. A research scholar shall submit an application for the holding of their six-monthly seminar in the department at least 15 days prior to the due date and appear before the DRAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance till the submission of PhD. thesis. However, the 1<sup>st</sup> seminar shall be conducted after at least six months of the date of meeting of PGBOS&R in which his/her topic of research has been approved. The six monthly progress reports shall be submitted by the DRAC to the R&S Branch of the University with a copy to the research scholar. In case a scholar is not able to present his/her six monthly progress seminar shall submit the progress report and make the presentation when it is scheduled next.
  - c) Pre-submission seminar, which shall be an open seminar for all the teachers of the concerned faculty and research scholars for getting feedback and comments, which may be suitably incorporated in the draft thesis on the advice of the supervisor.
  - d) Scholars must obtain a plagiarism free certificate before Pre-Submission Seminar.
- 15.2 Seminars on progress of research work will be held on the dates notified by the Chairperson of the Department.
- 15.3 The pre-submission seminar will be held on the request of the candidate (endorsed by his/her supervisor(s)) claiming that he/she has completed the research work as proposed in the synopsis. The candidate will have to submit the PhD thesis within a period of 06 months from the date of the pre-submission seminar, failing which he/she will have to present the pre-submission seminar again in the meeting of DRAC. Maximum up to 03 chances shall be provided to a candidate(s) to present his/her Pre-Submission Seminar. The panel of examiners in case of any scholar would remain valid for one year.

## **16 Submission of Thesis**

- 16.1 Scholar pursuing Ph. D academic program shall normally submit his/her thesis within a period of three to four years from the date of meeting of PGBOS&R in which his/her Ph.D. registration case was approved. The said period could be extended up to 6 years in the slots of one year at a time. The Women Candidate(s) and Persons with Disability (more than 40% disability) may be allowed a further relaxation of two years for the submission of Ph. D theses. in the maximum duration. This extension in the period of submission, if any, may be granted by the Vice-Chancellor on the recommendations of the supervisor(s) and the DRAC. In addition, women Candidate(s) may be provided Maternity Leave /Child Care Leave once in the entire duration of Ph. D. for a period not exceeding 240 days.
- 16.2 The scholar shall be allowed to submit his/her thesis only after he/she has

- (a) Published at least two research papers based on Ph.D. work or has been granted patent(s) (01 patent is equal to 01 research paper/publication). The publication should be in CARE, SCOPUS, WEB SCIENCE, SCI INDEX, REFERRED JOURNALS ONLY.
  - (b) Presented two papers in seminar/conferences, again based on Ph. D work
  - (c) The research scholar shall produce evidences for the publication/acceptance of publication of research papers as mentioned in (a) above and presentation of research papers in conference/seminar/workshop, stated in (b) above, in the form of certificate at the time of Ph. D pre-submission seminar.
  - (d) While submitting for evaluation, the thesis the candidate must adhere to plagiarism policy of the university and shall have an undertaking from the research scholar and 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 has been carried out, or to any other Institution.
- 16.3 The scholar shall submit five copies of his/her thesis along with six copies of summary separately in the concerned Department. The Chairperson shall send all the copies to the examination Branch for evaluation along with proper intimation to the R&S Branch. Two copies will be sent to the examiners for evaluation. After the award of PhD Degree, one copy of the thesis will be sent to the University Library, one copy to the Department Library, one copy be retained in the examination branch for office record, and finally, one copy will be sent to the University Grants Commission. The scholar shall have to submit a soft copy of the thesis in CD, in MS Word/PDF format.
- 16.4 The language of the thesis will remain English or Hindi except in the subjects of languages, wherein the thesis can be written in English, Hindi or any other language, as the case may be.
- 16.5 The thesis finally submitted shall be typed both sides on A-4 size (unless otherwise required) on executive bond paper. The other specifications for printing of the thesis are as under:
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|-------------------------------|---|
| Font name                     | : Times New Roman                           |
| Font Size                     | : 12 point                                  |
| Printer type                  | : Laser printer (unless otherwise required) |
| Line spacing                  | : 1.5                                       |
| Left/Right/Top/Bottom margins | : 1.0 inch each                             |
| Footer margin                 | : As per requirement                        |
| Header margin                 | : 0.5 inch                                  |
| Gutter margin                 | : 0.5 inch (for binding purpose)            |
- Note:** The scholar may incorporate the contents of any work that he/she may have published on the subject in his/her thesis, but shall mention this fact in the thesis. However, he/she shall not include in his/her thesis the work for which a

degree/diploma has already been conferred on him/her by any University. Soft binding of the thesis should be done.

- 16.6 At the time of submission of Ph.D. thesis the candidate must adhere to the plagiarism policy of the university and attach the certificate with the thesis.

## **17 Evaluation of Thesis**

- 17.1 Keeping in view of area/subject of research, the DRAC, on the recommendations of supervisor(s), will draw a list of at least sufficient number of external examiners/evaluators and forward the list to PGBOS&R, which shall consider the list of external examiners/evaluators drawn by DRAC and recommend a panel of 10 experts along with their designation, contact number and email address for appointment as evaluators/examiners for the evaluation/examining of thesis. Out of the panel, at least 50 percent external examiners/evaluators should be from Universities/Institutes outside of the Haryana state selecting not more than two external examiner / evaluator from any one University/Institute. Further, there should be at least half number of different experts from one list of external examiners/evaluators from the previous list sent by the department. This provision that is at least 50 percent members are different from the earlier list sent by the department for Ph. D evaluation in a calendar year. The panel of external examiners/evaluators recommended by the PGBOS&R shall be valid for a period of one year only from the date of meeting of PGBOS&R. The Vice-Chancellor may ask the PGBOS & R to add more names in the panel of examiners, if needed.
- 17.2 The PGBOS&R shall ensure that the panel of external examiners/evaluators should be Professors or Scientists of equivalent grade and their specialisation is relevant to the area /subject of the research work carried out by the scholar. The names of only those persons would be recommended who are known to be physically fit and are able to undertake journey for the conduct of Viva-Voce, if invited. Retired persons, who are otherwise fit for the purpose, may also be empanelled as external examiners/evaluators.
- 17.3 The thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external evaluators/examiners appointed by the Vice-Chancellor from the panel, out of which at least one shall be from outside the Haryana State. The scholar will have to present himself/herself for the Open Viva-Voce as and when fixed by the examination branch in consultation with the Chairperson of the Department, failing which he/she will be declared ineligible for the award of the degree. However, in case the scholar is unable to attend the Viva-Voce on the fixed date for any valid reason, the Controller of Examinations, on scholar's written request and with a fee of Rupees One Thousand only (1000/-), may allow one-time postponement of the date of Viva-Voce up to a maximum period of 3 months from the date previously fixed, failing which the candidate will be declared ineligible for the award of the degree. In case, the examiner has turned up for Viva-Voce examination of the said candidate on the fixed date, the total expenditure of TA/DA will be charged from the candidate up to the next rounding figure of 100/-.

- 17.4 The examiners/evaluators shall state clearly whether (i) the thesis may be accepted in its original form for the award of PhD Degree, or (ii) the thesis may be accepted with clarifications (the clarification shall be submitted separately) for the award of Ph. D Degree, or (iii) Re-submission of the thesis after duly incorporating modifications suggested by the evaluator(s)/examiner(s) or (iv) the thesis be rejected. He/she shall give justification for the approval or rejection of the thesis. The report should be submitted preferable typed, on the prescribed proforma.
- 17.5 If the evaluator(s)/examiner(s) of the thesis recommend the award of the degree, he/she may also give in the report a set of five to ten questions, which he/she would like to put to the candidate at the time of Viva-Voce.
- 17.6 If any evaluator/examiner recommends re-submission with a revision of the thesis, the candidate shall be asked to modify the thesis and re-submit the same only once, not earlier than 6 months and not later than one year, after having carried out all the modifications along with a certificate from the supervisor that all the modifications suggested by the examiner(s)/evaluator(s) have been incorporated in the Ph. D thesis. If one of the examiners rejects the thesis, the thesis shall be sent to the third examiner/evaluator appointed by the Vice-Chancellor from the existing panel.
- 17.7 The thesis will be resubmitted with a thesis evaluation fee of Rs. 5000/-.
- 17.8 The re-submitted thesis shall be re-examined by the same examiner(s) who has evaluated the thesis. If any of them is unable or unwilling to do so and examiners have to respond about their willingness within 30 days of the receiving of the offer to re-examine the thesis, then another examiner shall be appointed from the existing panel by the Vice-Chancellor. The examiner(s) appointed for this purpose shall examine whether suggested modifications have been incorporated adequately in the thesis or not.
- 17.9 If two evaluators have recommended the rejection of the thesis, then the thesis shall be considered rejected. A candidate whose thesis has been rejected shall not be registered again for the PhD degree with the same topic.

## 18 **Viva Voce**

- 18.1 If the examiners/evaluators recommend the award of the Ph. D degree, the candidate should be examined through an Open Viva-Voce by one of the examiners/evaluators who have recommended the award of the Ph. D Degree. The examiner/evaluator for Viva-Voce shall be appointed by the Vice-Chancellor. If the evaluators/examiners of the above category (i.e. those who have recommended the award of Ph. D degree) are unable or unwilling to conduct the Viva-Voce, another evaluator/examiner may be appointed by the Vice-Chancellor out of the existing panel.
- 18.2 The Viva-Voce shall be conducted by the External Examiner in the concerned Department of the University unless ordered otherwise by the Vice-Chancellor. The date, time and the topic of the thesis shall be notified to the teachers, including the supervisor and the research scholars of the Faculty by the Chairperson, who may be present at the time of Viva-Voce Examination. In case of non-availability of

Chairperson concerned due to some unavoidable reasons, the senior most teacher of the Department shall make necessary arrangements for the conduct of Viva-Voce.

- 18.3 If the candidate is unable to defend Viva-Voce successfully, then the second evaluator may be called for conducting the Viva-Voce after giving at least 3 months' time to the scholar. The report of Viva-Voce of the second evaluator will be considered final.
- 18.4 The Chairperson (or senior most teacher in the absence of the Chairperson) shall send (in a sealed cover) the Viva-Voce report to the examination branch, duly signed by the external examiner and the Chairperson (or Senior most teacher in the absence of the Chairperson) within two working days of the conduct of Viva-Voce.

## **19 Research Degree Committee (RDC)**

- 19.1 The reports of all the evaluators/examiners and Viva-Voce shall be placed before the RDC within one month of submission of the Viva-Voce report.

The RDC shall comprise of:

- a) Vice-Chancellor (Chairperson) OR V.C. Nominee;
- b) Dean of Faculty concerned (Member)
- c) Controller of Examinations (Member)
- d) Chairperson of the Department concerned (Member)

- 19.2 The RDC shall consider the reports and recommend whether:

- (a) The PhD degree be awarded, OR
- (b) The thesis be rejected.

The absence of the Dean of Faculty and the Chairperson of the Department concerned in the meeting of RDC shall not invalidate its proceedings. However, the Vice-Chancellor may co-opt an expert in the area in place of the Chairperson of the Department/Dean of Faculty. Further, provisional degree shall be issued to the scholar on the recommendation of RDC from the date of its meeting.

- 19.3 The examination branch must ensure that the process of evaluation, viva-voce, meeting of the Research Degree Committee may be completed within six months from the date of receiving the Ph.D. thesis in the Examination Branch. Further, Ph.D. degree should be awarded within 180 days of successful Viva-Voce.
- 19.4 Along with the PhD Degree, the Controller of Examinations shall also issue a certificate to the effect that the PhD Degree has been awarded in conformance with the UGC Minimum Standards and Procedure for the award of Ph. D Degree Regulations.

## **20 Publication of Thesis**

- 20.1 A scholar may be allowed to publish his/her thesis in book form, provided that if at least one of the evaluators/examiners has made such a recommendation in his/her report. The evaluator(s)/examiner(s) for the thesis shall also indicate in the report

whether the thesis is fit for publication in its original or modified form. In the latter case, the examiner shall make definite suggestions for modification.

- 20.2 No thesis shall be published without prior permission of the University. The research scholar may apply to the Chairperson for getting his/her thesis published, who shall forward the application to seek examiners' report regarding publication of the thesis. In case the examiner(s) has/have recommended publication with modifications, a certificate will be obtained from the supervisor to the effect that necessary modifications as suggested by the examiner(s) have been properly incorporated in the thesis. Publication expenditure shall be borne by the scholar. Two copies of the publication shall be submitted by the scholar in the library. In case the thesis is published the Candidate(s) shall also give due credit to the University in the published book.
- 20.3 The Controller of Examinations shall forward a soft copy (PDF) of the Ph. D thesis to the nodal officer of INFLIBNET in the university for uploading it on INFLIBNET within a period of thirty days after the notification/award of Ph. D degree to the scholar.

## **21 Change of Topic**

Modification in the title/synopsis of the research problem may be allowed up to 2 years from the date of approval of topic of research by PGBOS&R provided that such a change is requested by the research scholar with the reason and recommended by the supervisor(s) and the DRAC and approved by the PGBOS&R. Such changes shall be duly reported to the Academic Council. The date of registration in such cases shall remain the same as approved earlier by the competent bodies.

However, minor changes in the title/synopsis may be allowed by the DRAC up to the time of holding of pre-submission seminar with the approval of the Vice-Chancellor.

In case of any grammatical /typographical/clerical mistake noticed prior to sending for evaluation of Ph. D thesis, the research scholar may be allowed to do so with due approval of DRAC.

## **22 Change of Supervisor**

- (a) Change of supervisor(s) shall not be allowed at the whims of the scholars. However, it may be allowed by the Vice Chancellor in case of request made by the supervisor/ chairperson of the department/ the request made by the research scholar if his/her supervisor has resigned/ retired/ proceeded on long leave/ or any other valid reason.
- (b) The change of supervisor shall be undertaken by the Vice Chancellor only on the grounds mentioned in (a) above if recommended by the concerned DRAC and rationality of the reason recorded by the DRAC while recommending such case.

- (c) The supervisor, who has retired/proceeded on long leave may continue to act as supervisor of the scholar if so required with a justification for the same, in the interest of the research work. In such cases the written consent of the supervisor shall be required and that should be approved by the DRAC.
- (d) The supervisor who has been supervising the scholar for a year or more and retires thereafter and is willing to continue to supervise the candidate(s) as Co-Supervisor can do so till the submission of his/her thesis.
- (e) The Vice-Chancellor may also allow Change of Supervisor with mutual consent of the existing and proposed supervisor on the recommendation of DRAC subject to the condition that for the said purpose, a research scholar shall submit his/her request at least six months before the completion of the duration of Ph.D. period. After a change of supervisor, the scholar is not allowed to submit his/her thesis before six months. However, the DRAC may relax the period in this case.

**Note :** In case of retirement/resignation/long leave or any other valid reason, the seat so allotted to another supervisor will be over and above the maximum number of seats allotted to a teacher.

## **23 Conduct of the Scholar, De-Registration and Re-Registration**

- 23.1 If the work and conduct of the research scholar is found unsatisfactory at any stage as reported by the supervisor(s) or he/she is not reporting to the supervisor regularly and frequently, then on the request of the supervisor(s), DRAC shall give him/her an opportunity to explain his/her position and make suitable recommendations including de-registration. The PGBOS&R may then recommend the cancellation of his/her registration to the appropriate bodies and request of candidate(s) for refund of fee shall not be entertained in such cases
- 23.2 The registration of scholar may also be cancelled on the basis of a written request made by the scholar. However, the request of the candidate(s) for refund of fee shall be entertained only if he/she applies within the period of 01 year of his/her admission in Ph.D. programme. The fee will be refunded after proportionate deduction of fee up to the month of his/her leaving, subject to a minimum deduction of Rs. 1000/-.
- 23.3 If a candidate fails to submit his/her thesis within the stipulated period of 4 years from the date of meeting of PGBOS&R in which his/her Ph.D. registration was approved and has not applied for the extension before the expiry of the above said period, the registration of the candidate will automatically stand cancelled. However, the candidate may apply for restoration of his/her PhD registration with restoration fee of 2,000/- within a period of 3 months, 5,000/- within a period of 6 months, and 10,000/- within a period of one year, where after no application shall be entertained. The application for restoration of registration must be recommended by the supervisor(s) and the DRAC. The Vice-Chancellor may allow such restoration, if Vice-Chancellor is satisfied with the reasons given by the scholar. Cases of Women

& Differently-abled candidate(s) will be governed by the UGC rules in this regard notified from time to time.

## **24 Admission in other Courses and Migration**

A research scholar shall not join any other course of study or appear in any other examination for obtaining any other regular degree conducted by any University or public body within the duration of the Ph.D. The Vice-Chancellor may, however, allow a scholar to appear in an examination or to attend a course which is conducive to his/her research and is of minor nature, including improvement of the previous result, so that it does not consume much of his/her time. However, there is no need to seek permission for a competitive examination for jobs. The scholar shall be allowed to migrate after issuance of DMC of Ph.D. Course Work. In case of women scholar(s), the candidate shall be allowed to be transferred to any other university to which the scholar intends to relocate for reasons of marriage or otherwise, provided all other conditions in these regulations are followed and the research work does not pertain to any project secured by the parent institution / supervisor from any funding agency. The scholar (Women Candidates) will however give due credit to the parent guide and the institutions for the part of research already done.

## **25 Bodies Governing the Ph.D. programme**

The conduct of Ph.D. programme shall be governed by following bodies:

- Ph.D. Admission Committee
- Departmental Research Advisory Committee (DRAC)
- Post Graduate Board of Studies & Research (PGBOS&R)
- Concerned Faculty
- Academic Council
- Research Degree Committee (RDC)

### **Guidelines for International Scholars**

1. The admission of foreign students in PhD program in the Chaudhary Devi Lal University, Sirsa, will be routed through Dean, International Relations/ Foreign Affairs (Dean, IR/FA). The foreign students may contact the Dean, IR/FA any time during the academic year for admission in this program.
2. The guidelines would be applicable to all foreign nationals who apply for getting admitted in the PhD program or any other research program in the Chaudhary Devi Lal University, Sirsa.
3. Only the foreign students and wards of Indians working in the Gulf countries shall be eligible to apply under this category for admission to the PhD program. However, The eligibility conditions for the Indians working in the Gulf countries would remain same as those for the Indian nationals.



4. The foreign students who wish to enroll themselves in PhD program are required to be Post Graduate/Masters or possessing any equivalent degree in the relevant subject with 55% of marks from an institution recognised/listed by the UGC/AIU for such purpose. In case the University/Board is not included in the AIU list, the foreign student has to obtain and submit Equivalence Certificate to this effect from the Association of Indian Universities. The decision regarding equivalency of the degree will be decided keeping in view the recommendations made by the Equivalency Committee constituted by the university for such purpose.
5. The condition of minimum marks at the Master degree level/ Post Graduate level may be relaxed in exceptional circumstances by the Vice Chancellor keeping in view the nomination of the candidate or the intellectual capacity of the candidate to undertake meaningful research at the time of the interview.
6. The admission will be made by an admission committee comprising of Dean Academic Affairs, Dean International Relations/Foreign Affairs and the Chairperson of the concerned department. The interview for admission will be held by the admission committee through online/offline mode, as the case may be.
7. All regular teachers in the university teaching departments with at least 5 years teaching experience will have one supernumerary seat to guide and supervise foreign nationals. The teachers left with two years of active service or lesser period left in their superannuation will not be granted any supernumerary or any other seat to guide students for PhD degree. The allocation of guide will be decided by the mutual consent of the supervisor and student after giving due consideration to the specialization of the supervisor and interest of the student concerned.
8. The conditions laid down in the PhD ordinance notified by University Grants Commission will be strictly followed except those relating to the admission to the PhD program, which are explicitly listed for regulating the affairs of foreign students admitted in Ph D program.
9. The foreign students admitted to PhD program will be charged USD 750 in equivalent INR currency per year for Non-Sciences faculties (Humanities, Law, Social Sciences, Education, Commerce & Management etc.) and USD 1000 in equivalent INR currency per year for Science faculties (Physical Science & engineering and Life Sciences). The payment made in INR would be the conversion rate of that date as per RBI regulation in this regard.
10. All other conditions applicable to Indian nationals admitted to PhD course would be applicable to foreign scholars. Since the International scholar would be admitted at any point in the academic session, they would be allowed to submit their synopsis before the commencement of the course work.
11. Other General Guidelines
  - (a) The guidelines would be applicable to all foreign nationals who apply for or get admitted in PhD program or any other research program in the Chaudhary Devi Lal University, Sirsa.

- (b) The course on which eligibility is relied upon must be included in the list of the Association of Indian Universities (AIU).
  - (c) The attestation of all documents essentially required to be done by the concerned Embassy/High Commission/Consulate of the relevant country in India. The documents without attestation shall be summarily rejected.
  - (d) The foreign nationals/students applying from their own country should get their transcripts of certificates attested by the concerned accredited authorized Government agency and also duly certified by the Indian Embassy or Consulate as the case may be.
  - (e) English translation of transcripts of certificates duly attested should be provided/supplied wherever necessary.
  - (f) A character certificate from the head of the institution last attended is mandatory for admission in PhD program.
  - (g) Foreign students admitted to PhD program at Chaudhary Devi Lal University Sirsa are required to obtain long term STUDENT VISA in the name of Chaudhary Devi Lal University, Sirsa on the basis of admission within one month from the date of admission and submit it in the office of Dean, IR/FA, Chaudhary Devi Lal University Sirsa. In case the student fails to do so, the university reserves the right to cancel admission and in such situation, the admitted student can make a claim for refunding his/her fee which will be refunded but after deducting 100 US dollars in equivalent INR at the buying rate as on that date of the Reserve Bank of India, as the admission processing fee. The Vice Chancellor can condone any delay in submitting or procuring visa or other documents required for continuing admission.
  - (h) Following documents shall be submitted by the admitted students to the office of Dean, International Students' for police registration in Police Station within 14 days of his/her arrival: attested photocopy of passport, visa, proof of residence, proof of admission and four passport size photographs and other such documents required by the office of the Dean IR/FA.
  - (i) If the scholar is found to be indulging in any illegal activity, his/her admission would stand cancelled immediately. The decision in this regard will be taken by a committee comprising of the Proctor, Dean International Relation/Foreign Affairs and Dean Research.
12. The final authority for interpreting the rules and guidelines given herein, or condonement of any nature, would rest with the Vice Chancellor.
13. In any dispute relating to any affairs relating to it will be subjected to the jurisdiction of the civil court Sirsa.