

**CHAUDHARY DEVI LAL UNIVERSITY**  
**ORDINANCE OF DOCTOR OF PHILOSOPHY (PhD)**

**1. Locale**

- 1.1 The degree of Doctor of Philosophy (hereinafter referred to as (PhD) may be granted in any Faculty of the University.
- 1.2 The PhD degree will be offered in both in regular and part-time modes. The regular mode means the scholars enrolled would stay on the campus at least 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 during the period of the PhD 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 (AC) and general control of the Faculty concerned, PhD Degree shall be governed by the PhD Admission Committee, Research Advisory Committee (RAC) of the PhD Scholar, Departmental Research Advisory Committee (DRAC), the Board of Postgraduate Studies & Research (PGBOS&R), and the Research Degree Committee (RDC).

**2. Eligibility**

The following shall be eligible to seek admission to the PhD programme:

2.1 Candidates who have completed:

A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a pointscale wherever grading system is followed,

OR

equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

- 2.2 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the PhD programme.

**Note:**

(i) A relaxation of 5% marks or its equivalent grade may be allowed for candidate belonging to SC/ST/BC (non-creamy layer)/PwBD/EWS categories.

(ii): 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 BEd/BPEd or DPED followed by MEd/MPED (One year Course), marks obtained in BEd + MEd and BPEd or DPED+MPED (One year Course), as the case may be shall be halved.

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

3.1 PhD Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the PhD programme.

3.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a PhD programme should not exceed eight (8) years from the date of admission in the PhD programme.

Provided further that, female PhD scholars and Persons with Benchmark Disabilities may be allowed an additional relaxation of two (2) years; however, the total period for completion of a PhD programme in such cases should not exceed ten (10) years from the date of admission in the PhD programme.

3.3 Female PhD Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the PhD programme.

### **4. Procedure for Admission**

4.1 The candidates having valid JRF may be allowed direct admission in PhD programme throughout the academic session (except the period starting from the date of advertisement to last date of general admission in PhD programme) on the recommendations of the PhD Admission Committee which shall meet to interview the candidate within a month of submission of application (bearing the consent of the proposed supervisor) by the candidate in the Department office. Such candidates shall complete the PhD course work in the first available opportunity. The seat allotted to such candidates shall be deducted from the seats of concerned category in the next general admission process to ensure the implementation of State Reservation Policy.

4.2 General admission to the PhD programme will be affected through an Entrance Examination; however, candidates having a valid JRF on the date of admission i.e. date of deposition of admission fees shall be exempted from the entrance examination. The entrance examination will be held once in an academic session as notified by the University. The entrance examination shall be conducted by the Examination Branch of the University.

4.3 For the purpose of general admission to PhD programme, the University shall notify a prospectus well in advance specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;

4.4 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 PhD program would be as per UGC guidelines i.e. 50% from respective Research Methodology followed in the subject and 50% subject specific.

- 4.5 The qualifying marks for admission in PhD programme would be 50% (45% for SC/ST/BC (non-creamy layer)/PwBD/EWS) in entrance examination conducted by the University.
- 4.6 An interview/viva-voce will be organized by the department concerned where the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department level PhD 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.
- 4.7 The merit of the qualifying candidates will be prepared based upon the following criteria:

Marks obtained in Entrance Examination	=70% weightage
Marks of Interview	=30% weightage
Total	=100%

Candidates appearing for the interview shall be awarded marks in the range: (12½% - 90% of the total marks of the interview).

Merit of the candidate(s) exempted from entrance examination shall be computed as follows: 50 marks for valid JRF + marks obtained in the interview.

**Note:** validity of JRF certificate will be considered on the date of admission i.e. date of deposition of admission fees.

- 4.8 The University (R&S Branch) shall maintain a list of PhD supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of PhD scholars (specifying the name of the registered PhD scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list periodically (at least once a year).

**Note:** The result of entrance examination will be considered for admission to PhD programme only during the session for which the test was conducted and the same will not be considered in the subsequent sessions/years.

## 5 PhD Admission Committee

There shall be a PhD Admission Committee in each Department offering admissions in PhD programme.

- 5.1 The PhD Admission Committee shall consist of the following:

- Chairperson of the Department (Convener)
- All the teachers of the Department who are eligible to supervise the applicants for PhD (Members).

In case, the total number of members as per sub-clauses (a) and (b) 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.

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 PhD 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

The state reservation policy shall be followed for admission to PhD programme.

## 7 Deposit of Fee

- 7.1 The candidate(s) selected for PhD 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 within the stipulated time, failing which seat(s) will be offered 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, failing which the admission/registration shall stand cancelled:

Without late fee	Up to 30 days from date of display of Provisional merit list for admission by the Department.
With late fee of Rs. 500/-	31 to 90 days from date of display of Provisional merit list for admission by the Department.
With late fee of Rs.1000/-	91-180 days from the date of display of Provisional merit list for admission by the Department.

On sufficient grounds, the Vice-Chancellor may 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.

## 8 Allocation of Research Supervisor/Co-supervisor

Eligibility criteria to be a research supervisor, co-supervisor, number of PhD scholars permissible per supervisor, etc.

- 8.1 Regular faculty members, working as Professor/Associate Professor of this University, with a PhD and at least five research publications in peer-reviewed or refereed journals and regular faculty members, working as Assistant Professors in this University, with a PhD and at least three research publications in peer-reviewed or refereed journals may act as a PhD supervisor. Such PhD supervisors cannot supervise research scholars in other Universities, where they can only act as co-supervisors with the administrative approval of the competent authority through the R&S Branch.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as research supervisor with reasons recorded in writing.

- 8.2 Teachers/scientists of following categories may act as co-supervisor:

Regular teachers from within the same department or other departments of this University or other Universities/Central/State Government research institutions may be associated with the approval of Academic Council on the recommendations of Research Advisory Committee.

OR

Full-time regular teachers with a PhD degree working in the Government and Non-government Aided Colleges affiliated to this University having five years' regular experience and at least five research publications in peer-reviewed or refereed journals

OR

Full-time teachers of this University with PhD degree other than those covered under clause 8.1 above having five years' continuous experience in this University with five research publications in peer-reviewed or refereed journals

OR

Full-time regular teachers/scientists with a PhD degree working in other Universities Central/State Government research institutions having five years' regular experience and at least five research publications in peer-reviewed or refereed journals

OR

Professor emeritus working in a University/Central/State Government research institutions

Note: Request of research scholar citing the justification, consent of supervisor, co-supervisor and No Objection Certificate from employer/competent authority shall be required to associate a co-supervisor.

- 8.3 An eligible Professor/Associate Professor/Assistant Professor can supervise/co-supervise up to eight (8)/six (6)/four (4) PhD scholars, respectively, at any given time.
- 8.4 In case of relocation of a female PhD scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent institution/supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 8.5 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise PhD scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- 8.6 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.
- 8.7 The seat(s) under a supervisor/co-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.

## **9 Change of Supervisor**

- 9.1 Change of supervisor(s) shall not be allowed at the whims of the scholar. 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.

9.2 The change of supervisor shall be undertaken by the Vice Chancellor only on the grounds mentioned in 9.1 above if recommended by the RAC and rationality of the reason recorded by the RAC while recommending such case.

9.3 The Vice Chancellor may also allow change of supervisor with mutual consent of the existing and proposed supervisor on the recommendation of RAC. After a change of supervisor, the scholar shall not be allowed to submit his/her thesis before six months.

**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.

## **10. Admission of International students in PhD programme**

10.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of PhD scholars as specified in clause 8.3 above.

10.2 At any point of time, the total number of PhD scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 8.3 and clause 10.1.

**Note:** Detailed guidelines governing international scholars are provided at Annexure - I.

## **11. Course Work**

11.1 All the scholars are required to complete one-semester course work of the University.

11.2 The Registration & Scholarship Branch of the University with due approval of the competent authority will notify the schedule of the PhD course work. The candidate(s) who are in regular service and want to do PhD course work shall have to submit the No Objection Certificate and relieving certificate from the employer to join the PhD course work.

11.3 The contractual/part-time teachers engaged in a department located in the campus of this university will be allowed to undergo course work but without any kind of remuneration (salary or any other monetary incentives for the period counted from commencement of classes to the date of last examination of the course work even if they are assisting in teaching/research work in the department. After the completion of course work such contractual/part-time teachers may join the job, and they will be treated as part-time PhD scholars.

11.4 The PhD Course Work will comprise:

- (i) One Core Course of the concerned discipline (4 credit),
- (ii) One Discipline Elective Course relating to the area(s) of research interest of the Department/Research Supervisor (4 credit),
- (iii) One Course on Research Methodology (4 credit), and
- (iv) One Course on Research and Publication Ethics (RPE-04) (minimum 2-credit)

11.5 It shall be mandatory for all research scholars joining the PhD programme to complete their Research and Publication Ethics (RPE-04) course through MOOCs available on SWAYAM portal.

- 11.6 Every student shall have to fulfil the condition of 75% minimum attendance in the PhD 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.
- 11.7 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.
- 11.8 The employed research scholars would avail leave from their institution/organisation for a period counted from commencement of classes to the date of last examination of the course work.
- 11.9 Minimum qualifying marks in the PhD course work shall be 45% in individual paper and 55% in aggregate. A PhD scholar has to obtain a minimum 55% of marks in the PhD course work in order to be eligible to continue in the programme.
- 11.10 Scholar has three chances (including two for re-appear) to complete the PhD 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 PhD course work within a period of two years from the date of admission.
- 11.11 The examination branch shall issue a Certificate/DMC with regard to the PhD course work. The candidate who has qualified the PhD course work shall not be allowed to apply for re-evaluation. However, the candidate who could not qualify the PhD course work may be allowed to apply for re-evaluation as per University rules.

## **12. Research Advisory Committee**

- 12.1 There shall be a Research Advisory Committee (RAC) for each PhD scholar. The composition of RAC shall be as under :
- |      |  |          |
|------|--|----------|
| i)   | Research supervisor  | Convener |
| ii)  | Research co-supervisor (if any)  | Member   |
| iii) | One teacher from the concerned/other Department/<br>Faculty or from outside the University | Member   |
- 12.2 Minimum two members (excluding co-supervisor) will make the quorum of the meeting of RAC.
- 12.3 The RAC shall have the following responsibilities:
- i. To review the research proposal/synopsis, finalize the topic of research and recommend the co-supervisor (in case need be).
  - ii. To guide the PhD scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
  - iii. To ensure that the scholar shall adhere to Academic Integrity and Prevention of Plagiarism Policy of the University and shall furnish an undertaking in this regard countersigned by the Research Supervisor(s) on all research artefacts.
  - iv. To consider the pre-registration seminar.
  - v. To periodically review (half yearly progress report through a seminar) and assist in the progress of the research work of the PhD scholar.
  - vi. To consider the pre-submission seminar.
  - vii. To submit the recommendations to the office of the Chairperson.

12.4 In case the progress of the PhD scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the PhD scholar fails to follow these corrective measures then the RAC may recommend, with specific reasons, the cancellation of the registration of the PhD scholar.

12.5 Given the exigency, the outside member(s) of the RAC may join the meeting in online mode.

**Note:** The format of the research proposal/synopsis is available at Annexure - II

### **13. Departmental Research Advisory Committee (DRAC)**

13.1 There shall be a Department-level Research Advisory Committee (DRAC) in each University Teaching Department. The DRAC shall comprise of the following:

- |   |          |
|---|----------|
| (a) Chairperson   | Convener |
| (b) All the teachers eligible to supervise the PhD scholars | Members  |

**Note:** In case, the total number of members as per sub-clauses (a) and (b) above, remains less than three, then the Chairperson, with the approval of the Vice Chancellor, may include a teacher from other department within the faculty or an outside expert, not below the rank of Professor, for a tenure of two years or up to the date when a teacher from the department concerned becomes eligible to supervise, whichever is earlier.

13.2 The quorum for the meeting of DRAC will be at least 50 percent of total members but should not be less than two.

13.3 Given the exigency, the outside member(s) of the DRAC may join the meeting in online mode.

### **14. Submission of Research Proposal/Synopsis**

14.1 Scholar will submit the synopsis (duly approved by the RAC) within a period of six months counted from the date of last examination of PhD course work with a request to the Chairperson to hold the pre-registration seminar.

14.2 DRAC shall consider the synopsis within a period of three months from the date of submission of synopsis by the scholar. In case there is any delay in submission of synopsis by the scholar, the Vice Chancellor may condone a delay of six months. Cases of further delay, if any, will be referred to the Academic Council.

14.3 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.

### **15 Change of Topic**

Change in the title/synopsis may be allowed up to two (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 RAC and approved by the PGBOS&R. Such changes shall be placed before 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 RAC before pre-submission seminar.

### **16 Change of Supervisor**

16.1 Change of supervisor(s) shall not be allowed at the whims of the scholar. 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.

- 16.2 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.
- 16.3 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.
- 16.4 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 or till s(he) attains the age of 70 years, whichever is earlier.
- 16.5 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 PhD period. After a change of supervisor, the scholar shall not be allowed to submit his/her thesis before six months.

**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.

## **17. Registration**

- 17.1 The Registration & Scholarship (R&S) 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 Scholar about the status of her/his registration alongwith PRN (through registered post/registered email).
- 17.2 The date of admission i.e. submission of fees will be considered as date of registration in PhD programme. The admission/registration is provisional subject to the approval of the Academic Council.
- 17.3 If a candidate fails to deposit the fee in the stipulated period of time; his/her right to PhD 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/registration in PhD programme shall be cancelled.
- 17.4 The scholar may apply for restoration of his/her PhD registration with restoration fee of Rs.5000/- within a period of 6 months and Rs.10000/- within a period of one year, whereafter no application shall be entertained. The application for restoration of registration must be recommended by the RAC. The Vice Chancellor may allow such restoration, if satisfied with the reasons given by the scholar.
- 17.5 The Academic Council has the powers to review/edit/approve/disapprove or to modify the research proposal/synopsis.
- 17.6 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 PhD. 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.

- 17.7 A scholar pursuing PhD in regular mode, consequent upon her/his joining a regular job, may be allowed to switch to part-time mode.

## **18. Stay on the Campus**

18.1 Regular PhD scholars availing any kind of scholarship/fellowship shall have to mark their attendance throughout the tenure of the scholarship/fellowship in the office of the supervisor/co-supervisor, who will certify and forward the same to the Chairperson.

18.2 Regular PhD scholars other than stated in point 18.1 above, shall have to mark their attendance in the office of the supervisor (at least 2 years) who will certify and forward the same to the Chairperson.

18.3 Regular PhD scholars may be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations without any additional remuneration.

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

19.1 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

19.2 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 PhD 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/-.

19.3 If a scholar fails to submit his/her thesis within the stipulated period, the registration of the scholar will automatically stand cancelled. However, the scholar may apply for restoration of his/her PhD registration with restoration fee of Rs.2,000/- within a period of 3 months, Rs.5,000/- within a period of 6 months, and Rs.10,000/- within a period of one year, whereafter 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.

## **20 PhD through Part-time Mode**

20.1 PhD programme through part-time mode is permitted, provided all the conditions (except Clause 18) stipulated in these regulations are fulfilled.

20.2 The candidate/research scholar pursuing PhD in part-time mode shall furnish a “No Objection Certificate” from the competent authority, clearly stating that :

- i. The candidate is permitted to pursue the PhD programme 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 PhD course work.

## **21 Seminars/Progress Report**

- 21.1 PhD scholars shall present following seminars.
- a) Pre-registration seminar before DRAC (duly recommended by RAC).
  - b) Half-yearly progress seminars along with progress report before RAC. The progress report shall be forwarded by the Chairperson to the R&S Branch with a copy to the research scholar. The Chairperson may condone the delay in submitting the half yearly progress reports on the recommendations of RAC.
  - c) Pre-submission seminar before DRAC (duly recommended by RAC), 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(s).
- 21.2 The pre-submission seminar will be held on the request of the scholar claiming that he/she has completed the research work as proposed in the synopsis as recommended by RAC.
- 21.3 The scholar will submit the PhD thesis within a period of 06 months from the date of the pre-submission seminar, failing which he/she will present the pre-submission seminar again. Maximum two chances shall be provided to a scholar to present her/his pre-submission seminar.
- 21.4 The panel of examiners/evaluators for individual scholar will remain valid for one year from the date of PGBOS&R.

## **22 Submission of Thesis**

- 22.1 At the time of submission of thesis, the scholar shall adhere to Academic Integrity and Prevention of Plagiarism Policy of the University and shall furnish an undertaking in this regard countersigned by the Research Supervisor(s).
- 22.2 Scholar shall submit a plagiarism free certificate at the time of submission of thesis issued by the competent authority in addition to "No Dues Certificate".
- 22.3 The scholar shall submit three soft bound copies of his/her thesis and summary along with electronic (PDF) file separately in the concerned Department. The Chairperson shall send all the copies to the examination Branch for evaluation along with intimation to the R&S Branch.
- 22.4 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.
- 22.5 The research scholar shall submit four hard bound copies along with electronic copy of the PhD thesis as per clause 19.10.

**Note:** Format of the thesis is annexed at Annexure - III

## **23 Evaluation of Thesis**

- 23.1 Keeping in view of area/subject of research, the DRAC in its meeting on the day of pre-submission seminar of the scholar, on the recommendations of RAC, will draw a panel of 8 to 10 external examiners/evaluators not below the rank of Professor and forward the panel for consideration of PGBOS&R, which shall consider the panel of external examiners/evaluators drawn by DRAC and recommend the panel of experts along with their designation, contact number and email address. Wherever possible, one of the external examiners should be chosen from outside India. 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.

- 23.2 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.
- 23.3 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. 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 Rs.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 Rs.100/-.
- 23.4 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 PhD degree, or (iii) re-submission of the thesis after due incorporation of 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 preferably typed on the prescribed proforma.
- 23.5 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 eight questions, which he/she would like to put to the candidate at the time of viva-voce.
- 23.6 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 PhD 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.
- 23.7 The thesis will be resubmitted with a thesis evaluation fee of Rs.5000/-.
- 23.8 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.
- 23.9 If two evaluators (out of three) 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.
- 23.10 Before the conduct of viva-voce examinations, the research scholar shall incorporate the suggestions given by the examiners/evaluators in their evaluation reports (communicated by the concerned branch to the scholar through chairperson) and submit four hard bound copies of the final PhD thesis alongwith electronic copy.

## 24 **Viva-Voce Examination**

- 24.1 If the examiners/evaluators recommend the award of the PhD degree, the candidate should be examined through an open viva-voce by one of the examiners/evaluators who have recommended the award of the PhD 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 PhD 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.
- 24.2 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.
- 24.3 An online viva-voce examination may be allowed by the Vice Chancellor in special circumstances.
- 24.4 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.
- 24.5 The Chairperson (or the senior most teacher in 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 the senior most teacher in absence of the Chairperson) within two working days of the conduct of viva-voce.

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

- 25.1 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 VC Nominee;
- b) Dean of Faculty concerned (Member)
- c) Controller of Examinations (Member)
- d) Chairperson of the Department concerned (Member)

- 25.2 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/or 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.

- 25.3 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 PhD thesis in the Examination Branch. Further, PhD degree should be awarded within 180 days of successful defence of final viva-voce examination.
- 25.4 Prior to the actual award of the PhD degree, the Examination Branch shall issue a provisional certificate/notification to the effect that the PhD is being awarded in

accordance with the provisions of University Grants Commission (Minimum Standards and Procedures for Award of PhD Degree) Regulations, 2022.

## **26 Publication of Thesis**

- 26.1 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.
- 26.2 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.
- 26.3 After the successful completion of the evaluation process and before the announcement of the award of the PhD degree, the Controller of Examination shall submit an electronic copy of the PhD thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

## **27 Bodies Governing the PhD programme**

The conduct of PhD programme shall be governed by following bodies:

- Department-level PhD Admission Committee
- Research Advisory Committee for scholar
- Departmental-level Research Advisory Committee
- Board of Postgraduate Studies & Research
- Concerned Faculty
- Academic Council
- Research Degree Committee

**Note:** The final authority for interpreting the rules and guidelines given herein would rest with the Vice Chancellor.

**Note:** Award of PhD degree to scholars admitted prior to these regulations shall be governed by their respective PhD ordinances.

## **Annexure – I**

### **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/ Postgraduate 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 PhD program.
9. The foreign students admitted to PhD program will be charged \$750 (USD) in equivalent ₹(INR) currency per year for Non-Sciences faculties (Humanities, Law, Social Sciences, Education, Commerce & Management etc.) and \$1000 (USD) 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 (USD) in equivalent Rs.(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.



## **Annexure – II**

### **Format of the Research Proposal/Synopsis**

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 in Hindi transliteration. 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 Research Proposal/Synopsis shall be duly signed by the candidate and supervisor bearing the date & diarised by the department.
- d) Plagiarism report for the Research Proposal/Synopsis shall also be submitted by the candidate along with the synopsis.

## Annexure – III

### Format of the PhD Thesis

The PhD thesis shall be typed both sides on A-4 size (unless otherwise required) on executive bond or similar paper. The other specifications for printing of the thesis are as under:

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.