

MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 55 of the Executive Council's meeting held on 04.09.2019.

55. Ordinances of M.Phil and Ph.D. Programmes

Considered:

- (i) the proceedings of the Committee constituted by the Vice-Chancellor with regard to reconsider the Ordinances of M.Phil and Ph.D. Programmes for the session 2019-20 (**Annexure A/109 pages 396-421, already circulated**); and
- (ii) the following recommendations of the Academic Council made vide Reso. No.54 of its meeting held on 03.09.2019:

Resolved to recommend the above Ordinances to the Executive Council for approval with the amendments that Clause- 6(c) of M.Phil Ordinance and Clause- 7.1(c) of Ph.D. Ordinance appearing at Annexure Pages 413 and 421, respectively, be replaced with the following:

Clause- 6(c) of M.Phil Ordinance:

- (c) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship).

OR

*Weightage of 30 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).
Weightage of 5 marks to the candidates who have passed Master examination from M.D.University, Rohtak.*

Clause- 7.1(c) of Ph.D. Ordinance:

- (c) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship.

OR

Weightage of 30 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).

OR

Weightage of 25 marks to those candidates who have passed M.Phil/Pre Ph.D. examination of M.D.University, Rohtak.

OR

Weightage of 3 marks for each year of teaching experience (maximum 20 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

Also resolved to incorporate the following under Clause-6.5(supernumerary seats):

- (vii) *Two supernumerary seats in the Department of Defence & Strategic Studies are earmarked for admission to the candidates who are Officers in Defence Services. Such candidates are exempted from entrance test provided that they are otherwise eligible.*
- (viii) *Two supernumerary seats in the Department of Law are earmarked for admission*

to the candidates who are State Govt. Law Officers or Judges. Such candidates are exempted from entrance test provided that they are otherwise eligible.

It was also resolved that the candidates seeking admission to Ph.D. Programmes under Supernumerary Seats mentioned under Clause-6.5 of Ph.D. Ordinance be exempted from the entrance test provided that they are otherwise eligible and subject to availability of Supervisors.

Resolved that the recommendations of the Academic Council as above be approved.

[Action by A.R.(Acad.)]

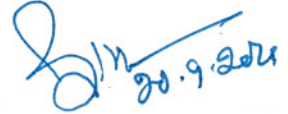
ACADEMIC BRANCH

Endst. No. AC-VI/19/ 16929-17248

Date: 20/9/19

Copy of the Resolution number 55 of the Executive Council's meeting dated 04.09.2019 alongwith its annexure is forwarded to the following for information and necessary action.

1. All the Deans of the Faculties, M.D.Univeristy, Rohtak.
2. All the Heads/Directors of the University Teaching Departments/Institutes, M.D.University, Rohtak.
3. The Director Maharshi Dayanand University Centre For Professional And Allied Studies, Gurugram (MDU-CPAS).
4. All the Directors/Principals of the affiliated Colleges/Institutes, M.D.University, Rohtak.
5. The Director, U.C.C., M.D.University, Rohtak with the request to arrange to upload this resolution on the University website.
6. The Deputy Registrar/Assistant Registrar/Incharge (R-I/II/III/IV/Secrecy/Conduct/Re-Evaluation/R&S/Colleges), M.D.University, Rohtak.
7. O.S.D./P.A to Vice - Chancellor/Dean Academic Affairs/Registrar/Controller of Examination, M.D.University, Rohtak.



Deputy Supdt. (Academic)

**Ordinance for M. Phil. Programme
w.e.f. 2019–20 session**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for M.Phil. Programme are based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees Regulations, 2016) and amendments.
- 1.2 The ordinance shall be applicable from the session 2019-20.
- 1.3 All courses prescribed for M.Phil. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.

2. DURATION

M.Phil. programme shall be of one year duration with course work spread over two semesters. The examination shall ordinarily be held in the month of December for 1st semester and May for 2nd semester on the dates fixed by the University. A supplementary examination for 1st & 2nd Semesters for re-appear and improvement categories will be held along with next regular students in the months of December as well as May for both Semesters, as the case may be. The credits assigned to the programme shall be at least 28 including 8 credits for dissertation and Viva-Voce.

3. ACADEMIC ELIGIBILITY

A candidate who has passed Master's Degree in a relevant subject of the M.D. University or an examination recognized as equivalent thereto with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7 Point scale, shall be eligible to seek admission to M.Phil. programme.

A relaxation of 5% of marks from 55% to 50% or an equivalent relaxation of grade may be allowed for those belonging to SC/ST (Haryana State)/Differently-abled candidates.

4. APPLICATION FOR ADMISSION

- 4.1 The candidate shall apply for admission to M.Phil. programme in the manner stipulated by the University from time to time.
- 4.2 Separate application form (s) shall be filled up for each programme.

5. ADMISSION PROCEDURE

- 5.1 Applications for admission to M.Phil. programme shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University.
- 5.2 The University shall make admissions to M.Phil. Programme through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR

etc. In case there is no NET for any subject, the syllabus for entrance test will be decided by the concerned Teaching Department through the Departmental Committee with the approval of the Vice-Chancellor.

- 5.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5% of marks from 50% to 45% will be allowed. There will be no negative marking.
- (a) The candidates who have qualified UGC/CSIR-JRF/NET/GATE/GPAT or any other similar examination/SLET (Haryana State), as the case may be, are exempted from entrance test for M.Phil. programme. The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.
- (b) There will be a common entrance test for admission to M.Phil. and Ph.D. programmes.

6. CRITERIA FOR PREPARING MERIT LIST

The merit list for admission to M.Phil. Programme shall be prepared by the Department according to the following criteria:-

- (a) 20% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (c) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship).

OR

Weightage of 30 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).
Weightage of 5 marks to the candidates who have passed Master examination from M.D.University, Rohtak.

- (d) Weightage of 5 marks to the candidates who have passed Master's examination from MDU, Rohtak.
- (e) Weightage of 2.5 marks for each six months (maximum weightage of 10 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.

Note- The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

- (f) While granting admission to students to M.Phil. Programme, the Department/ Institute will adhere to the State Government Reservation Policy.
- (g) The number of seats for M.Phil. Programme in each subject shall be decided by the concerned University Teaching Department/Institute keeping in view the Clause 9.4 of the ordinance and advertised accordingly by the University.
- (h) Admission Committee will consist of Head of the Department and three Professors, one Associate Professor, and one Assistant Professor by rotation. In case a Department does not have Associate Professors, the Admission Committee

shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned Faculty.

7. SCHEME, SYLLABI AND EXAMINATION

- 7.1 The M.Phil. Programme must include one or more courses on research methodology which could cover areas such as quantitative/ qualitative methods, computer applications, research ethics and review of published research in relevant field, training, field work, etc.
- 7.2 Every candidate shall be examined in the course(s) as per the criteria laid down in the scheme of examination approved by the Academic Council from time to time.
- 7.3 The examination in M.Phil. shall be open to a student whose name is submitted to the Controller of Examinations by the concerned Head of the University Teaching Departments along with the following certificates:
- i) of having remained on the roll of the University Teaching Departments during the semester preceding the examination.
 - ii) of having attended not less than 65% of total lectures delivered in each theory paper and 75% in practicals.
- 7.4
- i) The examination for M.Phil. shall consist of papers of 100 marks (4 Credits) each and there shall be 150 marks for dissertation and 50 marks for viva-voce i.e. 8 credits for dissertation.
 - ii) There shall be an internal assessment of 20 marks in each theory paper. The internal assessment in each paper shall be based on two assignments.
 - iii) The concerned teacher shall maintain the record of internal assessment till one month after the declaration of result.
- 7.5 A candidate who has failed in one or more paper(s) or having been eligible failed to appear in the examination may be allowed to appear/re-appear in the paper(s) within the period of three years of his admission to the course. Such a candidate shall be exempted from re-appearing in the paper(s) in which he/she may have obtained at least 55% marks.
- 7.6 The candidate shall be promoted to 2nd semester automatically, provided that a candidate has completed the requirements as given in clause 7.3 for the 1st semester.
- 7.7 A candidate who fails in an examination or having been eligible, fails to appear in an examination, who takes the examination under Clauses 7.5 and 7.6 shall unless approved otherwise by the Academic Council take the examination as an ex-student according to the syllabus prescribed for regular students appearing for that examination.

- 7.8 A candidate who does not complete the requirements for the award of degree within the period of four years of his admission to the programme shall be declared to be unfit for M.Phil. Programme of this University in the subject concerned. The women candidates and persons with disability (more than 40% disability) may be allowed relaxation of one additional year. In addition, the women candidates may be provided maternity leave/child care leave once in the entire duration of M.Phil. for upto 240 days, subject to satisfying Clause 7.3(i).
- 7.9 A candidate who has passed M.Phil. examination may reappear once in one or more theory paper(s) to improve the grade within the period of four years as an Ex-student.

8. **MEDIUM**

The medium of instructions and examination shall be as under:

- i) The subjects under the Faculty of Social Sciences, Commerce, Education and Performing & Visual Arts : Hindi/English
- ii) Faculty of Humanities
 - a) in case of English : English
 - b) in case of Hindi : Hindi
 - c) in case of Sanskrit : Sanskrit/Hindi/English
 - d) in case of Journalism & Mass Communication: Hindi/English
- iii) The subjects under the Faculty of Physical Sciences and Life Sciences: English

9. **DISSERTATION AND RESEARCH ADVISORY COMMITTEE**

- 9.1 There shall be a Research Advisory Committee (RAC) comprising of Head of the Department (Chairperson), all Professors, Associate Professors and Assistant Professors of the Department provided that they are otherwise eligible for appointment as M.Phil. Supervisors.
- 9.2 A regular teacher appointed through duly constituted selection committee and approved by the University, possessing a Ph.D. degree will be eligible to supervise the M.Phil. dissertation.
- 9.3 The RAC shall have the following responsibilities:
- 9.3.1 To allocate the supervisor to a candidate and finalize the area of his/her dissertation by the end of semester I. The allocation of Research Supervisor for a candidate shall be decided depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interest of the student.
 - 9.3.2 To identify and guide the candidate the course(s) that he/she may have to do in semester II.

9.3.3 To review the research proposal and finalize the topic of research in the mid of semester II.

9.4 The maximum number of M.Phil. students to be allotted to the teachers for guiding dissertation, at any given point of time, shall be as under:

Professor	:	3
Associate Professor	:	2
Assistant Professor	:	1

9.5 The concerned Head of the Department shall send the soft copy (pdf file) of the list of M.Phil. students along with area of dissertation, name of supervisors and date of enrollment to the R&S Branch after holding the meeting of the Research Advisory Committee for this purpose and the same will be uploaded on the University Website by the R&S Branch of the University.

10. PLAGIARISM CHECK

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of M. Phil dissertation:

- (i) The M.Phil dissertation must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by MDU from time to time. The exclusion at the time of performing the check should be limited to the following:
 - i. Quotes;
 - ii. All References, bibliography, table of content, preface and acknowledgements;
 - iii. All generic terms, laws, standard symbols and standard equations, mathematical formula;
 - iv. Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
 - v. Small similarity less than 1% (to account for generic terms, name of supervisor, institution, department etc.).
- (ii) The admissible level of similarity is 10%.
- (iii) Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from dissertation work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.
- (v) The final Plagiarism check from the library is essential so that the correct Report is submitted at the time of submission of dissertation.
- (vi) The Central Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the dissertation.

11. PASS MARKS

11.1 The minimum number of marks required to pass the M.Phil examination shall be as under:

- (i) 50% marks in each written paper/practical/dissertation and viva-voce separately.
- (ii) 50% marks in aggregate of theory and internal assessment.
- (iii) 55% marks in aggregate or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation.

11.2 A candidate who has secured 60% or above marks shall be considered to have passed in First division. Candidates who have secured 55% or above but below 60% shall be considered to have passed in Second division.

12. EVALUATION

Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:

- 12.1 The overall credit requirement, including a minimum of 16 credit for the course work and 8 credits for dissertation and Viva-Voce, for the award of M.Phil. degree shall be at least 24 credits. Each course shall be of four credits. The maximum credits, including 8 credits for dissertation and Viva-Voce, could be 28.
- 12.2 The M.Phil. scholar shall be required to undertake research work and produce a draft dissertation within a time stipulated by the University upon satisfactory completion of course work, and obtaining the marks/grade prescribed in clause 11.1 above.
- 12.3 Prior to the submission of the dissertation, the scholar shall make a presentation before the Research Advisory Committee of the Department which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Research Supervisor.
- 12.4 M.Phil. scholars shall present at least one research paper in a conference /seminar before the submission of the dissertation for adjudication and produce evidence for the same in the form of presentation certificate.
- 12.5 M.Phil. scholars shall be required to attend at least one workshop of one week duration on research methodology/academic writing/ Data analysis/Statistical analysis and research related issues. Participation certificate will have to be submitted as proof of having attended it.
- 12.6 The M.Phil. dissertation may be submitted by the candidate to the Controller of Examination/Secrecy Branch through the office of concerned HOD within three months after the examination of 2nd semester but not later than 31st December of that year

without late fee. However, after the last date the same may be accepted on payment of penalty as decided by the University time to time.

- 12.7 The University will detect plagiarism as specified in clause 9 above. While submitting for evaluation, the dissertation shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work; the Plagiarism Verification Certificate issued by the University and countersigned by the Supervisor; and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 12.8 The M.Phil. dissertation submitted by the candidate shall be evaluated by his/her Supervisor and one external examiner out of the panel approved by PGBOS. The *viva-voce* examination shall be conducted by the Supervisor and the External Examiner together and shall be open to all faculty members and students of the Department. In the event of non-availability of supervisor with cogent reasons, in conducting the *viva-voce*, the concerned Head of the Department shall act as supervisor.
- 12.9 The public *viva-voce* of the research scholar to defend the dissertation shall be conducted only if the evaluation report of the external examiner on the dissertation is satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 12.10 The University shall complete the entire process of evaluation of M.Phil. dissertation including holding of *viva-voce* and declaration of final result within a period of six months from the date of submission of the dissertation.
- 12.11 The request of a candidate interested for publication of his/her M.Phil. dissertation shall be considered whether the dissertation is suitable/fit for publication or not by a Committee consisting of the Dean of the Faculty (Chairperson), Head of the Department (Member) and Supervisor (Member). If the Dean of the Faculty and Head of the Department are the same, the Vice-Chancellor may nominate some other teacher from the concerned Faculty. The recommendations of the Committee shall be referred to the Vice-Chancellor for consideration and approval.

12. FEE FOR M.PHIL PROGRAMME

The fee structure of M.Phil. programme shall be governed by the rules of the University as applicable from time to time.

**ORDINANCE FOR ADMISSION AND AWARD OF DEGREE OF DOCTOR OF
PHILOSOPHY (Ph.D.) IN VARIOUS FACULTIES**

w.e.f. 2019–20 session

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for Ph.D. Programme are based on University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. /Ph.D. Degrees Regulations, 2016) and amendments.
- 1.2 The ordinance shall be applicable from the session 2019-20. Therefore, this ordinance will not be applicable to the research scholars already registered under preceding ordinances.
- 1.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and

2. The degree of Doctor of Philosophy (Ph.D.) may be awarded in any Faculty of the University.
3. Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be organized by the various Post Graduate Boards of Studies/relevant Boards of Studies.

4. ACADEMIC ELIGIBILITY

A candidate seeking admission to the course of Ph.D. must satisfy the following relevant academic criteria:

- (i) Master's degree with at least 55% marks in aggregate or its equivalent B grade in UGC seven point scale in the subject concerned or in an allied subject.
OR
- (ii) For Faculty of Management Sciences - Master's Degree or any other degree recognized equivalent thereto in (i) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (ii) Post Graduate Diploma in Management recognized equivalent to MBA by AICTE with 55% marks or its equivalent B grade in UGC seven point scale.
OR
- (iii) Candidates with Qualifications as laid down in (b) shall also be eligible for doing Ph.D. in Department of Economics and Commerce.
OR
- (iv) M.Phil degree (regular mode only) or a recognized equivalent degree beyond Master's degree level with atleast 55% marks or its equivalent B grade in UGC seven point scale in the concerned or allied subject.

Note: A relaxation of 5% marks from 55% to 50% or an equivalent relaxation of grade will be allowed for those belonging to SC/ST (Haryana State)/ Differently abled candidates.

5. **APPLICATION FOR ADMISSION**

- 5.1 The candidate shall apply for admission to Ph.D. programme in a manner stipulated by the University from time to time.
- 5.2 Separate application form (s) shall be filled up for each subject.

6. **ADMISSION PROCEDURE**

- 6.1 Applications for admission to Ph.D. programme shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University. Departments may float seats based on specialization, if deemed necessary.
- 6.2 The University shall make admissions to Ph.D. programme through an Entrance Test. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for the entrance test will be decided by the concerned Teaching Department through the Departmental Committee.
- 6.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5% marks from 50% to 45% will be allowed. There will be no negative marking.

Note: There will be a common entrance for admission to Ph.D. and M.Phil. programmes.

6.4 **The following categories of candidates are exempted from entrance test for Ph.D. programme:**

- (i) The candidates who have qualified UGC/CSIR/JRF/NET/GATE/ GPAT or any other similar examination/ SLET (Haryana State) as the case may be.
- (ii) Candidates who are teacher fellowship holders/awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship.
- (iii) Candidates who have passed Pre-Ph.D.course/M.Phil. from Maharshi Dayanand University, Rohtak.

Note: The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.

6.5 Supernumerary Seats

- (i) One supernumerary seat in each Department is earmarked for admission to candidates, who are Principal Investigator/Co-PI having research project from any government funding agency provided that they are otherwise eligible.
- (ii) One supernumerary seat in each Department is earmarked for admission of foreign students. Such students are exempted from entrance test.(iii)
One supernumerary seat in each Department is earmarked for admission to the University appointed teachers working on regular basis who are otherwise eligible. If such seat(s) remain vacant in a Department, then it will go to non-teaching employees, if they are otherwise eligible and subject to availability of supervisors.
- (iv) One supernumerary seat in Ph.D. programme for the officials working on senior Administrative posts i.e. IAS/IRS/IPS/IFS, having experience of ten years on the post, department wise in faculties of Social Sciences, Humanities, Law, Commerce and Management Sciences.
- (v) One supernumerary seat in Ph.D. programme for the Scientists working in Centre Government funded Research Labs/Institutions in a Scale of Scientist (E) or equivalent scale with experience of at list 10 years, department wise in the faculties of Life Sciences, Physical Sciences, Pharmaceutical Sciences, Engg. & Technology.
- (vi) One supernumerary seat in Ph.D. programme for the Coporate Professionals working at least at GM level (or equivalent thereof) with the condition that the company's turnover should be at least 300 crore per annum, department wise in the Deptt. of Commerce, Economics, and Faculty of Management Sciences and Pharmaceutical Sciences.
- (vii) Two supernumerary seats in the Department of Defence & Strategic Studies are earmarked for admission to the candidates who are Officers in Defence Services. Such candidates are exempted from entrance test provided that they are otherwise eligible.
- (viii) Two supernumerary seats in the Department of Law are earmarked for admission to the candidates who are State Govt. Law Officers or Judges. Such candidates are exempted from entrance test provided that they are otherwise eligible.

- Note:**
1. The admission against these supernumerary seats will be subject to the availability of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 12 of the Ordinance.
 2. A two weeks capsule Ph.D. course work can be offered to the candidates mentioned above from (iv) to (vi). This two weeks modular programme shall have 2 parts, Part – A in first week and Part - B in second week. Overall two such modules shall be offered to these research scholars and they are required to complete one module either at a stretch or with flexibility to complete module Part – A & B, in parts.
 3. The candidates seeking admission to Ph.D. Programmes under Supernumerary Seats mentioned under Clause-6.5 of Ph.D. Ordinance be exempted from the entrance test provided that they are otherwise eligible and subject to availability of Supervisors.

7. **CRITERIA FOR PREPARING MERIT LIST**

7.1 The merit list for admission to Ph.D. programme shall be prepared by the Department according to the following criteria:-

- (a) 20% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (c) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 35 marks to those candidates who have qualified for JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship.

OR

Weightage of 30 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State only)/JRF (not entitled for scholarship).

OR

Weightage of 25 marks to those candidates who have passed M.Phil/Pre Ph.D. examination of M.D.University, Rohtak.

OR

Weightage of 3 marks for each year of teaching experience (maximum 20 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

- (d) Weightage of 5 marks to the candidates who have passed Master's examination/M.Phil examination from Maharshi Dayanand University, Rohtak.
- (e) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.
- (f) 10 marks for Interview (05 marks for domain knowledge and 05 marks foresearch aptitude)

Note- The merit of the candidates who are availing weightage of JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

7.2 While granting admission to students to Ph.D. programme, the Department /Institute will adhere to the State Government Reservation Policy.

7.3 The number of seats for Ph.D. programme in each subject shall be decided by the concerned University Teaching Department/ Institute and advertised accordingly by the University.

7.4 Admission Committee will consist of Head of the Department and three Professors, one Associate Professor and one Assistant Professor by rotation. All members must

satisfy eligibility conditions to be Ph.D. supervisor. If a Department does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise, the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned/relevant Faculty.

8. COURSE WORK

8.1 The course work of Ph.D. programme shall be of one semester duration. The credits assigned to the course work shall be 12 to 16.

8.2 The following categories of candidates shall be exempted from the Ph. D course work:

- a) Candidates who have obtained M.Phil degree through regular mode as per UGC norms.
- b) Candidates who have passed Pre-Ph.D. course of M.D. University, Rohtak.

8.3 Every candidate shall be examined in the subject(s) as per criteria laid down in the scheme of examination approved by the Academic Council from time to time except the candidates who are exempted from the Ph.D. course work.

8.4 The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.

8.5 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:

- (a) Bears a good moral character.
- (b) Has been on the rolls of Department/Institute during the concerned semester.
- (c) Has attended not less than 65% of lectures delivered in theory course and 75% in practicals.

Note: Relaxation in shortage of lectures up to 20% will be allowed by the Head/Director of the Department/Institute on the following grounds:

- Self-illness;
- Illness/death of parents, brother, sister or any other close family member;

- Any other reason beyond the control of the student to the satisfaction of the Head/Director of the Department/Institute.
- 8.6 The minimum pass marks shall be:
- (a) 50 % marks in each written paper/practical separately.
 - (b) 50% marks in aggregate of theory and internal assessment.
 - (c) 55 % marks in aggregate.
- 8.7 The examination of Ph.D. Course work shall consist of papers of 100 marks each, out of which there shall be an internal assessment of 20 marks in each theory paper.
- The internal assessment in each paper shall be based on two assignments. The concerned teacher shall maintain the record on the basis of which internal assessment has been awarded for atleast three months after the declaration of results.
- 8.8 A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the re-appear paper(s) in consecutive two chances in December/May on such dates as may be fixed by the Controller of Examinations. In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 per cent marks.
- 8.9 The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.
- 8.10 If a candidate fails to pass Ph.D. course work examination within the time stipulated in Clause 8.8 above, his/her admission to Ph.D. programme shall be cancelled.
- 8.11 The Controller of examination shall publish a list of candidates who have passed the Ph.D. course work examination.

9. **PROCEDURE FOR REGISTRATION**

- 9.1 The following categories of candidates from among those admitted to Ph.D. programme are eligible to apply for registration to Ph.D.:
- (a) who are exempted from Ph.D. course work in terms of Clause 8.2
 - (b) who have passed Ph.D. coursework of the University in terms of Clause 8.6

9.2 **The Departmental Committee and its Functions**

The Departmental Committee shall be constituted as per Ph.D. Ordinance Clause 9.6 (i & ii) and Clause 11. It shall have the following responsibility:

- (i) It will allocate Supervisor to a student eligible for Ph.D. registration keeping into consideration the research interest of the student indicated during interview by the candidate and available specialization among Supervisors.
- (ii) It will appoint a Co-supervisor in terms of Clause 9.9 (iii), if need be. It shall be ratified by DRC.
- (ii) The Departmental Committee shall also constitute the Research Advisory Committee (RAC) on the recommendation of the Research supervisor.

9.3 **Research Advisory Committee and its Functions**

A Research Advisory Committee (RAC) shall consist of the following:

- i) Concerned Supervisor (Convener)
- ii) One Professor (Member)
- iii) One Professor/Associate Professor/Assistant Professor from the faculty members of the concerned or related Department, preferably in the related research area (Member)

9.4 The Committee shall have the following responsibilities:

- (i) To review the research proposal and suggest the topic of research;
- (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the research scholar.

9.5 Application(s) on the prescribed form for registration to Ph.D. programme along with synopsis/research proposal duly approved and signed by the Supervisor received upto 31stOctober/31st March (or as decided by the University from time to time) shall be considered by the Department twice a year.

Note: The candidature for the Ph.D. Registration would be valid for one year from the date of his/her eligibility for the registration.

9.6 (i) The Departmental Committee for considering the applications for registration to Ph.D. programme will consist of all Professors, Associate Professors and Assistant Professors of the Department provided they are otherwise eligible for appointment as Ph.D. Supervisors.

(ii) However, in case of registration to Ph.D. Programme for Applied Sciences in UIET, the Departmental Committee will consist of the following:

- (a) Director, University Institute of Engineering and Technology (Chairperson);
- (b) One Professor and one Associate Professor to be nominated by the Head of the concerned University Teaching Departments, seniority-wise by rotation for a period of two years;

- (c) All Professors, Associate Professors and Assistant Professors of Applied Sciences working in University Institute of Engineering & Technology.
 - (iii) The proposed supervisor will also be invited to attend the meeting of the Departmental Committee only during the presentation of his/her candidate, if the supervisor is not its member.
- 9.7 (i) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the RAC by its Convener, under intimation to the Head of the Department, at least seven days before the meeting. The candidate(s) will be invited to defend their synopsis/research proposal(s) before the RAC.

(ii) The RAC may:

Recommend the research proposal in its original form to Departmental Research Committee (DRC) for its consideration.

OR

Recommend the research proposal with amendments to Departmental Research Committee (DRC) for its consideration.

- 9.8 (i) Head of the Department/Director of the Institute shall place the application(s) along with the recommendations of the RAC before the Departmental Research Committee (DRC). The candidate(s) will also be invited to defend their synopsis/research proposal(s) before the DRC which shall consist of the following:

- (a) Head of the Department concerned/ Director of the Institute - Chairperson
- (b) All Professors and Associate Professors of the concerned Department/ Institute
- (c) One Assistant Professor (eligible to be appointed as Ph.D. Supervisor) from the Department/ Institute to be nominated by the HOD/ Director by rotation for a period of two years.
Two outside experts to be nominated by the Vice-Chancellor for a period of two years out of the panel of six experts recommended by the Departmental Committee. Dean of the Faculty.
- (d) Committee. Dean of the Faculty.

(ii) The DRC for Applied Sciences in UIET shall consist of the following:

- (a) Director, University Institute of Engineering & Technology - Chairperson
- (b) Head of the concerned University Teaching Department.
- (c) One Associate Professor to be nominated by the Head of the concerned University Teaching Department by rotation for a period of 2 years.
- (d) All Professors and Associate Professors of the concerned subject working in University Institute of Engg. and Tech.
- (e) One Assistant Professor eligible to be appointed as Ph.D. Supervisor of the concerned subject working in University Institute of Engg. and Tech. to be nominated by the Director UIET by rotation for a period of 2 years.

- (iii) 2/5th of the members of DRC shall form the quorum. The proceedings of the meeting of the Departmental Research Committee will be valid if at least one out of two experts attends the meeting.

9.9 (i) The Departmental Research Committee may:

Recommend the research proposal in its original form to Post Graduate Board of Studies (PGBOS)/ Board of Studies (BOS) for its consideration.

OR

Recommend the research proposal with amendments to PGBOS/ BOS for its consideration.

OR

Reject the proposal with reasons to be recorded.

- (ii) In special circumstances, viz. in the case of subjects of inter-disciplinary/inter-specialty nature, the DRC may recommend the appointment of a Co-Supervisor who can be from other universities/ research institutes as well, for reasons to be recorded. In case of IMSAR, Pharmacy, UIET, industry person can be appointed as supervisor provided he/she have Ph.D., is at Senior level position with at least 15 years' experience after post graduation.
- (iii) In case the supervisor, at the time of registration, has two or less years of service before retirement, a Co-supervisor from within the University shall be mandatory. Co-supervisor must have at least four years of active service at the time of the proposal submitted. After retirement of Supervisor the appointed Co-supervisors shall continue to guide the particular research scholar as Supervisor and the Supervisor retired will become Co-supervisor in that particular case.

- Note:**
- i) In no case, there shall be more than one Co- Supervisor.
 - ii) The qualifications for a Co- supervisor will be the same as prescribed for the Supervisor.
 - iii) The whole process of holding the meetings of the Research Advisory Committee, Departmental Research Committee and the PGBOS/BOS shall normally be completed within 3 months of the last date of receipt of application for Ph. D. registration in each cycle.

9.10 (i) The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS/BOS for its consideration and recommendation.

(ii) The recommendations of PGBOS/BOS shall be placed before the Academic Council for its consideration and approval.

(iii) DRC and PGBOS can be held on all days except gazetted holidays and Sundays.

9.11 After the approval of the Academic Council, the candidate shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration may stand cancelled automatically. However, the Vice-Chancellor may extend this period in special circumstances.

9.12 The date of registration of the research scholar shall be the date on which the PGBOS/BOS recommends the registration of the candidate.

9.13 The list of Ph.D. registered students will be uploaded on the University website by the R&S branch of the University. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

10. **TOPIC MODIFICATION**

A candidate may, normally not later than one year after his/her registration, modify/change the topic of his/her subject on the recommendations of the P.G. Board of Studies/Board of Studies and approval of the Academic Council.

11. **QUALIFICATIONS OF THE SUPERVISORS**

A regular teacher appointed through duly constituted Selection Committee and approved by the University possessing a Doctoral Degree with at least three years teaching experience in University Teaching Departments/Institutes or at least five years experience of Post Doctoral Research on regular fellowship or on a position at least equivalent to that of Assistant Professor in a research institute may be appointed as Research Supervisor/Co-Supervisor for Ph.D. In addition to above, he/she should also have published at least two research papers in UGC-CARE listed journals.

OR

A regular teacher appointed through duly constituted selection committee and approved by the University possessing a doctoral degree and at least three years of teaching experience in the concerned subject in a PG College /Institute* affiliated to M. D. University and having published at least two research papers in UGC-CARE listed journals.

Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Head of the Department must get a certificate from the Principal of the College concerned with an undertaking that the College has requisite research facilities and same will be provided to the research scholars.

* Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government must have at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities stipulated as under:-

- (i) In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- (ii) Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines,

adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

- (iii) Colleges may also access the required facilities of the neighboring institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.
- (iv) A three member committee from the concerned Department (HOD as Convener) will verify the facilities available in the college/Institute. The report of the committee will be considered by the Departmental Committee comprising of faculty eligible to guide Ph.D.

NOTE:

- i) The eligibility of the supervisor will be ascertained by the Departmental Committee.
- ii) Teaching of distance education classes will not be considered teaching experience for the eligibility of the supervisor.
- iii) Three years teaching experience may be relaxed in case of those teachers who have been allotted research projects by National/International funding agencies where there is a provision for appointment of project fellow(s), so as to allow him/her to register that project fellow.
- iv) Provided further that no relative of the candidate such as father, mother, wife, husband, son, daughter, sister, brother, wife's/husband's brother and sister, brother's son/daughter, sister's son/daughter, first cousin, nephew, grandson, granddaughter shall be appointed as his/her Supervisor/ Co-supervisor. A Certificate to this effect will be given by the Supervisor/Co-Supervisor along with the application for enrolment.

12. NUMBER OF RESEARCH SCHOLARS

The maximum number of Research Scholars to be registered under a Supervisor/Co-Supervisor, at any point of time, shall be as under:

University appointed teachers

Professor	:	8
Associate Professor	:	6
Assistant Professor	:	4

Teachers of Affiliated colleges/institutions

Professor/ Principal (in Prof. Grade)	:	5
Associate Professor	:	4
Assistant Professor	:	3

Provided, that the Vice-Chancellor may allow an additional seat to a Supervisor on the recommendations of P.G. Board of Studies/Board of Studies on genuine grounds in exceptional circumstances. However, this additional seat will be adjusted as and when any of his/her candidates submits thesis.

NOTE:

- i) In case where a Supervisor is working as Co- supervisor of a Research Scholar for the purpose of the limit as referred to in the above clause, the number in each such case shall count as half (1/2) both for Supervisor/ Co-Supervisor.
- ii) A teacher cannot be Co-Supervisor of more than four candidates at a time.

13. CHANGE OF SUPERVISOR

The change of Supervisor may be allowed in the following cases:

- (i) The Supervisor has expired or has left the services of the University or the supervisor proceeds on leave/deputation of more than one year and the research scholar makes a request in writing to change the supervisor.

OR

- (ii) By mutual consent of both the Supervisor and the Research Scholar.

OR

- (iii) In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. Such requests will be submitted to the Head of the Department/Chairperson, Board of Studies, who will put the matter before the Departmental Committee as well as the concerned PG BOS/BOS.

However, the change in such cases will be allowed after the approval of the Academic Council.

14. PERIOD OF WORK

- 14.1 Every candidate admitted for Ph.D. programme shall be required to pursue his/her research work atleast for two years from the date of registration.
- 14.2 Every Research Scholar will be required to stay at Rohtak or at the place where his/her Supervisor/Co-Supervisor is working for a minimum period of 120 days after Ph.D. registration. The concerned Supervisor/Co-Supervisor shall issue a certificate to this effect. The attendance record of the candidate will be maintained by the concerned supervisor.
- 14.3 No research scholar shall join any other course of study or appear in any other examination conducted by any University leading to the award of Degree during the period of his/her study, otherwise his/her registration for Ph.D. will be cancelled by the Vice-Chancellor on the recommendations of the P.G. Board of Studies/Board of Studies. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- 14.4 A research Scholar can join part time/evening course in a Foreign Language or any knowledge enhancement certificate course along with Ph.D. programme.

15. MEDIUM

The medium of instructions and examination shall be as under:-

- i) The subjects under the Faculty of Social Sciences, Commerce, Law, Education and Performing & Visual Arts : Hindi /English
- ii) Faculty of Humanities
 - a) in case of English : English
 - b) in case of Hindi : Hindi
 - c) in case of Sanskrit : Sanskrit/Hindi/English
 - d) in case of Journalism & Mass Communication : Hindi/English
- iii) The subjects under the Faculties of Management Sciences, Physical Sciences, Life Sciences, Pharmaceutical Sciences and Engineering &Technology : English

16. REQUIREMENTS DURING REGISTRATION PERIOD

- 16.1 Every research scholar will be required to show continuous progress during the period of his/her registration which will be monitored by the Research Advisory Committee.
- 16.2 The research scholar shall submit half yearly progress report on the prescribed Proforma for the period from 1st January to 30th June on or before 31st of July and for the period from 1st July to 31st December on or before 31st of January.
- 16.3 The Research Supervisor shall place the report before the Research Advisory Committee in its meeting to be held preferably in the month of August/February. The research scholar shall also be invited to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress report, duly signed by the RAC, shall be submitted to the Head of the Department with a copy to the research scholar.
- 16.4 In case the progress report/presentation of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures and will communicate the same to the student concerned. After giving proper opportunity to the scholar if the student fails to implement suggestive/corrective measures, the RAC will send the recommendations to the P.G. Board of Studies/Board of Studies for cancellation of the registration. The recommendations of the BOS will be forwarded to R & S branch through concerned Dean of the Faculty.
- 16.5 Ph.D. student shall publish at least two research papers (at least one should be published and other may be in press/accepted) from his/her research work in UGC-CARE listed journals and make two paper presentations in conferences/seminars before the submission of the thesis. The proof of publications and paper presentation must be appended with the thesis.
- 16.6 Ph.D. scholars shall be required to attend at least one workshop of one week duration on research methodology/academic writing/ data or statistical analysis and research related issues. Participation certificate will have to be submitted as proof of having attended it.
- 16.7 Prior to the submission of the thesis, the scholar shall give a pre-submission seminar in the Department before the Departmental Committee which shall also be open to all faculty members and research scholars. The feedback and comments obtained from them may be suitably incorporated into the thesis.

- 16.8(i) Every candidate shall submit his/her thesis within a period of four years from the date of his/her registration to Ph.D. programme, failing which his/her registration to Ph.D. programme shall stand cancelled unless this period is extended by a maximum of two years by the Vice-Chancellor but not for more than one year at a time, on the recommendations of the Supervisor, the Head of the Department and Dean of the Faculty for valid reasons to be recorded.
- (ii) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two additional years. The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- (iii) The researcher will have to apply for extension well before the expiry of permissible period including extension. If the researcher still fails to complete his/her research work within the extended period and requires more extension, his/her request can be forwarded on the prescribed form duly recommended by the Supervisor, Head of the Department and Dean of the Faculty concerned requesting the Vice-Chancellor to grant extension after six years. It will be the prerogative of the Vice-Chancellor that he/she may refer the matter to a Committee comprising the following for consideration of the request of the candidate:
- (a) Dean Academic Affairs
 - (b) Dean of the Faculty concerned
 - (c) HOD Concerned
 - (d) Supervisor of the candidate

The Committee shall give its recommendations for extension of period in submission of his/her Ph.D. thesis for not more than one year with an annual fee along with late fee prescribed by the University time to time specifying that no extension will be allowed beyond that period. The recommendations of the Committee shall be referred to the Academic Council for its approval. If the candidate still fails to submit the thesis within this permissible time, his/her registration of Ph.D. shall be cancelled automatically.

17. CANCELLATION OF REGISTRATION

The Vice-Chancellor, on the recommendations of the P.G. Board of Studies/Board of Studies, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Post Graduate Board of Studies/Board of Studies.

18. APPOINTMENT OF EXAMINERS

18.1 (i) After giving pre-submission seminar, the research scholar may make a request for the appointment of examiners along with an abstract of the thesis duly certified by the Supervisor that his/her research work is complete and ready for submission. The P.G Board of Studies/Board of Studies shall recommend a panel of eight external examiners who shall not be below the rank of Professor to evaluate the thesis. The

chairperson will certify that no external examiner in the panel is below the rank of Professor. Ph.D. pre-submission seminar can be held on all days except gazetted holidays and Sundays.

- (ii) However, the Board of Studies while recommending the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis. The Board of Studies may ensure that atleast 50% of the examiners in the panel are from places outside the state.
 - (iii) Efforts should be made to recommend examiners of national and international repute belonging to the leading Institutes/ Universities in the country. It shall be up to the P.G Board of Studies/Boards of Studies concerned to recommend the examiners from outside the Country.
- 18.2 Panel of the examiners approved by the PGBOS/BOS will be valid for six months. However the Chairperson may, for satisfactory reasons, extend the period of the panel by a maximum of another six months.

19. GUIDELINES FOR SUBMISSION OF THESIS

- 19.1 The candidate shall submit his/her thesis within six months of pre-submission seminar. The thesis shall be an original piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts or theories. In either case, it should evince the candidate's capacity for critical acumen and judgment.
- 19.2 The research scholar shall submit three printed/typed copies of the thesis, along with two soft copies of thesis in pdf file on separate CDs. Two copies of thesis meant for evaluation should be bound in paper-back form and one copy should be in hard binding, which will be sent to the library.
- 19.3 The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size '12' in 'Times New Roman' format.
- 19.4 The thesis should be typed in 1½ space. But the bibliography/references should be typed in single space.
- 19.5 The title page of Ph.D. thesis would be in Maroon Colour with Golden Printing on it.
- 19.6 The title/cover page will be as per the Standard Ph.D. thesis template of the University.
- 19.7 The thesis will include declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

Declaration

This is to certify that the material embodied in the present work entitled "_____"
is based on my original research work. It has not been submitted in part or full for any other diploma or degree of any University. My indebtedness to other works has been duly acknowledged at the relevant places.

(Signature of the Candidate with date)

Countersigned by**Supervisor with date****Head of the Department with date**

19.8 A candidate shall also submit six copies of the summary of the thesis.

20. PLAGIARISM CHECK

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of Ph.D. thesis:

20.1 The Ph.D. thesis must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by the University from time to time.

20.2 The similarity checks for plagiarism shall exclude the following:

- i) Quotes;
- ii) All References, bibliography, table of content, preface and acknowledgements;
- iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
- iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
- v) Small similarity less than 1% (to account for generic terms, name of supervisor, institution, department etc.).

20.3 The admissible level of similarity is 10%.

20.4 Regarding self- Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.

20.5 The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission.

20.6 The Central Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

21. CHECKLIST OF DOCUMENTS

The University shall provide a 'Checklist of documents' to be included in the Ph.D. thesis, namely:

- (i) Declaration from the candidate, as specified in clause 19.7
- (ii) Research publications, as specified in clause 16.5
- (iii) Research paper presentation certificate in an International/ National Conference/ Seminar, as specified in clause 16.5
- (iv) Workshop Participation Certificate, as specified in clause 16.6
- (v) Plagiarism Verification Certificate, as specified in clause 20.6 etc.
- (vi) Plagiarism Self Exclusion Certificate, as specified in clause 20.4, if need be.

22. EVALUATION OF THESIS

22.1 The thesis shall be evaluated by two external examiners appointed by the Vice-Chancellor out of the panel of external examiners already approved by PG BOS/BOS. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within one month.

22.2 Each examiner shall give detailed report on the thesis and make a clear-cut recommendation whether:

- a) The thesis be accepted.
- OR
- b) The research scholar be asked to resubmit the thesis with improvements/revisions.
- OR
- c) The thesis be rejected

In case the examiner(s) recommend the revisions/improvements of the thesis then he/she may make suggestions for such improvements/revisions as deemed fit. The research scholar shall be required to submit the revised thesis within one year of communication to him/her. After revision, the thesis shall be sent to the same examiner(s) for evaluation, unless he/she expresses his/her inability.

22.3 If one external examiner recommends award of Ph.D. degree and the other recommends rejection, then the thesis shall be sent to the third external examiner for taking a final decision. In any case, there should be two positive recommendations from the external examiners for the award of Ph.D. degree.

22.4 The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form as spelt out by them.

22.5 The examiners shall send a set of questions along with the report that they would like the research scholar to answer in the viva-voce examination.

22.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

23. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

23.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of

reports of evaluation of the thesis. In the event of non availability of Supervisor with cogent reasons, in conducting viva-voce, the concerned Head of the Department shall act as supervisor.

In case, both the external examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another external examiner out of the panel to conduct the viva-voce. The viva-voce shall, unless ordered otherwise by the Vice-Chancellor, be held at Rohtak in the Department concerned. The date, time and the subject of the thesis shall be notified by the Head of the Department among the teachers and the research scholars of the concerned Faculty, who may be permitted to be present at the time of the viva-voce, but they shall have no right to put any question to the examinee. In exceptional cases, viva-voce can be conducted through skype/video conferencing if the scholar and/or the external examiner are abroad and unable to come for viva-voce upon their request with the permission of Vice-Chancellor.

- 23.2 The reports of the examiners on the thesis as well as on the viva-voce shall be placed before Research Degree Committee (RDC) consisting of the Vice-Chancellor, the Dean of the Faculty, the Head of the Department concerned and Controller of Examinations within one month of the viva-voce. Three out of these four members will form the quorum of the meeting. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.
- 23.3 If the Dean of the Faculty or Head of the Department somehow is not able to participate in the meeting, the Vice-Chancellor will co-opt any other senior member of the Faculty, in their place.
- 23.4 Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy (pdf file) of Ph.D. thesis to UGC within a period of thirty days for hosting the same on INFLIBNET which shall be accessible to all Institutions/ Universities.
- 23.5 Along with the Degree, the University shall issue a certificate certifying that the degree has been awarded in accordance with the provisions of the Ph.D. regulations of the UGC.

24. **PUBLICATION OF THESIS**

The permission for publication of the thesis, if applied for, by the concerned research scholar may be given by the Vice-Chancellor if the examiners have recommended that the thesis is suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration and recommendations:

- | | | | |
|-----|------------------------------------|---|-------------|
| (a) | Dean of the Faculty | - | Chairperson |
| (b) | Head of the concerned department | - | Member |
| (c) | Supervisor of the Research Scholar | - | Member |

In case the Dean of Faculty/Head of the Department is the Supervisor, the

Vice-Chancellor would nominate some other expert on the committee. The recommendations of the committee shall be referred to the Vice-Chancellor for consideration and approval.