

**ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
w.e.f. 2020–21 session**

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 Regulations for Ph.D. Program 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 2020-21. 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 assessment methods.
- 1.4 The degree of Doctor of Philosophy (Ph.D.) may be awarded in any Faculty of the University.
- 1.5 Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be regulated by the various Post Graduate Boards of Studies/relevant Board of Studies.

2. ACADEMIC ELIGIBILITY

A candidate seeking admission to the Ph.D. Program 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.
- (ii) For Management Sciences - Master's Degree or any other degree recognized equivalent thereto in (a) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (b) 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 (ii) shall also be eligible for pursuing Ph.D. in Economics/Commerce.

OR
- (iv) M.Phil. degree (regular mode only and as per UGC norms) 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: The eligibility will be 50% or an equivalent grade for SC/ST/Differently Abled candidates of the Haryana State only.

3. APPLICATION FOR ADMISSION

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

4. ADMISSION PROCEDURE

4.1 Applications for admission to Ph.D. program 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 with specialization, if deemed necessary.

4.2 The University shall make admissions to Ph.D. program 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 University Teaching Department through the Departmental Committee.

4.3 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 47.5% will be allowed. There will be no negative marking.

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

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

- (i) The candidates who have qualified UGC/CSIR/JRF/NET/GATE (for Engineering only)/ GPAT (for Pharmaceutical Sciences only) 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, ICSSR or any other equivalent national level fellowship.
- (iii) Candidates who have passed Ph.D. course work/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.

5. SUPERNUMERARY SEATS

The following category of supernumerary seats are earmarked for admission to Ph.D. program provided that they are otherwise eligible:

- (i) One supernumerary seat in each Department for candidates who are Principal Investigator/Co-PI having Research Project (more than 5 lacs) at MDU, Rohtak from any government funding agency.
- (ii) One supernumerary seat in each Department for foreign/NRI students (see Annexure 1 for NRI seat).

The merit will be prepared on the basis of marks obtained by the candidate in Post Graduate Program i.e. M.A./M.Sc./M.Com./ M.B.A./M.C.A. etc.

- (iii) One supernumerary seat in each Department for University appointed teachers working on regular basis with minimum eight years of service. If such seat(s) remain vacant in a Department, then it will go to University appointed non-teaching employees working on regular basis with minimum eight years of service.

For preparing merit list one mark for each year of service experience beyond eight years shall be given subject to the maximum of 10 marks. Experience of more than 6 months upto one year shall be counted as one year.

The preference in admission shall be given to non-teaching employees having NET qualification. In case of non availability of NET qualified candidates, the merit list for non-teaching staff will be prepared on the basis of marks obtained by the candidate in PG program i.e. M.A./M.Sc./M.Com./M.B.A./M.C.A. etc.

- (iv) One supernumerary seat department-wise in Faculties of Social Sciences, Humanities and Departments of Commerce, Management Sciences and Law (UTDs and MDU-CPAS) for the officers working on senior Administrative posts i.e. IAS/IFS/IPS/IRS etc. (Group A of Civil Services examination conducted by UPSC), having minimum experience of ten years on the post. For preparing merit list one mark for each additional year of service beyond 10 years eligibility requirement shall be given.
- (v) One supernumerary seat department-wise in the Faculties of Life Sciences, Physical Sciences, Pharmaceutical Sciences, Engineering & Technology, and Interdisciplinary Studies for the Scientists working in Centre/State Government funded Research Labs/Institutions at the level of Scientist (E) or equivalent scale with experience of atleast 10 years. The merit list will be prepared on the basis of '**h index**' (Scopus excluding self-citations).
- (vi) One supernumerary seat department-wise in Commerce, Economics, Management Sciences (UTDs & MDU-CPAS) and Pharmaceutical Sciences for the Corporate Professionals working atleast at General Manager (GM) level (or equivalent thereof) for minimum ten years at Corporate level with the condition that the company's turnover should be at least 300 crores per annum. For preparing merit list one mark for each year of industrial experience beyond ten years' eligibility requirement subject to maximum 10 marks shall be given.
- (vii) One supernumerary seat department-wise in Commerce, Economics and Management Sciences (UTDs & MDU-CPAS) for Corporate Executive having atleast 10 years' experience in company/organization with annual turnover of atleast 300 crores and presently running their own enterprise/start-up with a minimum annual turnover of 25 lacs. For preparing merit list one mark for each year of start-up experience subject to maximum 10 marks.
- (viii) Two supernumerary seats department-wise in Defence & Strategic Studies and one each in English and Foreign Languages, Management Sciences and Law (UTDs and MDU-CPAS) and Journalism and Mass Communication for Commissioned Officers of ten years' experience in Defence Services. For preparing merit list one mark for each year of experience beyond ten years' subject to maximum 10 marks shall be given.
- (ix) Two supernumerary seats in the Department of Law (UTD and MDU-CPAS) are earmarked for admission to the candidates who are State Govt. Judicial officers/Superior Judicial Services/Judges from Punjab and Haryana High Court. The judicial officers are required to have minimum ten years' experience in their service. There shall be no requirement of service length for Superior Judicial Services.

For preparing merit list one mark for each year of experience in the service and beyond eligibility (wherever applicable) subject to maximum 10 marks shall be given.

The following conditions apply with regard to supernumerary seats:

- a) Applicants are exempted from entrance test provided that they are otherwise eligible.
- b) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.
- c) The admission will be subject to the availability and consent of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 12 of the Ordinance.
- d) The HOD's will ensure that Ph.D. student admitted under supernumerary category must complete any one of the following teaching-learning plan (**at least 6 hours of teaching per day**) which may be a blend of online-offline mode **with prior approval of the Vice-Chancellor:**

A 30 days' modular Ph.D. Course work which shall be a weekend program spread over the whole semester with teaching-learning and evaluative arrangements to be made by the concerned Head of the Department. **(OR)** A 30 days' modular Ph.D. Course work customized for the proposed researcher by the Head of the Department in consultation with course-in charge.

6. CRITERIA FOR ADMISSION OF STUDENTS HAVING JRF (ENTITLED FOR SCHOLARSHIP)/TEACHER FELLOWSHIP/ DST (INSPIRE) FELLOWSHIP, ICMR OR ANY OTHER EQUIVALENT NATIONAL LEVEL FELLOWSHIPS WITH THE VALIDITY TO PH.D. PROGRAM

Admission to Ph.D. program will be offered to candidates who have qualified as JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship with the validity period. The candidates of above category may join Ph.D. program in the University on the recommendations of the concerned Supervisor (provided he/she does not exceed the limit as mentioned at Clause 12) and the Head of the Department concerned any time during the academic session and will complete the Ph.D. course work in the subsequent session. He or She will apply through prescribed application form given in the prospectus.

7. CRITERIA FOR PREPARING MERIT LIST FOR CANDIDATES APPLYING AGAINST ADVERTISED SEATS

- 7.1 The merit list of candidates seeking admission to Ph.D. Program against the number of seats advertised shall be prepared by the Department according to the following criteria:
 - a).
 - (i) 20% marks of the percentage of marks in the Master's degree examination.
 - (ii) 15% marks of the percentage of marks in the Bachelor's (Hons.) degree examination in the concerned subject **OR** 10% marks of the percentage of marks in the Bachelor's degree examination.
 - (iii) 40% marks of the percentage of marks in the entrance test.

OR

Weightage of 30 marks to those candidates who have passed JRF/NET/GATE (for Engineering only)/GPAT (for Pharmaceutical Sciences only)/SLET (Haryana State only).

OR

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

OR

Weightage of 3 marks for each year of teaching experience (maximum 24 marks) to Assistant Professor in University/College for the same subject appointed through duly constituted selection committee.

- b) Weightage of 5 marks, 2.5 each to the candidates for passing undergraduate and postgraduate, from Maharshi Dayanand University, Rohtak.
- c) Weightage of 2.5 marks for every six months (maximum weightage of 10 marks) to the Project Fellows presently working in various major research projects funded by the UGC and other Government agencies.
- d) 10 Marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)

Note:

- i) 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.
 - ii) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.
- 7.2 While granting admission of students to Ph.D. program, the Department/Institute will adhere to the State Government Reservation Policy.
- 7.3 The number of seats for Ph.D. program in each subject shall be intimated by the concerned University Teaching Department/ Institute/ Centre and advertised accordingly by the University in view of Clause 12 of the Ordinance.
- 7.4 Admission Committee will consist of Head of the Department/Director 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/Centre/Institute does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department /Centre/Institute does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members, which shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Director from amongst the teachers of the concerned/relevant Faculty.

8. COURSE WORK

- 8.1 The credit requirement for Ph.D. course work shall be of 14 credits (1 credit equals to 25 marks) in all comprising 3 courses of 4 credits each and one course of 2 credits. It is mandatory to offer one course on Research Methodology of four credits and another on Research and Publication Ethics of two credits.
- 8.2 Each theory paper shall have an internal assessment of 20 % marks. It shall comprise of two written assignments and two presentations of 05% marks each. The concerned teacher/Head of the Department shall maintain the record on the basis of

which internal assessment has been awarded for atleast three months after the declaration of results.

- 8.3 The candidates who have obtained M. Phil degree through regular mode from UGC approved university as per UGC norms shall be exempted from the Ph. D course work.
- 8.4 Every candidate shall be examined in the courses(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.
- 8.5 The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.
- 8.6 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:
- (i) Bears a good moral character.
 - (ii) Has been on the rolls of Department/Institute during the concerned semester.
 - (iii) 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/Centre 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/Centre.
- 8.7 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.**
- 8.8 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 notified by the University. 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. program 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. program are eligible to apply for registration to Ph.D.:
- (a) who are exempted from Ph.D. course work in terms of Clause 8.3
 - (b) who have passed Ph.D. coursework of the University in terms of Clause 8.7
- 9.2 **The Departmental Committee and its Functions**
The Departmental Committee shall be constituted as per Ph.D. Ordinance Clause 9.6 (i & ii) It shall have the following functions:

- (i) To allocate Supervisor to a student eligible for Ph.D. registration keeping into consideration the research interest of the student and consent of the supervisor.
- (ii) To constitute the Research Advisory Committee (RAC) for each candidate 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). In case of non-availability, a Professor from related/allied discipline may be co-opted.
- 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 Research Advisory Committee shall have the following functions:

- i) To review the research proposal and suggest the topic of research
- ii) To appoint a Co-supervisor in terms of Clause 9.9 (ii), if need be. It shall be ratified by DRC. Co-Supervisor can also be allowed in domains of interdisciplinary and intradisciplinary nature from the UTDs or from other institutions.
- iii) In special circumstances, viz. in the case of subjects of inter-disciplinary/inter-specialty nature, the RAC 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 co-supervisor provided he/she have Ph.D., is at Senior level position with at least 15 years' experience after post -graduation.
- iv) To guide the research scholar to develop the study design and methodology of research.
- v) To periodically review the progress of the research work of the research scholar. The six monthly progress report of the research scholar alongwith the recommendations of RAC shall be forwarded to the HOD/Director for further processing.

9.5 Application(s) on the prescribed form for registration to Ph.D. program 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. program 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. program for all science subjects in Applied Sciences in UIET, the Departmental Committee will consist of
 - a. Director, UIET
 - b. One Professor and One Associate Professor to be nominated by the HOD of the concerned UTD, seniority-wise by rotation for a period of two years.

- c. All Professors, Associate Professors and Assistant Professors of Applied Sciences working in UIET.
 - (iii) The registration to Ph.D. Program for non-science subjects in UIET, shall be handled by the concerned University Teaching Department and the Degree shall be awarded by the concerned Faculty.
 - (iv) 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/Director, at least seven days before the meeting. The candidates will be invited to defend their synopsis/research proposal 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/Centre - 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.
 - (d) 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.
 - (e) 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 case the supervisor, at the time of registration, has two or less years of service before retirement, a Co-supervisor from within the Department 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-supervisor shall continue to guide the particular research scholar as Supervisor and the Supervisor having retired will become Co-supervisor in that particular case.

Note:

- a) In no case, there shall be more than one Co-supervisor.
 - b) The qualifications for a Co-supervisor will be the same as prescribed for the Supervisor.
 - c) **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. In case the department is not able to meet the deadline the HOD would seek extension with valid reasons for not completing the registration process within a stipulated time from Vice Chancellor.**
- 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 with late fee as prescribed by the University from time to time.
- 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 Registration and Scholarship (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 may be appointed as Research Supervisor/Co-Supervisor for Ph.D. in University Teaching Departments/MDU-Centre for Professional and Allied Studies. In addition, he/she should also have published at least two research papers indexed in Scopus/Web of Science/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 PG teaching experience after acquiring Ph.D. in the concerned subject in a PG College /Institute* affiliated to MD University and having published at least two research papers indexed in Scopus/Web of Science/UGC-CARE listed journals. Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Head of the Department/Director 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 alongwith 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 neighbouring 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 to be constituted by the Vice-Chancellor will verify the facilities available in the college/Institute. The report of the committee will be considered by the Departmental Committee comprising faculty eligible to guide Ph.D.

NOTE:

- a) The eligibility of the supervisor will be ascertained by the Departmental Committee.
- b) Teaching of distance education classes will not be considered teaching experience for the eligibility of the supervisor.
- c) 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.

- d) 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 a given point of time, shall be as under:

Designation	University appointed teachers	Teachers of Affiliated Colleges/ institutions
Professor	8	5
Associate Professor	6	4
Assistant Professor	4	3

In case of University appointed teachers, the number of research scholars registered under Supervisor at a given point of time should not be less than 50% of the maximum number of seats a Supervisor can have, except under exceptional circumstances beyond control. The Vice-Chancellor may allow an additional seat beyond the sanctioned intake 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/Director/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. program 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 remain in interaction with his/her Supervisor/Co-Supervisor for a minimum period of 120 days after Ph.D. registration. However, in case science/technology subjects where laboratory work is involved the research scholar will be required to stay at Rohtak or at place where his 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.
- 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. 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/skill enhancement/value-added Diploma/Certificate course along with Ph.D. program.

15. MEDIUM

The medium of instructions and examination shall be as under:

- i) The subjects under the Faculty of
Social Sciences, Commerce, Law, : Hindi /English
Education and Performing & Visual Arts
- 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, : English
Life Sciences, Pharmaceutical Sciences
and Engineering &Technology

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 before RAC 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 HOD/Director with a copy to the research scholar. The two half-yearly progress reports of the Research Scholar shall be placed before DRC on or before 31st March of each year by the HOD/Director.

- 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 PGBOS/BOS will be forwarded to R & S branch through concerned Dean of the Faculty.
- 16.5 Ph.D. student shall publish minimum two research papers (at least one should be published and other may be in press/accepted) from his/her research work of which atleast one should be in Scopus/Web of Science indexed journals. The publication in UGC-CARE listed journals is permissible only if the number of journals available in Scopus/Web of Science in a particular subject is less than one hundred. The research scholar shall invariably, be first author and supervisor/co-supervisor/research guide shall be the corresponding author in atleast two research papers. In addition, a research scholar will 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. program, failing which his/her registration to Ph.D. program 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/Director 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 from 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.

The University will create a Digital Monitoring System to monitor student progress in Ph.D. program through a Research Scholar portal.

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 during vacations/ summer, winter breaks 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 at least 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) Quoted work(s) reproduced with proper attribution;
 - 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 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 except theory and methodology. 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 University library is essential so that the correct report is submitted at the time of thesis submission.
- 20.6 The University 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. FEE FOR PH.D. PROGRAM

21.1 FOR Ph.D. Course Work

Ph.D. Course work fee (to be paid by those who are required to complete Coursework):

Course work fee for Engineering & Technology	Rs. 30000/-
Course work fee for others	Rs. 10000/-
Course work fee for Supernumerary Seats	Rs. 60000/-
(for Foreign/NRI Students: US \$ 1000)	

21.2 For Ph.D. Program every research scholar shall pay fee as under:

- (a) Registration Fee Rs.5000/-
(In case of foreign/NRI students except for students from less developed countries this fee will be US \$ 500)
- (b) (i) Annual Fee except for the candidates having Laboratory subjects as mentioned in (ii) & (iii) below: Rs. 4000/-
(ii) Annual Fee for subjects involving use of Laboratory such as Psychology, Geography and Theoretical fields in science subjects such as Mathematics, Statistics, Computer Science, etc. Rs. 6000/-
(iii) Annual Laboratory fee for subjects in Science such as Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology, Hotel & Tourism Management, etc. Rs.10000/-
(iv) Annual fee for supernumerary seats Rs.25000/-
(for Foreign/NRI Students: US \$ 1000)
Annual fee will be payable within thirty (30) days of registration and annually thereafter.
- (c) Evaluation fee to be charged at the time of submission of Ph.D. thesis Rs.10000/-
(for Foreign/NRI Students: US \$ 500)
Late fee for delayed payment of annual fee:
(a) up to six months Rs.1000/-
(for Foreign/NRI Student: US \$ 100)
(b) beyond six months Rs.2000/-
(for Foreign/NRI Students: US \$ 200)

Note: At the time of admission, fee/fund like enrolment registration, tuition fee, sports, Union, Library, Magazine, medical, Examination fee and other funds may not be charged from the SC students whose parents annual income is not more than Rs.

2.5lacs. The claim on account of such fee may be submitted to the Higher Education Commissioner, Haryana, Panchkula after getting the same vetted from the Auditors of the Directorate for reimbursement. The affiliated Colleges shall however pay all the University dues at the time of submitting the registration return/examination form as usual. These instructions shall also be applicable to all Colleges/UTDs where Programs under Self Financing Scheme (S.F.S.) are being run.

Instructions received from the State Government from time to time on this issue shall be followed.

22. 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/
- iv) National Conference/ Seminar, as specified in Clause 16.5
- v) Workshop Participation Certificate, as specified in Clause 16.6
- vi) Plagiarism Verification Certificate, as specified in Clause 20.6 etc.
- vii) Plagiarism Self Exclusion Certificate, as specified in Clause 20.4, if need be.

23. EVALUATION OF THESIS

23.1 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.

23.2 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.

23.3 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.

23.4 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.

23.5 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.

23.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D.

with the same topic.

24. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

24.1 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. Viva-voce can be conducted through skype/video conferencing in normal course/circumstances or 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.

24.2 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, Dean Academic Affairs, the Dean of the Faculty, the Head of the Department concerned and Controller of Examinations within one month of the viva-voce. In the absence of the Vice-Chancellor, the Dean Academic Affairs shall Chair the meeting. Either of the Vice-Chancellor or the Dean Academic Affairs should be there to form the quorum. At least three out of five members will form the quorum of the meeting. If the RDC desires, the Supervisor and the Research Scholar may be asked to appear before the Committee. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.

24.3 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.

24.4 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.

24.5 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.

25. 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.

Annexure- I

Definition of NRI students for taking admission in various programs run by the University:

1. Actual NRI
2. At least one of the parents of such students should be an NRI and shall ordinarily be residing abroad as an NRI.
3. NRI sponsoring a student for admission should be a first degree relation of the student and should be ordinarily residing abroad as an NRI. First degree relation would include real brother and sister over and above the mother-father.
4. If the student has no parents or near relatives, or taken as a ward by some other nearest relative such students also may be considered for admission provided the guardian has bonafide treated the student as a ward and such guardian shall file an affidavit indicating the interest shown in the affairs of the student and also his relationship with the student and such person also should be an NRI, and ordinarily residing abroad.

Following will be covered under this category:

- i. Real brother and sister of father i.e. real uncle and real aunt.
- ii. Real brother and sister of mother i.e. real maternal uncle and maternal aunt.
- iii. Father and mother of father i.e. grandfather and grandmother.
- iv. Father and mother of mother i.e. maternal grandfather and maternal grandmother.

Admission against seats reserved for NRI candidates will be made in the above manner in order of priority.