

ORDINANCE- II (A)

DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

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

1. Definitions

- 1.1.** “Course” means one of the specified units/papers in a programme of study;
- 1.2.** “Programme” means an academic programme pursued for a degree specified by the University on fulfilment of its requirements;
- 1.3.** “Course Work” means courses of study prescribed by the School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- 1.4.** “Credit”(C) is the weightage assigned to a course in terms of contact hours over the duration of a semester. For example, a three-credit theory course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- 1.5.** “Grade” means a letter grade assigned to a student on the basis of evaluation of a course on a ten point scale;
- 1.6.** “Grade point”(G) means the numerical equivalent of a letter grade assigned to a student on the ten point scale;
- 1.7.** “Semester Grade-Point Average” (SGPA) means the grade-point average of a student calculated in the following manner:

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i denotes the number of credits of the i^{th} course, G_i denotes the grade-points scored by the student in the i^{th} course and the summation is based on all the courses being considered in that semester.

- 1.8.** “Cumulative Grade Point Average (CGPA)” means a measure of the overall cumulative performance of a student in all the semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- 1.9.** “Cumulative Grade-Point Average”(CGPA) of a student is calculated in the following manner:

$$CGPA = \frac{\sum(C_{si} \times S_i)}{\sum C_{si}}$$

where S_i denotes the SGPA of the i^{th} semester, C_{si} denotes the total no. of credits in that semester and the summation of credits of all the semesters being considered;

- 1.10. "Guide/Research Supervisor" means an academician/researcher recognized by the University to supervise the Ph.D. scholar for his/her research;
- 1.11. "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme;
- 1.12. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own or as defined in the relevant UGC Guidelines/Regulations, issued from time to time.

2. Admission to Ph.D. Programme

- 2.1. The student intake in each Department shall be as per the availability of seats. Admission to the Ph.D. programme may be ordinarily made twice a year, preferably in the beginning of each semester.
- 2.2. All the available seats shall be notified 'category-wise' by the University, well in advance.
- 2.3. Reservation of seats shall be notified in accordance with the University Grants Commission guidelines, as amended from time to time.

3. Eligibility

The following are eligible to seek admission to the Ph.D. programme:

- 3.1. Candidates who have completed: A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme, or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

In consonance with the recommendation of the NEP-2020, a candidate seeking admission after a 4-year/8-semester bachelor's degree programme (Honours/ Honours with Research) should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. Any issue arising regarding eligibility, shall be resolved on its merit by the Admissions Committee in consultation with the Equivalence Committee and approval of the Competent Authority.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the University Grants Commission from time to time.

- 3.2. Candidates who have completed the M.Phil. degree programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC from time to time.
- 3.3. The eligibility marks of 55% (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible only on the basis of the qualifying marks without including the grace mark.
- 3.4. The cases of candidates who have passed an examination outside the Indian Universities system and those who may not have obtained a Master's degree may be considered for admission to the programme subject to the condition that each case shall be examined on its own merit by **Office of International Affairs** and the Admissions Committee, in consultation with the Equivalence Committee, with the approval of the Competent Authority.

4. Procedure for Admission

- 4.1. The admission shall be based on the performance of the eligible candidates in the interview/viva-voce to be conducted organised by the Department concerned where the candidates shall be required to discuss their research interest/area through a presentation before a duly constituted Departmental Research Committee.

Provided that for selection of candidates, a weightage of 70% to the entrance test score and 30% to the performance in the Interview/ viva-voce shall be given. Students securing 50 % marks in the entrance test shall be eligible to be called for the interview, in the ratio of 1:5 (Five students against one seat in respective category), based on merit.

A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the UGC from time to time.

Provided further that the candidates who have qualified the UGC-NET (including JRF)/ UGC-CSIR-NET (including JRF)/GPAT/GATE/CEED or passed M.Phil. programme with course work recognised by the U.G.C., as per the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree) Regulations 2009/2016, as amended from time to time, shall be exempted from the Entrance Test and shall be eligible for appearing in the Interview/ Viva-Voce to be conducted by the respective DRC.

If the seats allotted for SC/ST/OBC (Non Creamy layer)/Differently-Abled categories remain unfilled, the University shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.

5. Departmental Research Committee (DRC)

In each Department of the University, academic matters related to the Ph.D. programme shall be supervised by a Departmental Research Committee consisting of the following:

- (i) Head of the Department : Chairman (ex-officio)
- (ii) All the Professors of the Department : (Ex-officio members)
- (iii) Associate Professors in the Department, subject to a maximum of two, by rotation according to seniority;
- (iv) Two Assistant Professors in the Department, qualified to be Research (Ph.D.) Supervisor(s), by rotation according to seniority; and
- (v) One external expert to be called by the Head of Department out of the panel drawn by the BoS.

Where a Department has a strength of less than ten teachers, all faculty members eligible to be Research (Ph.D.) Supervisors shall be members of the Departmental Research Committee. The term of the members of the Departmental Research Committee, except the ex-officio members, shall be for two years.

At least, 50% of the members shall be required to be present in the meeting to form the quorum, with the presence of the Chairman or his/her representative as mandatory.

Where no teacher in the Department is eligible to be the Head, the Teacher-in-charge, if eligible to be Research (Ph.D.) Supervisor, shall convene the meetings of the DRC, failing which the members of the DRC may elect one of the members present at the meeting as the Chairperson of the Committee for the said meeting.

6. Duration of Ph.D. Programme

- 6.1.** Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 6.2.** In exceptional circumstances, a maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the University; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme, or as notified by UGC from time to time.

7. Research Supervisor

- 7.1.** The School Board/BOS, on the recommendation of the DRC, may appoint any regular Professor or Associate Professor of the University with at least five research publications in peer-reviewed or refereed journals, and a regular Assistant Professor of the University with a Ph.D. degree and at least three research publications in peer-reviewed or refereed journals as a Research Supervisor.
- 7.2. Only a full-time regular teacher of the University can act as a Supervisor. A Co-Supervisor can be allowed in inter-disciplinary/multidisciplinary areas from the same/other department(s) of the same institute or from any other related institution, with the approval of the Departmental Research Committee on the recommendation of Research Advisory Committee.**
- A regular teacher of the University may also act as Co-Supervisor of External Students, subject to the availability of seats (as provided in clause-7.5) with the concerned supervisor with the approval of Departmental Research Committee.**
- 7.3.** The allocation of Research Supervisor for a selected research scholar shall be decided by the School Board/BOS on the recommendation of the DRC concerned, depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/ presentation of research proposal.

- 7.4. In case of topics which are of inter-disciplinary/multidisciplinary nature, where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Departmental Research Committee may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ School/University, as agreed upon by the consenting Department/School/Institution.
- 7.5. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars; and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- 7.6. In case of relocation of a female Ph.D. scholar due to her marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done.
- 7.7. In cases where a teacher is retiring or leaving and where redistribution/reallocation of the Ph.D. students is required for the abovementioned or any other reason, the Ph. D. students shall be adjusted among the existing eligible teachers of the department. In such cases, the norms of maximum candidates to be supervised by a regular teacher may be relaxed on the recommendation of Departmental Research Committee (DRC), if required.
- 7.8. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years. Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendation of the Departmental Research Committee, be allowed to continue guiding the scholar by the School Board and/or Board of Studies as Co-Supervisor of the student concerned.

8. Admission of International students in Ph.D. programme

- 8.1. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 7.5 above.

8.2. The University shall decide the selection procedure for admission of international students to Ph.D. programmes keeping in view the guidelines/norms issued in this regard by statutory/regulatory bodies concerned, from time to time.

8.3. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 7.5 and clause 8.1.

9. Course Work

9.1. There shall be a compulsory Course Work of minimum one-semester duration as a pre-requisite for the confirmation of registration of students admitted provisionally. The Credit requirement for the Ph.D. Course Work is a minimum of 12 credits including a course on “Research and Publication Ethics” and a research methodology course, and the remaining Course(s) as prescribed by the School Board/Board of Studies/Departmental Research Committee.

The Course Work shall be designed by the Department as under:

- a. A course on “Research and Publication Ethics”.
 - b. A course on Research Methodology, which may include the basic components of research techniques, tools, understanding of specific manual/style-sheet, format of article/dissertation/thesis, different types of citations, plagiarism, IPR, quantitative methods, computer applications, etc.
 - c. One discipline-specific Course.
 - d. The Course Work may include instrumentation, communication skills, seminar presentation, review of published research, and other topics as specified in the prescribed manual or style sheet (MLA/APA/Chicago etc.), field work and other activities specified in the Course Work.
- 9.2.** Ph.D. scholars, irrespective of discipline, shall be oriented to teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 9.3.** Students shall register for the Course Work within the time frame notified by the Registration Branch of the University.
- 9.4.** The candidates who have passed M.Phil. Degree with Course Work as per the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree) Regulations 2009/2016, as amended from time to time, shall be exempted from the requirements of

Course Work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. Course Work prescribed by the Department.

- 9.5. If a student has taken more number of courses than the prescribed number and has secured grades higher than 'F' in each course, then the best grades of the required number of courses shall be taken into account for the calculation of CGPA for the purpose of deciding his/her case for confirmation to the Ph.D. programme.

10. Evaluation and Grading System

- 10.1. The University shall adopt the 10-point Grading System, with the Letter Grades as given under:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/ CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and \leq 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and \leq 90
A (very Good)	8	Above 7 to 8	Above 70 and \leq 80
B+ (Good)	7	Above 6 to 7	Above 60 and \leq 70
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		<55
Ab (Absent)	0		Absent

Note:

- i. F= Fail, and the students graded with 'F' in a course shall be required to re-appear in the examination of that particular course.
 - ii. The minimum qualifying marks for a course shall be 55% or SGPA/CGPA of 5.5.
 - iii. The students shall have to qualify the Internal Assessment and the End-Semester examinations in the aggregate.
 - iv. There shall be no rounding off of SGPA/CGPA.
 - v. The SGPA/CGPA obtained by a student shall be out of the maximum of 10 points.
 - vi. Evaluation of the Course Work shall be done by the faculty members of the University Department/School concerned.
- 10.2. A student who is otherwise eligible for the award of the degree but has secured a SGPA/CGPA of less than 5.5 or 55% marks at the end of the permissible period of semesters may be allowed by the Department concerned to repeat the same course(s)

or other courses of the same type in lieu thereof in the extra semesters provided in Clause 5 on "Duration of Programme".

- 10.3. A student for whom pre-requisite courses are prescribed shall be required to clear the Course Work within the first semester. The registration of such students shall be confirmed only if he/she has earned minimum credits with a minimum CGPA of the Course Work.
- 10.4. There shall be 60% weightage for the Course Work End-semester examinations and 40% weightage for internal assessment on the basis of assignments/presentations/ projects and other research-based activities during the semester.
- 10.5. The candidates failing to obtain a minimum CGPA of 5.5 or 55 % may be allowed to continue with provisional registration for a maximum period of one more semester during which the candidate would be required to fulfil the minimum required CGPA. He/she shall be allowed to reappear in the next end-semester examination. Thereafter, no further chance will be given to the candidate.

11. Registration and Approval of Topic

- 11.1. Consequent upon confirmation of admission, the topic of dissertation/thesis shall be approved by the School Board/BOS on the recommendations of the DRC on a proposal submitted by the student.

After approval of the topic, the student shall submit the registration form with prescribed fee to the Registration Branch.

- 11.2. No candidate shall be eligible to register for the programme/course if he/she is already registered for any full-time programme of study of this University or in any other University/Institution/Deemed to be University/College/Institution of National importance. However, the candidates may be provided relaxation in accordance with relevant provisions of UGC Regulations/guidelines.
- 11.3. The Board of Studies and/or School Board may cancel the registration of a student for breach of the provisions of clauses given above.

12. Requirements during Registration Period

- 12.1. Every research scholar shall be required to show continuous progress during the period of his/her registration and it shall be monitored by the supervisor(s) of the candidate.
- 12.2. Every research scholar shall be required to submit half-yearly report.
- 12.3. The supervisor of the research scholar shall give his/her assessment about the progress of the scholar as satisfactory or unsatisfactory. The Report shall be placed before the RAC/DRC for its evaluation in its forthcoming meeting. In case two consecutive half-yearly

reports are found unsatisfactory, Head of the Department, on the recommendations of the Departmental Research Committee (DRC) may recommend to the Board of Studies for cancellation of the registration.

- 12.4. The research scholar shall present a seminar on his/her research at the completion of each year after his/her registration to Ph.D. programme till submission of Ph.D. thesis. This seminar will be organized by the concerned Supervisor with the approval of the Head of the Department.
- 12.5. Every research student shall pursue full time research as a regular student for a minimum period of two years from the date of admission/registration.
- 12.6. Candidates already in employment shall also have to pursue full-time research as a regular student for the minimum period of two years after admission/registration.
- 12.7. The date of admission of the student to the Ph.D. programme be counted as the date of registration for all purposes including fellowship(s), residency period, etc.
- 12.8. **Supernumerary seats:** To enhance the Industry-University linkage and to increase collaboration with the Central Institutions/ Laboratories by having MOU with them, collaboration in R&D is required. For this, sometimes the Institutes/Industries want that their eligible employees/scientists are allowed to do Ph.D. In such cases, some supernumerary seats, not more than two, in each department may be created, subject to the availability of seats with the existing faculty of the Department. If there are more than two such sponsored candidates, then best two out of these would be chosen on the basis of merit of entrance test and/or interview.

For such cases, however, the Director/CEO of the institute/industry is required to sponsor such candidates with requisite qualifications only. Residency period will be counted even if he/she is residing/working in his/her own institute where facilities for such research exist and the said residency period is certified by the Head of the Institution. The said Institutions/Industries may sponsor their research scholars who are working in their institute with scholarships. However, such students will be required to attend the regular one semester Course Work prescribed by the DRC/BOS along with the other candidates and all the rules governing the Ph.D. scholars of the University will be applicable to them.

13. Removal of the Name from the Rolls of the University

- 13.1. The name of a student shall be deemed to have been removed from the rolls of the University if he/she:
 - a. fails to qualify any pre-requisite course within the stipulated duration
 - b. fails to secure a CGPA of atleast 5.5 in the Course Work, if applicable

- c. fails to submit the two half-yearly reports consecutively
- d. fails to deposit the registration/annual/continuation fee within the stipulated time
- e. fails to submit his/her thesis within six years from the date of admission to the Ph.D. programme. Provided further that the Vice Chancellor may, on the recommendation of the DRC/BOS grant extension to the scholar to submit the thesis for a maximum period of one year.

13.2. The Board of Studies/School Board, on the recommendation of the Departmental Research Committee, may, however, accept the request of a candidate whose name has been removed from the rolls of the University to get re-admitted and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within one year from the date of such re-admission or within maximum seven years of the date of his/her admission, whichever is earlier.

14. Research Advisory Committee and its Functions

There shall be a Research Advisory Committee for each Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- i. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do;
- ii. To review the research proposal and finalize the topic of research;
- iii. To periodically review and assist in the progress of the research work of the research scholar.
- iv. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her research work related to the topic approved for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the Departmental Research Committee in its forthcoming meeting, with a copy to the research scholar.
- v. In case two consecutive six monthly progress reports of the research scholar are unsatisfactory, the Research Advisory Committee shall record reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend with specific reasons for re-registration of topic or cancellation of the registration of the research scholar.

RAC shall consist of following members:

- i. Research Supervisor: Convener

- ii. One member to be nominated by Head/TIC (Out of the panel of three names to be proposed by the Convener)
- iii. One member to be nominated by Dean of Concerned School/Dean Research (Out of the panel of three names to be proposed by the Convener).

15. Guidelines for the Submission of Thesis

- 15.1.** No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than three years after his/her admission to the Ph.D. programme. Prior to the submission of thesis, the student shall present a pre-thesis submission seminar before the Research Advisory Committee, faculty members and other research scholars/students for getting feedback and comments, which shall be suitably incorporated into the draft thesis with the advice of the supervisor. The notice of Pre-thesis Submission Seminar shall be issued by the Head of the Department under intimation to the office of the Vice-Chancellor.
- 15.2.** On successful presentation of the Pre-Thesis Submission Seminar, the research scholar is required to submit the thesis within three months from the date of pre-submission seminar, failing which he/she shall have to repeat the pre-submission seminar.
- 15.3.** The Ph.D. scholar shall submit a copy of the thesis in the form of a CD/Pen drive/official email to the Library for plagiarism check, and he/she shall be eligible for submission of thesis on production of satisfactory report of the plagiarism check.
- 15.4.** A candidate shall submit his/her thesis for the Ph.D. degree in the manner prescribed as under:
- a. The research scholar shall submit four printed/typed soft bound copies of his/her thesis along with the copies of the abstract and the summary, mentioning the name of the candidate, supervisor, etc., along with two soft copies of the thesis on separate CDs and/or Pen drives.
 - b. The typing/printing of thesis should be done on both sides of the paper (instead of the single-side printing), on A-4 size paper, in font size 12-point in “Times New Roman” font with line-spacing 2. In case of languages, where “Times New Roman” font is not available, the Department may prescribe an appropriate font style. For other details, the research scholar shall adhere to the style sheet/manual (APA, MLA, etc.) as prescribed by the department concerned, from time to time.
 - c. The title page of Ph.D. thesis would be in the Colour prescribed by the Department/School concerned.
 - d. The thesis shall be accompanied by a declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

Declaration: This is to declare that the material embodied in the present work, entitled “-----”, is based on my original research work and the research is not plagiarised. It has not been submitted, in part or full, for any other diploma or degree of any University/Institution Deemed to be University and College/Institution of National Importance. References from other works have been duly cited at the relevant places. (Signature of the Candidate with date) (Certified by the Supervisor and forwarded by the Head of the Department with date).

16. Panel of Examiners

- 16.1.** On the recommendation of the Supervisor, the DRC shall forward a panel of eight external examiners (at least four of the examiners in the panel shall be from outside the State/Country) from the concerned area of Research, to the Controller of Examination on the prescribed proforma for drawing a panel of examiners. Further, the Vice-Chancellor shall have the discretion to add and/or delete any name/s recommended by the DRC.
- 16.2.** The viva-voce shall be open to the members of the Research Advisory Committee, faculty members, research scholars and students.

17. Evaluation of Thesis

- a. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be from outside the State/Country.
- b. The Vice-Chancellor, shall appoint two external examiners out of the panel recommended by the DRC with at least one examiner from outside the State /Country for the evaluation of the thesis.
- c. Each Examiner, after examining the thesis, shall submit a report to the Controller of Examination (COE) containing a clear recommendation whether, in his/her opinion:
- i. The thesis as such is acceptable and the viva-voce examination of the candidate may be held; or
 - ii. The thesis should be referred back to the candidate for revision and re-submission; or
 - iii. The thesis be rejected.
- d. The examiner shall not recommend that the viva-voce be held unless he/she is satisfied,
- i. that the thesis constitutes a contribution to knowledge characterized either by reinterpretation of known facts or development of new knowledge and/or techniques and,

- ii. that the methodology pursued by the candidate is sound, and,
 - iii. that presentation of research work is satisfactory.
- e. If the external examiners have unanimously recommended that the viva-voce examination of the candidate be held, the CoE shall accordingly refer it to the Head of the Department to prepare a summary report on the basis of the Examiners' reports in consultation with the supervisor(s) concerned for conduct of viva-voce.
 - f. In case the external examiners of the thesis have not recommended unanimously, then the CoE shall place the report(s) of the examiners before the Vice Chancellor for further directions.
 - g. If the recommendation of one external examiner is positive and that of the second is negative, the Head of the Department/ Chairperson, DRC shall recommend to the Vice Chancellor for the appointment of a third external examiner, one not in the service of the University and/or on the Board of Studies of the Department/Centre and/or the School Board to examine the thesis, and act according to the recommendations of the third external examiner.

A recommendation shall not be considered 'negative' if a 'revision' is recommended and the revised thesis is accepted by the examiner.

Provided further, if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the third external examiner and the version approved by the third external examiner shall be considered to be final.

Important:

- (1) No thesis shall earn a degree unless there are three positive recommendations, including that of the Research Supervisor.
- (2) Where two recommendations are positive and the third asks for revision, the supervisor(s) shall ordinarily get the revision carried out, and the revised thesis shall be sent to the same examiner.

18. Viva-Voce

- a. On satisfactory evaluation of the thesis, the student shall undergo a viva-voce examination, which shall be openly defended by the candidate.
- b. The viva-voce examination shall be conducted by the Department through online or offline mode. The viva-voce board shall consist of the **Research Supervisor(s)** and at least one of the two external examiners.
- c. The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation reports of the external examiners on the

- dissertation/thesis are satisfactory, and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner, in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/ thesis to another external examiner approved by the Vice Chancellor out of the approved panel of examiners, and the viva-voce shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also negative, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- d. The viva-voce shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the Department, research scholars and interested experts/researchers.
 - e. Where the Supervisor is unable to be present within a reasonable time to participate in the viva-voce, the DRC/BOS may recommend another member of the faculty in his/her place.
 - f. At the viva-voce, the Viva-Voce Board shall satisfy itself;
 - i. That the thesis submitted by the candidate is his/her own work, and
 - ii. That the grasp of the candidate on the field of his/her study is satisfactory.
 - g. The Viva-Voce Board may, on the basis of the unanimous opinion of its members, recommend:
 - i. That the candidate be awarded the Ph.D. degree;
 - ii. That the thesis is suitable/fit for publication in its present form;
 - iii. That the thesis may be published with revisions;
 - iv. That the thesis be referred back to the candidate for revision;
 - v. That the thesis be rejected and the candidate may not be awarded the Ph.D. Degree.
 - h. The manner in which the viva-voce is to be conducted shall be as prescribed by the University from time to time.
 - i. In case the *Viva-Voce* Board/Examiner(s) recommends that the candidate be awarded the Ph.D. degree, the recommendation/ report shall be submitted to the Staff Council (*Staff Council: All the Regular teachers of the Department*). The Staff Council shall further recommend to the Vice Chancellor that the Ph.D. degree may be awarded to the candidate. Accordingly, the notification shall be issued after approval of the Vice Chancellor, and the date of award of Ph.D. Degree shall be the date of Notification.
 - j. Along with the Degree, the University shall issue a certificate stating that the degree has been awarded in accordance with the UGC (Minimum Standards and Procedure

- for Awards of M.Phil./Ph.D. Degree) Regulation, 2022 (as amended from time to time).
- k. In case the Viva-Voce Board recommends that the thesis of the candidate be rejected, the Board of Studies shall consider the matter on the recommendation of DRC.
 - l. In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the Departmental Research Committee shall refer the case to the Vice-Chancellor for consideration.
 - m. A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the decision of the University to him/her.
 - n. In exceptional cases, the Academic Council may, on the recommendations of the Board of Studies/School Board, extend the period by six-months.
 - o. A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or all of them are, unable or unwilling to examine re-submitted thesis, in such case another examiner(s) may be appointed by the Vice Chancellor on the recommendation of Board of Studies.
 - p. No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

19. Publication of Thesis

If the examiners have recommended that the thesis is suitable/fit for publication, it may be published in the book form by the research scholar. 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:

- i) Dean of the School - Chairman
- ii) Head of the Department concerned - Member
- iii) Supervisor of the Scholar - Member

20. Fee for Ph. D. Programme

The research scholar shall have to pay the requisite fee prescribed by the University failing which his/her registration shall be cancelled.

The fee may be charged under the heads like—Course Work fee (for those who are required to complete Course Work); Registration Fee (at the time of registration); Annual Fee/continuation fee (Annual Fee shall be payable within 15 days of registration and annually thereafter); Annual Laboratory fee for science subjects and other subjects

involving laboratory work; Evaluation fee to be charged at the time of submission of Ph.D. thesis; Late fee for delayed payment of annual fee; and any other fees as prescribed by the University.

The fees shall be subject to revision as decided by the University from time to time.

21. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges, research institutions and researchers.

Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of **University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.**

Note: *Notwithstanding what is contained in the Ordinance, the Academic Council or the Vice-Chancellor may, in exceptional circumstances and on the recommendations of the Board of Studies/School Board, as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those related to CGPA requirements for qualifying the Course Work.*
