

**ORDINANCE FOR ADMISSION AND AWARD OF DEGREE OF DOCTOR OF  
PHILOSOPHY (Ph.D.) IN VARIOUS FACULTIES  
w.e.f. 2018-19**

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

**Note: This ordinance will not be applicable to those researchers who have already been registered under preceding ordinances.**

**3. ACADEMIC ELIGIBILITY**

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

- (a) Master's degree with at least 55% marks in aggregate or its equivalent B grade in UGC seven point scale in the subject concerned or in an allied subject

OR

- (b) For Faculty of Management Sciences - Master's Degree or any other degree recognized equivalent thereto in (i) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (ii) Post Graduate Diploma in Management recognized equivalent to MBA by AICTE with 55% marks or its equivalent B grade in UGC seven point scale

OR

- (c) Candidates with Qualifications as laid down in (b) shall also be eligible for doing Ph.D. in Department of Economics and Commerce.

OR

- (d) M.Phil degree (regular mode only) or a recognized equivalent degree beyond Master's degree level with atleast 55% marks or its equivalent B grade in UGC seven point scale in the subject concerned or allied subject.

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

#### 4. APPLICATION FOR ADMISSION

- 4.1 The candidate shall apply for admission to Ph.D. programme in a manner stipulated by M.D.U. Rohtak from time to time
- 4.2 Separate application form (s) shall be filled up for each subject.

#### 5. ADMISSION PROCEDURE

- 5.1 Applications for admission to Ph.D. programme shall be invited through advertisement once in a year normally in the month of July/August or as decided by the University.
- 5.2 The University shall make admissions to Ph.D. programme through an Entrance Test, the syllabus of which shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for the entrance test will be decided by the concerned Teaching Department through the Departmental Committee.

- 5.3 Entrance Test will be of 100 marks and a candidate must secure 50%marks to qualify the same. In case of SC/ST of Haryana State/ Differently-abled candidates, a relaxation of 5 marks from 50 to 45% will be allowed.

In spite of the above relaxation, the seats allotted for SC/ST/Differently-abled categories remain unfilled; the Universities shall launch a Special Admission Drive, for these categories within one month from the date of closure of admissions. The University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled.

There will be no negative marking.

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

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

- (a) The candidates who have qualified UGC/CSIR/JRF/NET/GATE/ GPAT or any other similar examination/ SLET (Haryana State) as the case may be.

- (b) Candidates who are teacher fellowship holders/awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship
- (c) Candidates who have passed Pre-Ph.D.course/M.Phil. from M.D.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.

### 5.5 Supernumerary Seats

- (a) One supernumerary seat in each Department is earmarked for admission to candidates, who are principal investigator/co-PI having research project from any government funding agency.
- (b) One supernumerary seat in each Department is earmarked for admission of foreign students. Such students are exempted from entrance test provided that they are otherwise eligible.
- (c) One supernumerary seat in each Department is earmarked for admission to the University appointed teachers working on regular basis who are otherwise eligible.

Note-The admission against these supernumerary seats will be subject to the availability of Supervisor. Number of seats under a supervisor should remain within limit as per Clause 11 of the Ordinance.

## 6. CRITERIA FOR PREPARING MERIT LIST

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

- (a) 20% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (c) 45% marks of the percentage of marks in the entrance test.

OR

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

OR

Weightage of 25 marks to those candidates who have passed NET/GATE/GPAT/SLET (Haryana State Only)/M.Phil./JRF (not entitled for scholarship)/Pre-Ph.D. examination of M.D. University, Rohtak.

OR

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

- (d) Weightage of 5 marks to the candidates who have passed Master's examination/M.Phil examination from Maharishi Dayanand University, Rohtak.
- (e) Weightage of 3 marks for each year (maximum weightage of 5 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.
- (f) 10 marks for Interview (05 marks for domain knowledge and 05 marks for research aptitude)

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

- 6.2 While granting admission to students to Ph.D. programme, the Department/Institute will adhere to the State Government Reservation Policy.
- 6.3 The number of seats for Ph.D. programme in each subject shall be decided by the concerned University Teaching Department/Institute and advertised accordingly by the University.
- 6.4 Admission Committee will consist of Head of the Department and three Professors, one Associate Professor and one Assistant Professor by rotation. All members must satisfy eligibility conditions to be Ph.D. Supervisor. In case a Department does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department does not have requisite number of Professors/Associate

Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members. Otherwise the Committee shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned Faculty.

## 7. COURSE WORK

7.1 The Department concerned shall design the Course work of Ph.D. programme as per latest regulations of UGC.

7.2 The course work of Ph.D. programme shall be of one semester duration. The credit assigned to the course work shall be 12.

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

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

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

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

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

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

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

- Self-illness;

- Illness/death of parents, brother, sister or any other close family member;
- Any other reason beyond the control of the student to the satisfaction of the Head/Director of the Department/Institute.

7.7 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.

7.8 The examination of Ph.D. Course work shall consist of papers of 100 marks each, out of which there shall be an internal assessment of 20 marks in each theory paper.

The internal assessment in each paper shall be based on two assignments and one seminar presented by each candidate and their participation in seminar. The concerned teacher shall maintain the record on the basis of which internal assessment has been awarded for atleast three months, after the declaration of results.

7.9 A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the re-appear paper (s) in consecutive two chances in December/May on such dates as may be fixed by the Controller of Examinations. In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 per cent marks.

7.10 The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.

7.11 If a candidate fails to pass Ph.D. course work examination within the time stipulated in Clause 7.9 above, his/her admission to Ph.D. programme shall be cancelled.

7.12 The Controller of examination shall publish a list of candidates who have passed the Ph.D. course work examination.

## **8. PROCEDURE FOR REGISTRATION**

- 8.1 The following categories of candidates from among those admitted to Ph.D. programme are eligible to apply for registration to Ph.D.:
- (a) who are exempted from Ph.D. course work in terms of Clause 7.3
  - (b) who have passed Ph.D. coursework of the University in terms of Clause 7.7
- 8.2 The allocation of Supervisor to a student eligible for Ph.D. registration shall be made by the Research Advisory Committee (RAC) constituted under Clause 8.3 preferably keeping into consideration the specialization of available supervisor(s) and the research interest of the student, before the beginning of registration process.
- 8.3 A Research Advisory Committee (RAC) will consist of Head of the Department (Convener), all Professors, Associate Professors and Assistant Professors of the Department provided they are otherwise eligible for appointment as Ph.D. Supervisors.
- In case of registration to Ph.D. Programme for Applied Sciences in UIET, the Research Advisory Committee will consist of the following:
- (a) Director, University Institute of Engg. and Tech. (Chairperson)
  - (b) One Professor and one Associate Professor to be nominated by the Head of the concerned University Teaching Departments, by rotation for a period of two years.
  - (c) All Professors, Associate Professors and Assistant Professors of Applied Sciences working in University Institute of Engineering & Technology

**Note-** An allocated Supervisor who is not a member of RAC may also be invited to attend the meeting of the Committee as special invitee for the case of his/her candidate.

- 8.4 RAC shall have the following responsibilities:-
- (a) To allocate the Supervisor.
  - (b) To allocate Co-Supervisor in case of clause-8.9(3) of the Ordinance.
  - (c) To review the research proposal.
  - (d) To guide the research scholar to develop the study design and methodology of research.

(e) To review the progresses of ongoing research work of registered candidates half yearly. There shall at least be two meetings for the purpose in an academic session.

8.5 Application(s) on the prescribed form for registration to Ph.D. programme along with synopsis/research proposal duly approved and signed by the Supervisor received upto 31<sup>st</sup>October/31<sup>st</sup> March(or as decided by the University from time to time) shall be considered by the Research Advisory Committee 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.

8.6 (1) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the Research Advisory Committee by its Chairperson at least seven days before the meeting. The candidate(s) will be invited to defend their synopsis/research proposal(s) before the RAC.

(2) The Research Advisory Committee 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.

OR

Reject the proposal.

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

- (a) Head of the Department concerned/ Director of the Institute - Chairperson
- (b) All Professors and Associate Professors of the concerned Department/ Institute



- (c) One Assistant Professor (eligible to be appointed as Ph.D. Supervisor) from the Department/ Institute to be nominated by the HOD/ Director by rotation for a period of two years.
  - (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. The proceedings of the meeting of the Departmental Research Committee will be valid if at least one out of two experts attends the meeting.
  - (e) Dean of the Faculty.
- (2) 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.
- (3) 2/5<sup>th</sup> of the members of DRC shall form the quorum.

8.8 Copies of research proposals recommended by the RAC will be sent to all the members of the DRC at least seven days before its meeting by the Chairperson of the Research Advisory Committee.

8.9 (1) 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.

- (2) In special circumstances, viz. in the case of subjects of inter-disciplinary/inter-specialty nature, the DRC may recommend the appointment of a Co-Supervisor who can be from other universities/ research institutes as well, for reasons to be recorded.
- (3) In case the supervisor, at the time of registration, has two or less years of service before retirement, a Co-supervisor from within the University shall be mandatory. Co-supervisor must have at least four years of active service at the time of the proposal submitted. After retirement of Supervisor the appointed Co-supervisors shall continue to guide the particular research scholar as Supervisor and the Supervisor retired will become Co-supervisor in that particular case.

**Note:**

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

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

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

8.11 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.

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

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

## 9. 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.

#### 10. **QUALIFICATIONS OF THE SUPERVISORS**

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

OR

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

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

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

- a) In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- b) 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;

- c) Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.
- d) A three member committee from the concerned Department (HOD as Convener) will verify the facilities available in the college/Institute. The report of the committee will be considered by the RAC.

**NOTE:**

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

**11. NUMBER OF RESEARCH SCHOLARS**

The maximum number of Research Scholars to be registered under a Supervisor/Co-Supervisor shall be as under:

**University appointed teachers**

Professor	:	8
Associate Professor	:	6
Assistant Professor	:	4

**Teachers of Affiliated colleges/institutions**

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

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

**NOTE:**

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

**12. CHANGE OF SUPERVISOR**

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

- (a) 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

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

OR

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

**13. PERIOD OF WORK**

- 13.1 Every candidate admitted for Ph.D. programme shall be required to pursue his/her research work atleast for two years from the date of registration.
- 13.2 Every Research Scholar will be required to stay at Rohtak or at the place where his/her Supervisor/Co-Supervisor is working for a minimum period of

120 days after Ph.D. registration. The concerned Supervisor/Co-Supervisor shall issue a certificate to this effect. The attendance record of the candidate will be maintained by the concerned supervisor.

- 13.3 No research scholar shall join any other course of study or appear in any other examination conducted by any University leading to the award of Degree during the period of his/her study, otherwise his/her registration for Ph.D. will be cancelled by the Vice-Chancellor on the recommendations of the P.G. Board of Studies/Board of Studies. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- 13.4 A research Scholar can join part time/evening course in a Foreign Language or any knowledge enhancement certificate course along with Ph.D. programme.

#### 14. **MEDIUM**

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

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

#### 15. **REQUIREMENTS DURING REGISTRATION PERIOD**

- 15.1 Every research scholar shall be required to submit half yearly report on the prescribed Proforma for the period from 1<sup>st</sup> January to 30<sup>th</sup> June on or before

31<sup>st</sup> of July and for the period from 1<sup>st</sup> July to 31<sup>st</sup> December on or before 31<sup>st</sup> of January. The supervisor of the research scholar will give his/her assessment report about the progress of the scholar.

The Report shall be placed before the Research Advisory Committee for its evaluation in its meeting to be held preferably in the month of August/February. The copy of the reports will be forwarded to R & S branch through Dean of the Faculty concerned.

In addition to above, a research scholar shall also give annual seminar after submission of two half yearly progress reports on the scheduled dates decided by the Chairman of RAC of his/her work for evaluation and further guidance.

- 15.2 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 same will communicate to the student concerned. After giving proper opportunity to the scholar if the student fails to implement suggestive/corrective measures, the RAC will send the recommendations to the P.G. Board of Studies /Board of Studies for cancellation of the registration. The recommendations of the BOS will be forwarded to R & S branch through concerned Dean of the Faculty.
- 15.3 Ph.D. student shall publish at least two research papers (at least one should be published and other may be in press/accepted) publications from his/her research work in reputed peer reviewed/UGC listed journals and make two paper presentations in conferences/seminars before the submission of the thesis. The proof of publications and paper presentation must be appended with the thesis.
- 15.4 Prior to the submission of the thesis, the scholar shall give a pre-submission seminar in the Department before the Research Advisory 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.
- 15.5(1) Every candidate shall submit his/her thesis within a period of four years from the date of his/her registration to Ph.D. programme, failing which his/her

registration to Ph.D. programme shall stand cancelled unless this period is extended by a maximum of two years by the Vice-Chancellor but not for more than one year at a time, on the recommendations of the Supervisor, the Head of the Department and Dean of the Faculty for valid reasons to be recorded.

- (2) 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.
- (3) The researcher will have to apply for extension well before the expiry of permissible period including extension. If the researcher still fails to complete his/her research work within the extended period and requires more extension, his/her request can be forwarded on the prescribed form duly recommended by the Supervisor, Head of the Department and Dean of the Faculty concerned requesting the Vice-Chancellor to grant extension after six years. It will be the prerogative of the Vice-Chancellor that he/she may refer the matter to a Committee comprising the following for consideration of the request of the candidate:-
- (a) Dean Academic Affairs
  - (b) Dean of the Faculty concerned
  - (c) HOD Concerned
  - (d) Supervisor of the candidate

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



## 16. 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.

## 17. APPOINTMENT OF EXAMINERS

17.1(1) After giving pre submission seminar, the research scholar may make a request for the appointment of examiners alongwith 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 approve 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.

(2) However, the Board of Studies while approving the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis. The Board of Studies may ensure that atleast 50% of the examiners in the panel are from places outside the state.

(3) 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.

17.2 Panel of the examiners approved by the PG BOS/BOS will be valid for six months. However the Chairperson may, for satisfactory reasons, extend the period the panel by a maximum of another six months.

## 18. GUIDELINES FOR SUBMISSION OF THESIS

18.1 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



- (b) The exclusion at the time of performing the check should be limited to the following:
  - i) Quotes
  - ii) Bibliography
  - iii) Phrases small matches upto 12 words
  - iv) Small similarity less than 1%
  - v) Mathematical Formula
  - vi) Name of Supervisor, Institution, Departments etc.
- (c) Regarding self Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.
- e) The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission
- f) The Central Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

## **20. EVALUATION OF THESIS**

20.1 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.

20.2 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.

- 20.3 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.
- 20.4 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.
- 20.5 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.
- 20.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

## **21. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE**

- 21.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of the thesis. In the event of non availability of Supervisor with cogent reasons, in conducting viva-voce, the concerned Head of the Department shall Act as supervisor.

In case, both the external examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another external examiner out of the panel to conduct the viva-voce. The viva-voce shall,

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

- 21.2 The reports of the examiners on the thesis as well as on the viva-voce shall be placed before Research Degree Committee (RDC) consisting of the Vice-Chancellor, the Dean of the Faculty, the Head of the Department concerned and Controller of Examinations within one month of the viva-voce. Three out of these four members will form the quorum of the meeting. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.
- 21.3 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.
- 21.4 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.
- 21.5 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.

## 22. 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.