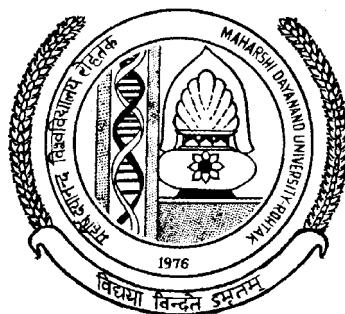


BROCHURE
for Registration to
Ph.D. PROGRAMME



Maharshi Dayanand University
Rohtak - 124001 (Haryana) INDIA
www.mdurohtak.ac.in

**ORDINANCE FOR REGISTRATION AND AWARD OF DEGREE
OF DOCTOR OF PHILOSOPHY (Ph.D) IN VARIOUS FACULTIES, EXCLUDING
THE FACULTY OF ENGINEERING & TECHNOLOGY**

1. The Degree of Doctor of Philosophy 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.
3. **ACADEMIC ELIGIBILITY :**

A candidate who wishes to be accepted as a candidate for Ph.D. research programme must satisfy the following academic criteria:-

Candidates must have done M.Phil/Pre-Ph.D./Ph.D. in allied area subject to the following :

- (i) Master's degree with at least 55% marks in aggregate in the subject concerned or in an allied subject (50% for SC/ST candidates).

OR

- (ii) M.Phil degree or a recognised equivalent degree beyond Master's degree level with at least 55% marks (50% for SC/ST candidates) or equivalent grade in the grading system and Master's degree with 50% marks in aggregate in the subject concerned or an allied subject.

OR

- (iii) For Faculty of 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/AIU with 55% marks of equivalent grade therein.
- (iv) Candidates with Qualifications as laid down in (iii) shall also be eligible for doing Ph.D. in Department of Economics, and Commerce.

NOTE :

Candidates who have done M.Phil through distance education mode by taking admission in this course after December, 2009 are not exempted from Pre-Ph.D Course.

4. APPLICATION & REGISTRATION

- 4.1 Application(s) from eligible candidates received upto 30th September/31st March on the prescribed form for registration to Ph.D. programme alongwith synopsis /research proposal duly approved and signed by the proposed Supervisor shall be considered by the Departmental Committee twice a year.
- 4.2 The Departmental Committee for considering the applications for registration to Ph.D. programme will consist of all Professors, Readers and Lecturers of the Department provided they are otherwise eligible for

appointment as Ph.D. supervisors. The proposed supervisor will also be invited to attend the meeting of the Departmental Committee if he is not its member.

4.3 A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the Departmental Committee at least seven days before its meeting in which the candidate will be required to defend his/her research proposal. The Departmental Committee may:

i) Recommend the research proposal for consideration by Departmental Research Committee (DRC).

or

ii) Suggest suitable changes in the research proposal.

or

iii) Reject the proposal.

4.4. Head of the Department shall place the application(s) along with the recommendations of the Departmental Committee before the Departmental Research Committee (DRC). The candidate(s) will be invited to defend synopsis/research proposal(s).

4.5 The DRC for registration in University Teaching Departments shall consist of the following :

i) Head of the Department concerned - chairman

ii) a) All Professors and Readers,

b) One Lecturer of the Department, by rotation, according to seniority for two years to be nominated by the HOD.

iii) One Professor of P.G. Regional Centre(s) to be nominated by the Vice-Chancellor for a period of two years on the basis of seniority and rotation. In case there is no Professor in the Department, the same principle will apply in case of Readers.

iv) Two outside experts to be nominated by the Vice-Chancellor for a period of two years out of the panel of six experts as 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.

v) Dean of the Faculty.

2/5th of the members shall form the quorum. Only those teachers will be the members of the DRC who are eligible to be appointed as Ph.D. Supervisors.

4.6 Copies of research proposals recommended by the Departmental Committee will be sent to all the members of the DRC at least seven days before its meeting.

4.7 The Departmental Research Committee will adopt the following procedure :-

- a) While recommending the registration of the candidate for consideration by Post Graduate Board of Studies (PGBOS), the DRC shall clearly state whether in its opinion. The subject proposed for research is suitable or not;

However, if the DRC decides so, it may either reject the application or may suggest suitable changes in the topic of research for reasons to be recorded.

- b) In special circumstances, viz. in the case of subjects of inter-disciplinary/inter-speciality nature, the DRC may recommend the appointment of Joint Supervisor, who can be from other universities as well, for reasons to be recorded. In no case, there shall be more than two Supervisors. The qualifications for a joint supervisor will be the same as prescribed for the single Supervisor.

4.8 The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS for its consideration and approval.

4.9 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 in special circumstances.

4.10 The date of registration of the research scholar shall be the date on which the P.G. Board of Studies recommends the registration of the candidate.

4.11 Head of the Department shall provide infrastructural facilities to the scholars on continuous basis.

5. TOPIC MODIFICATION

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

6. QUALIFICATIONS OF THE SUPERVISORS

A teacher appointed through duly constituted Selection Committee and approved by the University possessing a Doctoral Degree with at least three years teaching experience of Post Graduate Classes after earning Ph.D. degree or at least five years experience of Post Doctoral Research on regular fellowship or on a position at least equivalent to that of a lecturer in a research institute may be appointed Research Supervisor for Ph.D. provided he has published three research papers in referred journals.

OR

A teacher appointed through duly constituted selection committee and approved by the University possessing a doctoral degree with at least six years of teaching UG classes after having obtained Ph.D. degree and having published five research papers in referred journals. Before allotting supervisors from UG/ PG Colleges, the concerned HOD will constitute an Inspection Committee to examine the availability of research facilities in colleges in the concerned subjects which do not require laboratory/experimental work.

NOTES :

- (i) In subjects/areas of research where lab/experimental facilities are required, college teaches can be appointed only as Co-Supervisors. The eligibility criteria for Co-Supervisor from a College will be same as is in the case of supervisors from UG/PG Colleges.
- (ii) The eligibility of the supervisor will be decided by the Departmental Committee.
- (iii) Teaching of distance education classes will not be considered teaching experience for the eligibility of the supervisor.
- (iv) Three years post-Ph.D. 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.

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

University appointed teachers :

Professor = 8

Associate Prof. = 6

Assistant Prof. = 4

Teachers of Affiliated colleges/institutions

Professor = 5

Associate Prof. = 4

Assistant Prof. = 3

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

NOTE : In case where a Supervisor is working as joint 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).

8. CHANGE OF SUPERVISOR

The change of Supervisor may be allowed

- i) In case the Supervisor has expired or has left the services of the University.

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. The candidate/Supervisor will represent to the Head of the Department/Chairman, Board of Studies, who will put the matter before the Departmental Research Committee as well as the concerned Post Graduate Board of Studies for decision. However, the change in such cases will be allowed after the approval of the Academic Council.

9. PERIOD OF WORK

- (i) Every candidate registered for Ph.D. programme shall be required to pursue his/her research work atleast for two years. The reduction in this period shall not be allowed under any circumstances.

Provided that if the supervisor of a candidate who is registered for Ph.D. in another University, has joined the employment of this University and the candidate has pursued the course in the other University for not less than one year, such a candidate, if he/she fulfills the minimum qualifications as laid down in the Clause-3 above, may be permitted by the Departmental Research Committee as well as Post Graduate Board of Studies, to be registered as a research scholar of the University with the same topic. Such a candidate may submit his/her thesis after the expiry of not less than one year.

- (ii) Every Research Scholar will be required to stay at Rohtak or at the place where his/her Supervisor is working for a minimum period of 180 days in a year.

- 10. (i) No research scholar shall join any other course of study or appear in any other examination conducted by a University leading to the award of Degree or Diploma 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. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- (ii) A research Scholar can join part time/evening course in a Foreign Language along with Ph.D. programme.

11. MEDIUM

In the language subjects, the thesis may be presented in English, Hindi or the language concerned. In other subjects, the research scholar shall have the option of submitting the thesis either in English or Hindi.

12. REQUIREMENTS DURING REGISTRATION PERIOD

- (i) Every research scholar will be required to show continuous progress during the period of his/her registration and it will be monitored by the supervisor of the candidate.
- (ii) Every research scholar shall be required to submit half yearly report on the prescribed proforma on or before 5th of August and on or before 5th of February. The supervisor of the research scholar will give his assessment about the progress of the scholar.

The Report shall be placed before the Departmental Research Committee for its evaluation in its meeting to be held preferably in the month of August/February.

The report shall be forwarded to the Dean of the Faculty concerned through Head of the Department.

In case two consecutive six monthly reports are unsatisfactory, Head of the Department, on the recommendations of the Dean of the concerned faculty may recommend to the P.G. Board of Studies for cancellation of the registration.

- (iii) Once in a year, the research scholar will present a seminar on his/her research conducted in the previous year, in research colloquium. This seminar will be organised by the concerned Head of the Department.
- (iv) Ph.D. student shall publish atleast one research paper in referred journal related to the thesis work before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint.
- (v) Prior to submission of the thesis, the student shall make a pre Ph.D. presentation in Department that may be open to all Faculty members and research students for getting the feedback and comments which may be incorporated into the draft thesis under advice of the supervisor.
- (vi) Every candidate shall submit his/her thesis within a period of four years from the date of his/her registration, failing which his/her registration shall stand cancelled automatically unless this period is extended by a maximum of two years by the Vice-Chancellor but not more than one year at a time, on the recommendations of the Supervisor and the Head of the Department concerned through the Dean of the Faculty. The researcher will have to apply for extension well before the expiry of four years of initial registration.

13. CANCELLATION OF REGISTRATION

The Academic Council, on the recommendation of the P.G 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.

14. APPOINTMENT OF EXAMINERS

- (i) On receiving application/request alongwith an abstract of the thesis from the research scholar duly certified by the Supervisor, that his/her research work is complete and ready for submission, the P.G. Board of Studies shall approve a panel of eight external examiners, who shall not be below the rank of Professor, to evaluate the thesis.

However, the Board of Studies while approving the panel of examiners may ensure that the proposed examiners are from the same area of specialisation to which the Ph.D. thesis to be evaluated belongs. The Board of Studies may ensure while recommending the examiners that 50% of the external examiners are from neighbouring places and 50% from far off places outside the state.

Efforts should be made to recommend examiners of national and international repute and from the leading Institutes/ Universities in the country. It shall be up to the P.G. Board of Studies concerned to recommend the examiners from outside the Country.

- (ii) The candidate shall submit his/her thesis within six months from the date on which the Board of Studies has approved the appointment of examiners provided that the Board of Studies may, for satisfactory reasons, extend the period by a maximum of another six months only.
15. The thesis shall be an original piece of research work characterised 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 judgement.
 16. The research scholar shall submit three printed/typed copies of his/her thesis, mentioning the name of the candidate, supervisor etc. along with two soft copies of thesis on separate CDs.
 17. Thesis will be accompanied separately by a 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)

(Countersigned by Supervisor and Head of the Department)

18. A candidate shall also submit six copies of the summary of the thesis in about 300 words indicating how far the thesis embodies the result of his/her own research and in what respects his/her investigations appear to him/her to advance the knowledge of subject of his/her thesis.
19. The research scholar may incorporate in his/her thesis the contents of any work which he/she may have published on the subject. But he/she shall not submit as his/her thesis, any work for which a degree has been conferred on him/her by this or any other University. However, a candidate may incorporate in his/her Ph.D. thesis the work done by him/her for his/her M.Phil dissertation. He/she shall in that case specify the new dimensions added to his/her earlier work and indicate in what way the Ph.D. thesis amounts to a further contribution to the study of the subject of his/her research.

20. EVALUATION OF THESIS

- (i) The thesis shall be referred to two examiners selected by the Vice-Chancellor out of the panel of external examiners already approved by him. At least one examiner shall be from outside the State/ Country. The examiners shall be requested to send their reports within two months.

- (ii) The examiners shall give detailed report on the thesis and make a clearcut recommendations whether:
- a) The thesis be accepted.

OR

- b) The thesis be rejected.

OR

- c) The research scholar be asked to resubmit the thesis with improvements/revisions.

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 and proper. 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.

- (iii) If one examiner recommends award of Ph.D. degree and the other recommends rejection, then the thesis shall be sent to the third examiner for taking a final decision. In any case, there should be two positive recommendations for the award of Ph.D. degree.
- (iv) The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form, to be spelt out by the examiners.
- (v) The examiners shall send a set of questions that they would like the research scholar to answer in the viva-voce examination under a separate cover.
- (vi) A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

21. VIVA-VOCE EXAMINATION

The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the 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 thesis.

In case both the examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another examiner out of the panel to conduct the viva-voce examination. The viva-voce examination 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 examination, but they shall have no right to put any questions to the examinee.

22. The reports of the examiners on the thesis as well as on the viva-voce, shall be placed before a Committee consisting of the Vice-Chancellor, the Dean and the Head of the Department concerned, within one month of the viva-voce examination. The Committee shall further, after considering the total process of evaluation, recommend it to the Academic Council for final consideration and approval.

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 his/their place.

23. Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy 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. 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. FEE FOR PH.D. WORK

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

i)	Registration Fee*	Rs.1000/-
ii) a)	Annual Fee except for the candidates having Laboratory subjects as mentioned at Sr. No.(ii) (b) & (ii) (c).	Rs.1500/-
b)	Annual Fee for subjects involving use of Laboratory such as Psychology, Geography and theoretical fields in science subjects such as Maths, Statistics etc.	Rs.3000/-
c)	Annual Laboratory fee for subjects in Science such as Physics, Chemistry, Pharmacy, Life Sciences etc.	Rs.6000/-
d)	Annual Fee will be payable within 15 days of registration and annually thereafter.	
iii)	Evaluation fee to be charged at the time of submission of Ph.D. thesis	Rs. 3000/-
iv)	Late fee for delayed payment of annual fee :	
a)	upto six months	Rs.100/-
b)	beyond six months	Rs.200/-

*In case of foreign/NRI students except for students from less developed countries this fee will be US \$ 1000.

The fees will be subject to changes as decided by the University from time to time.

26. Each examiner shall be paid the remuneration of Rs.1200/- for evaluating the thesis and Rs.800/- for conducting viva-voce. A foreign examiner shall be paid US \$ 100 or its equivalent in Indian currency. However, these rates will be subject to changes as decided by the University from time to time.

27. **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 :

- i) Dean of the Faculty – Chairman
- ii) Head of the concerned department – Member
- iii) Supervisor of the Research Scholar – Member

Where 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.

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

No. _____

Application for Registration to Doctor of Philosophy (Ph.D.) for only such candidates who have qualified pre- Ph.D. test and successfully accomplished the pre-Ph.D. Course or are M. Phil.

Affix passport size photo here

To

The Head
Department of _____
M.D. University,
Rohtak

Sir,

I intend to get myself registered for Ph.D. Programme in the Department of _____, M.D. University, Rohtak and submit the following particulars in support of my candidature. I have read the Ordinance for this course and undertake to abide by its provisions faithfully.

PARTICULATRS TO BE FILLED IN BY THE CANDIDATE

1. Name (in block letters) Mr./ Miss/ Mrs. _____
2. Father's Name _____
3. Nationality _____ 4. Marital Status _____
5. Date of Birth (as given in Matriculation Certificate) _____
6. Registration No. _____ (if already registered)
7. Category _____
8. Permanent address _____

9. Local address _____

10. Details of Previous Examinations Passed

Examinations Passed	Name of the University	Year	Roll No.	Marks Obtained	Maximum Marks	Percentage of Marks/Grade	Subject/Papers
1. 12th (10+2)							
2. Graduation (B.A./B.Sc./B.Com./etc)							
3. Post-Graduation (M.A./M.Sc./M.Com. etc.)							
4. M.Phil							

11. Any other qualification : _____

12. Proposed topic of research _____

13. Details of previous research experience, if any _____

14. Details of publications, if any _____

15. Languages known 1. _____ 2. _____ 3. _____

16. Are you employed ? _____

If yes, write name of the institution and nature of work, i.e. Teaching or Non-teaching

 (A certificate signed by the Head of the Institution in which the candidate is employed to the effect that the application is being submitted with his / her consent and permission, be also attached).

Yours faithfully,

Date : _____

(Signature of the Candidate)

17. Name and address of the proposed supervisor :

18. Details of the academic/research qualification/experience of the proposed supervisor (details of experience at U.G. and P.G. level to be given separately).

	Post	Institution	Details/Period in year(s) and month(s)
Academic qualification			
Teaching experience PG Level			
Teaching experience UG Level			
Post-Doctrol Research Experience			

1. CERTIFICATE OF CONSENT BY SUPERVISOR(S)/JOINT SUPERVISOR

I/We, am/are willing to act as his/her supervisor.

Dated

Signature of the Supervisor/
Joint Supervisor

2. CERTIFICATE OF ELIGIBILITY OF SUPERVISOR/JOINT SUPERVISOR

Certified that Dr. fulfils the eligibility conditions required for a supervisor as laid down under concerned clause of the Ph.D. Ordinance.

Dated

Head, Deptt. of,
M.D. University, Rohtak

3. CERTIFICATE OF ELIGIBILITY

Certified that the applicant is eligible/not eligible for Ph.D. registration.

If not eligible, give reasons _____

Date : _____

Head,
Deptt. of _____
M.D. University, Rohtak

RECOMMENDATIONS OF THE DEPARTMENTAL RESEARCH COMMITTEE

- i) Recommended / Not Recommended _____
If not recommended, brief reasons are to be given _____
- ii) Proposed Supervisor, Jt. Supervisor (if registration recommended) _____
- iii) No. of Scholars he/she is currently supervising : _____

Date : _____

Chairman/Chairperson
Departmental Research Committee

RECOMMENDATIONS OF THE POSTGRADUATE BOARD OF STUDIES

Recommended/Not Recommended _____
If not recommended, brief reasons are to be given _____

Date : _____

Chairman/Chairperson
P. G. Board of Studies

RECOMMENDATIONS OF THE JOINT FACULTY RESEARCH BOARD (JFRB)

Recommended/Not Recommended _____
If not recommended, brief reasons are to be given _____

Date : _____

Chairman/Chairperson, JFRB,
M. D. U., Rohtak

Note : The following documents are required to be submitted alongwith the application.

1. Matriculation certificate alongwith its photocopy for verification of the date of birth.
2. Original D.M.C. of M.A./M.Sc./M.Com/M.Ed./M.Phil and Degree certificate alongwith their photocopies.
3. Migration certificate (in case of student coming from another University).
4. No Objection Certificate from applicant's employer, if he/she is employed.

PROFORMA FOR HALF YEARLY PROGRESS REPORT OF REGISTERED RESEARCH SCHOLARS FOR THE PERIOD ENDING _____

PROGRESS REPORT FROM _____ TO _____

PART - 1

1. Name of Research Scholar _____
2. Father's Name _____
3. Permanent Address _____

4. Date of joining _____
5. Registration Number _____
6. Date of Ph.D. Registration _____
7. Name of the Department _____
8. Subject of studies _____
9. Topic of research as approved
by the BOS/Academic Council _____
10. Nature of Fellowship, if any _____

11. Details of leave applied for during
the period under report, if any _____

12. * Research work done during the period
under report _____
13. * Research papers published _____
14. * Any other information not covered above _____

Date : _____

(Signature of the Candidate)

* Attach separate sheets, if required, for details.

PART - II

REPORT OF THE SUPERVISOR

Conduct of the Research Scholar _____

Overall assessment of the progress and specific comments of the Supervisor

Date : _____

Signature of the Supervisor
(with full address)

PART - III

SPECIFIC RECOMMENDATIONS OF HEAD OF THE DEPARTMENT

Date : _____

Signature of Head of the Department

**BROCHURE FOR REGISTRATION TO Ph.D. PROGRAMME
CAN BE OBTAINED FROM**

Publication Cell,
Maharshi Dayanand University,
Rohtak-124001

Price :
At Counter : Rs. 500/- (for General)
: Rs. 125/- (for SC/BC of Haryana)
By Regd. Post : Rs. 550/- (for General)
: Rs. 175/- (for SC/BC of Haryana)