

Ph.D ORDINANCE 2016

(Excluding Faculty of Engg. and Technology)



Maharshi Dayanand University, Rohtak

(A State University established Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

Website: www.mdurohtak.ac.in

ORDINANCES FOR REGISTRATION AND AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) IN VARIOUS FACULTIES EXCLUDING FACULTY OF ENGINEERING AND 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/ relevant Boards of Studies.

3. ACADEMIC ELIGIBILITY

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

- (i) Master's degree with at least 55% marks in aggregate in the subject concerned or in an allied subject (52.25% for SC/ST candidates).

OR

- (ii) 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 with 55% marks or equivalent grade therein (52.25% for SC/ST candidates).
- (iii) Candidates with Qualifications as laid down in (ii) shall also be eligible for doing Ph.D. in Department of Economics, and Commerce.

OR

- (iv) M.Phil degree (regular mode only) or a recognized equivalent degree beyond Master's degree level with atleast 55% marks (52.25% for SC candidates of Haryana only) or equivalent grade in the grading system and Master's degree with 50% marks in aggregate in the subject concerned or an allied subject.

4. APPLICATION FOR ADMISSION

- (i) The candidate shall apply for admission to Ph.D. programme in a prescribed form available with Publication Cell of the University/Online or it can be downloaded from the University website www.mdurohtak.ac.in. In case of downloaded application form, the applicant shall remit the prescribed fee of application form/online submission in the manner stipulated by the University from time to time.

- (ii) Application forms for admission to Ph.D. programme in different subjects shall be submitted alongwith prescribed entrance test fee for Ph.D. course wherever applicable to the office of the Head/Director of the respective Teaching Department/ Institute.
Separate application form (s) shall be filled up for each subject.

5. ADMISISON PROCEDURE

- (i) 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.
- (ii) The University shall make admissions to Ph.D. programme through an Entrance Test the syllabus of which shall be same as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for entrance test will be decided by the concerned Teaching Department.
- (iii) Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same (47.5% for SC/ST candidates).The format of entrance test shall be decided by the concerned department with the approval of the Vice-Chancellor.

The following categories of candidates are exempted from taking entrance test for Ph.D. programme.

- (a) The candidates who have qualified UGC/CSIR/JRF/NET or any other similar examination/ SLET (Haryana State) as the case may be.
- (b) Candidates who have passed Pre-Ph.D. /M.Phil. (through entrance test only) course of M. D. University, Rohtak.
- (c) Supernumerary seats (maximum one in each Department) may be allowed for admission of foreign students subject to the availability of Supervisor and such candidates shall be required to qualify the test with 40% marks.
- (d) One supernumerary seat in each Department may be allowed for admission to the University Teachers, who are otherwise eligible i.e. he/she has qualified JRF/NET.

6. CRITERIA FOR PREPARING MERIT LIST

In case number of applicants who qualify the entrance examination along with the applicants who are exempted from entrance test is more than the number of seats for this course, then the merit list for admission to Ph.D. programme shall be prepared by the Department according to the following criteria:-

- (a) 30% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of mark; in the Bachelor's degree examination.
- (c) (i) 30% marks in the entrance test.
OR
- (ii) Weightage of 20 marks to those candidates who have qualified for JRF.
OR
- (iii) Weightage of 15 marks to those candidates who have passed NET/SLET (State Level Eligibility Tests)/M. Phil. (through entrance test only)/Pre-Ph.D. examination of M.D. University, Rohtak.
OR
- (iv) Weightage of 2 marks for each cumulative year of teaching experience as full time Assistant Professor in University/College after becoming eligible for the same subject to maximum of 15 marks.
- (d) Candidates who have passed Master's examination / M.Phil examination from M.D.U.= 5 marks.
- (d) (i) Weightage of 3 marks for each cumulative year (maximum weightage of 6 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies and the University teachers.
- (e) Interview=10 marks
- (f) While granting admission to students to Ph. D programme, the Department/Institute will pay due attention to the State level Reservation Policy.
- (g) 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.
- (h) Admission Committee will consist of Head of the Department and two Professors, one Assoc. Professor and one Assistant Professor by seniority and rotation. All members must satisfy eligibility conditions to be Ph.D. Supervisor. In case a Department does not have requisite number of Professors/Associate Professors, the Admission Committee shall comprise minimum of three 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.

NOTE: The above criteria will be subject to changes as decided by the University from time to time.

7. COURSE WORK

- (i) The Department concerned shall design the Ph.D. programme as per UGC guidelines, “The Ph.D. programme must include a course on research methodology which may include quantitative methods and computer applications. It may also involve review of published research in relevant area”.

If found necessary, the Head of the Department may allow a candidate to undertake Ph.D. coursework in any sister Department of the University. A Committee comprising Dean of the Faculty, Head of the concerned Department and one senior most teacher of that Department (excluding Dean and HOD) will identify such sister Department.

- (ii) The course work of Ph.D. programme shall be of one semester duration.
- (iii) The following categories of candidates shall be exempted from the Ph. D course work:-
- a) Candidates who have obtained M.Phil degrees from M.D.U.
 - b) Candidates who have passed Pre-Ph.D course of M.D. University, Rohtak.
- (iv) Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time except the candidates who are exempted from the Ph.D. course work.
- (v) The amount of the examination fee to be paid shall be governed by the rules applicable from time to time.
- (vi) 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 during the concerned semester.
 - (c) Has attended not less than 65% of lectures delivered in theory as well as practicals.
- Relaxation in shortage of lectures up to 20% will be allowed by the Head of the Institution/Department on the following grounds:
- (a) Self-illness;
 - (b) Illness/death of parents, brother, sister or any other close family member;

- (c) Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.
- (vii) The medium of instructions and examination shall be English/ Hindi except in case of Hindi where it shall be Hindi and in case of Sanskrit it shall be English or Hindi or Sanskrit
- (viii) The minimum pass marks shall be:
- (a) 50% in each theory paper.
- (b) 50% in the aggregate.
- (ix) 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.
- (x) 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 subsequent semester(s) on such dates as may be fixed by the Controller of Examinations. In re-appear cases, the student will be exempted to appear in such papers in which he/she had obtained 50% marks as per Clause 7 (viii) above.
- (xi) The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.
- (xii) If a candidate fails to pass Ph.D. course work examination within time stipulated in Clause 7 (x) above, his/her admission to Ph.D. programme shall be cancelled.
- (xiii) Soon after the termination of the examinations, the Controller of examination shall publish a list of candidates who have passed the Ph.D. course work examination.

8. PROCEDURE FOR REGISTRATION

- (i) The following categories of candidates from among those admitted to Ph.D. programme are eligible to apply for registration to Ph.D.:
 - (a) Those who are exempted from Ph.D. course work in terms of Clause 7 (iii)
 - (b) Those who have passed Ph.D. coursework of the University in terms of Clause 7 (viii).
- (ii) The allocation of Supervisor of student eligible for Ph.D. registration shall be made by the Departmental Committee constituted as per Ph.D. Ordinance keeping into consideration the research interest of the student indicated during interview by the student and available specialization among faculty Supervisors. However consent of the Supervisor is desirable.
- (iii) Application(s) from eligible candidates from among those admitted to Ph.D. programme received upto 30th September/31st March (or as decided by the University from time to time) 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. The candidature for the Ph.D Registration would be valid for one year from the date of his/her eligibility for the registration.
- (iv) The Departmental Committee for considering the applications for registration to Ph.D. programme will consist of all Professors, Associate Professors and Assistant Professors of the Department provided they are otherwise eligible for appointment as Ph.D. Supervisors. The proposed supervisor will also be invited to attend the meeting of the Departmental Committee if he/she is not its member.
- (v) 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:
 - (a) Recommend the research proposal for consideration by Departmental Research Committee (DRC).

OR

 - (b) Suggest suitable changes in the research proposal.

OR

 - (c) Reject the proposal.
- (vi) 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) before the DRC which shall consist of the following:-

- (I) Head of the Department concerned/ Director of the Institute - Chairman
- (II) (a) All Professors and Associate Professors of the concerned Department/ Institute
(b) One Assistant Professor of the Department/ Institute to be nominated by the HOD/ Director seniority wise by rotation for a period of two years.
- (III) 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.
- (IV) 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.
- (vii) 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.
- (viii) 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)/ Board of Studies (BOS), the DRC shall clearly state whether in its opinion the subject proposed for research is suitable or not; However, DRC may either reject the application or 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-specialty nature, the DRC may recommend the appointment of Co-Supervisor who can be from other universities/ research institutes as well, for reasons to be recorded. In no case, there shall be more than two Supervisors. The qualifications for a Co-supervisor will be the same as prescribed for the single Supervisor. The whole process of holding the meetings of the Departmental Committee, Departmental Research Committee and the PGBOS shall be completed within 3 months of the last date of receipt of application for each cycle.
- (ix) The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS/BOS and Academic Council for its consideration and approval.

- (x) 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.
- (xi) The date of registration of the research scholar shall be the date on which the P.G. Board of Studies/Board of Studies recommends the registration of the candidate.
- (xii) Head of the Department shall provide infrastructural facilities to the scholars on continuous basis.

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 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 a Assistant Professor in a research institute may be appointed Research Supervisor for Ph.D. In addition to above, he/she has also published at least three research papers in the journals indexed with the databases approved by the University.

OR

A teacher appointed through duly constituted selection committee and approved by the University possessing a doctoral degree and at least three years of PG teaching experience in the concerned subject in a PG College /Institute affiliated by M. D. University and having published three research papers in the journals indexed with the databases approved by the University. Before allotting supervisors from PG Colleges/Institute the concerned Head of the Department must get a certificate from the Principal of the College concerned that the College has requisite research facilities and get the same verified.

NOTES

- (a) The research proposals where lab/experimental facilities are required, college teachers can be appointed only as Co-Supervisors. The eligibility criteria for Co-Supervisor from a College/Institute will be same as is in the case of supervisors. However, the college/institute/University should be approved by the UGC.

- (b) The eligibility of the supervisor will be decided by the Departmental Committee.
- (c) Teaching of distance education classes will not be considered teaching experience for the eligibility of the supervisor.
- (d) Three years P.G. 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.
- (e) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's/husband's brother and sister, brother's son/daughter, sister's son/daughter, first cousin, nephew, grandson, granddaughter shall be appointed as 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/Joint 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, **subject to the maximum of eight number of seats to the supervisor.** 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 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. 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

- (i) In case 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 to change the supervisor.

OR

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

OR

- (iii) In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. 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.

13. 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 (provided the admission of that candidate to Ph.D. programme was through Entrance Test and the candidate has passed Ph.D. course work as per UGC norms), may be permitted by the Departmental Research Committee as well as Post Graduate Board of Studies/ 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/Joint Supervisor is working for a minimum period of 180 days after Ph.D. registration. The concerned Supervisor/Joint Supervisor shall maintain the attendance record of the candidate (s).

- (iii) 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/Board of Studies. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- (iv) A research Scholar can join part time/evening course in a Foreign Language along with Ph.D. programme.

14. 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.

15. 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.
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 /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 organized by the concerned Head of the Department.
- (iv) Ph.D. student shall publish at least two research papers related to the thesis work in the journals indexed with databases approved by the University before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint and append the same with the thesis.
- (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. The notice of Pre-submission Seminar shall be issued by the Head of the Department under intimation to the office of the Vice-Chancellor.

- (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 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. The researcher will have to apply for extension well before the expiry of four years of initial registration. 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 may refer the matter to a Committee comprising the following for consideration of the request of the candidate:-

- i) Dean Academic Affairs
- ii) Dean of the Faculty concerned
- iii) HOD, Concerned
- iv) 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 specifying that no extension will be allowed beyond that period with an annual prescribed fee along with late fee of Rs. 5000/- failing which his/her registration of Ph.D shall be cancelled automatically. The recommendations of the Committee shall be referred to the Academic Council for its approval.

16. CANCELLATION OF REGISTRATION

The Vice-Chancellor, on the recommendation 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

- (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/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 area of specialization of the Ph.D. thesis. The Board of Studies may ensure that atleast 50% of the examiners in the panel of examiners recommended are from places outside the state.

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.

- (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.

18. GUIDELINES FOR SUBMISSION OF THESIS

- (i) The thesis shall be an original piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts or theories. In either case, it should evince the candidate's capacity for critical acumen and judgment.
- (ii) 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.
- (iii) The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size '12' in 'Times New Roman format'.
- (iv) The thesis should be typed in 1 ½ space. But the bibliography/references should be typed in single space.
- (v) The copies of thesis meant for evaluation should be bound in paper-back form and one copy should be in hard binding, which will be sent to the library.
- (vi) The title page of Ph.D thesis would be in Maroon Colour with Golden Printing on it.
- (vii) 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 with date)

(Countersigned by Supervisor and Head of the Department with date)

- (viii) A candidate shall also submit six copies of the summary of the thesis 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.
- (ix) 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.
- (x) **Plagiarism Check**
The following guidelines must be adhered to for submitting the Plagiarism report generated by the Turnitin/ithenticate/ any other software recommended by MDU at the time of Ph.D. thesis submission:
 1. The Ph.D. thesis must undergo a Plagiarism check by either Turnitin/ ithenticate/any other software recommended by MDU from time to time.

2. The exclusion at the time of performing the check should be limited to the following:
 - a. Quotes
 - b. Bibliography
 - c. Phrases Small matches upto 12 words
 - d. Small similarity less than 1%
 - e. Mathematical Formula
 - f. Name of Institution, Departments etc.
3. 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 cheek. This will be for reference of the library which will perform the final check.
4. The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission
5. The Vivekananda Library will issue the final Certificate of Plagiarism check called the Plagiarism Verification Certificate and Supervisor/Guide will certify that the similarity index is acceptable. This certificate has to be submitted to the COE at the time of submission of thesis.

19. 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) Each examiner shall give detailed report on the thesis and make a clear-cut recommendation 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.

20. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

- (i) 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 question to the examinee.
- (ii) 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 examination. 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. At least one week notice shall be issued for the meeting.

- (iii) 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.
- (iv) 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.
- (v) 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.

21. FEE FOR Ph.D. WORK

- I) Ph.D. coursework fee (to be paid by those who are required to complete coursework):

Course work fee for Engineering & Technology	Rs. 20000/-
Course work fee for others	Rs. 5000/-

 For Ph.D. Programme every research scholar shall pay fee as under:
- II) Registration Fee* Rs.2000/-
- III) (a) Annual Fee except for the candidates having Laboratory subjects as mentioned at Sr. No.(ii) (b) & (ii) (c). Rs. 2000/-
- (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. 4000/-
- (c) Annual Laboratory fee for subjects in Science such as Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology etc. Rs.8000/-
- (d) Annual Fee will be payable within 15 days of registration and annually thereafter.
- IV) Evaluation fee to be charged at the time of submission of Ph.D. thesis Rs.7500/-
- V) Late fee for delayed payment of annual fee:

a) upto six months	Rs.500/-
b) beyond six months	Rs.1000/-

*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.

22. Each examiner shall be paid the remuneration of Rs.1500/- for evaluating the thesis and Rs.1000/- 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.

23. 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.

Annexure –I

Original/Duplicate

Roll No. _____
(To be assigned by Office)**MAHARSHI DAYANAND UNIVERSITY, ROHTAK**

Application Form for Admission to Ph.D (_____)

For Office Use

Received on _____ Dept. Regn. No. _____ Signature of Receiver _____

IMPORTANT INSTRUCTIONS:

- (i) The candidates should study the instructions given in the Ph.D Ordinance carefully before filling this form.
- (ii) No Column should be left unfilled. Write "N.A" against the Columns which do not apply to you.
Affix your passport size coloured photograph, not more than Three months old duly attested.
- (iii) Please enclose copies of all relevant documents alongwith a list of the same duly signed.

1. (i) Department _____ (ii) Name of Course _____
2. Name (in block letters) Mr. Miss/ Mrs. _____
3. (i) Name of Father _____ Occupation _____
(ii) Name of Mother _____ Occupation _____
(In case of single parent candidate can mention one name only)
4. Nationality _____
5. Guardian's Name and Address, if other than father _____

6. University Regn. No. if any _____
7. Married/ Unmarried _____
8. Date of Birth _____
(as given in Matriculation or Higher Secondary Examination Certificate)
9. a) Address for Correspondence _____
E-Mail ID _____ Ph. No. _____
b) Permanent Address _____
E-Mail ID _____ Ph. No. _____
10. i) Do you want to be considered for any of the reserved categories as provided in the Ph.D Ordinance
(YES/NO)
if yes, mention the name of the reserved categories in order of preference.
(Write SC,BC (Block A or B), ESM, FF, PH, as the case may be)

1	2	3

11. Educational Qualification (please attach photocopy of marks sheet)

Exam Passed	Uni/Board	School/College	Year of passing	Max. Marks	Marks Obt.	Subject
10+2 or equivalent						
B.A/B.Sc/B.Com Part –I						
B.A/B.Sc/B.Com Part –II						
B.A/B.Sc/B.Com Part –III						
M.A/M.Sc./M.Com or equivalent						
M.Phil/Pre Ph.D						
Any other Exam.						

12. Are you claiming weightage on any of the grounds mentioned below:

(If yes, please attach proof of it)

- i) Have you qualified JRF of UGC/CSIR? (YES/NO)
- ii) Have you qualified UGC NET or its equivalent test ? (YES/NO)
- iii) Have you qualified SLET (State Level Eligibility Tests) (YES/NO)
- iv) Do you have teaching experience?
- a) As full time Assistant Professor in University/College after becoming Eligible for the same (YES/NO)
- b) If yes, number of completed teaching years _____
- v) a) Do you have research papers published in refereed journals? (YES/NO)
- b) If yes, number of papers published _____
- vi) Have you passed Master's examinations from MDU? (YES/NO)

Total Weightage claimed of all above :

13. Have you attached Character Certificate from the Head of the Institution last attended _____ (YES/NO)
14. Were you ever expelled/disqualified /rusticated/punished for misconduct or indiscipline by any of the institutions which you have studied in ? (YES/NO)
15. Are you employed? (If yes, please give the name and address of the employer and attach "No Objection Certificate) (YES/NO)
16. Are you enrolled in or seeking admission to any other course concurrently? (YES/NO)
(if yes, State Class and Department/ College/Institution)
17. Are you applying for Hostel? (YES/NO)

Dated _____

Signature of the Applicant

DECLARATION:

I _____ S/o Sh. _____ do hereby declare:

- (i) That I have carefully read the instructions given in the Ph.D Ordinance and the information as given above, including marks and percentage in column 11 and above is correct and nothing has been concealed.
- (ii) I undertake to observe proper standard of academic conduct.

- (iii) I shall abide by the Rules, Regulations and Ordinances in force, at present or that may be made thereafter by the M.D.U, Rohtak and I shall not participate in activities prejudicial to discipline in the University or in deviation from good conduct.
- (iv) If any particulars/declaration as above are found to be incurred the University may cancel my admission and I shall not have any right/claim for refund of any fee/damage etc. whatsoever.
- (v) I shall faithfully carry out the instructions issued by the Head of the Department and other University authorities from time to time.
- (vi) I hold myself responsible for due and prompt payment of fees and all other dues.
- (vii) I understand that I cannot concurrently be enrolled for more than one full time courses of studies at a time.
- (viii) I shall not indulge in any kind of ragging activities.

Dated _____

Signature of the Applicant

CERTIFICATE FROM FATHER/GUARDIAN

I certified that my son/daughter/ward has made this application with my consent and I hold myself responsible for his/her good conduct and payment of all his/her fees and dues during his/her stay in the Department and he/she will not indulge in any kind of ragging as a student of the University.

Dated _____

Signature of the Father/Guardian

CERTIFICATE OF EMPLOYER

It is certified that _____ S/o Sh. _____ is working as _____ in our Organization/Department. I have no objection to his/her pursuing in the whole time course in the M. D. University, Rohtak.

Dated _____

Signature & Designation of the employer
(with seal)

Annexure -II

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

Application for Registration to Doctor of Philosophy (Ph. D)

To

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

Affix passport
size photo here

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.

PARTICULARS TO BE FILLED IN BY THE CANDIDATE

1. Name (in block letters) Mr./ Miss/ Mrs. _____
2. (i) Father's Name _____
(ii) Mother'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 _____
(a) Mobile No. _____ (b) Email _____
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
12th (10+2)							
Graduation (B.A./B.Sc./ B.Com./etc)							
Post-Graduation (M.A./M.Sc./M.Co m. etc.)							
M. Phil/ Pre Ph.D							

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).

Date:

Yours faithfully,
(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)
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

i) Recommended/Not Recommended

ii) 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)

i) Recommended/Not Recommended

ii) 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.

Annexure –III**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 _____
15. Number of days the candidate was
present where Supervisor/Joint Supervisor
works (other than SRF/JRF/URS candidates) _____

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 DEPARTMENTAL RESEARCH COMMITTEE

Date:

Signature of Head of the Department

MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001

Faculty of _____

Department of _____

Title of Thesis _____

Ph.D Scholar Report Card

1. Name of Research Scholar : _____
2. Address : _____

3. Telephone No. & E-Mail : _____
4. Mother's Name : _____
5. Father's Name : _____
6. Name & Designation of Supervisor : _____
 Address : _____

7. Name & Designation of Co-Supervisor, if any : _____
 Address : _____

8. Mode of Admission Through M.Phil/ Pre Ph.D course : _____
9. Date of Registration in Ph.D programme vide letter No. _____ dt. _____ : _____

10. Progress Reports half yearly:

Sr. No.	Period	Date on which sent to Registration Branch	Progress Status
1.			
2.			
3.			
4.			

11. Details of Annual Seminar :

Sr. No.	Date of which Seminar presented
1.	
2.	
3.	
4.	

12. Key dates:

Date of Regn.	Regn. Cancelled on (if any)	Cancellation Revoked on	Date of extension (if any) and duration	Date of pre submission seminar	Thesis submitted on	Viva-voce exam held on

13. Research papers published out of thesis:

Sr. No.	Title of Paper	Name of Journal/ Volume/ Issue/ Year/ Page No. (s)	ISSN Number	Impact Factor
1.				
2.				
3.				
4.				
5.				

14.

Examiners	Thesis sent	Reports received on	Recommendations
First			
Second			

15. Main contributions made by the Research Scholar (less than 200 words):

16. Reports of Examiners (each less than 150 words)

Examiner 1:

Examiner 2:

17. Recommendations of External Examiners who conducted the Viva-Voce:

18. Corrections, if any indicated in the Reports: _____

19. Correction carried out or not : _____

Dated Signature of Supervisor

Countersigned by:
Head of the Department

