



2017-18

Indira Gandhi University

Meerpur, Rewari

ORDINANCE FOR ADMISSION AND AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) IN VARIOUS FACULTIES

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.

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

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UGC seven point scale in the subject concerned or allied subject.

A person who is pursuing his/her M.Phil. from IGU, Meerpur and whose M.Phil. dissertation has been evaluated and the viva voce is pending may also be considered for admission to the Ph.D. programme.

Note: A relaxation of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled candidates belonging to Haryana state only.

4. APPLICATION FOR ADMISSION

4.1 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.ignu.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.

4.2 Application forms for admission to Ph.D. programme in different subjects shall be submitted along with prescribed entrance test fee for Ph.D. course wherever applicable to the office of the Chairperson/Director of the respective Teaching Department/ Institute.

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 October/November or as decided by the University.

5.2 The University shall make admissions to Ph.D. programme through an Entrance Test, as under:

Part-I Research Aptitude 50 Marks

Part-II Subject Related 50 Marks

The syllabi for the Part-I shall be common to all and shall be prescribed by the University in the admission brochure.


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The syllabi for Part-II shall be the same as prescribed for NET (Paper-II Only) (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 through the Departmental Committee.

There will be 50 multiple choice questions in the question paper and the candidate is required to attempt all the questions. The duration of the examination shall be 75 minutes. Each correct answer will be given 2 marks and for each wrong answer 0.50 marks shall be deducted.

Note: Entrance Test is compulsory and there is no exemption on any ground.

- 5.3 Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same (47.5% for SC/ST candidates). There will be negative marking equivalent to one fourth marks for each wrong answer.

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

5.4 **Supernumerary Seats**

- (a) 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 Entrance Test with 50% marks.
- (b) Supernumerary seats in each Department, subject to the availability of the Supervisor, may be allowed for admission to the University appointed teachers working on regular basis who are otherwise eligible. Such candidates shall be required to qualify the Entrance Test with 50% marks. However, consent of the Supervisor is required and that should remain within limit as per Clause-11 of the Ordinance.

6. **CRITERIA FOR PREPARING MERIT LIST AND ADMISSION TO PH.D. PROGRAMME**

- 6.1 In case number of applicants who qualify the entrance examination is more than the number of seats for this course, then the merit list for admission to


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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) 50% marks in the entrance test.
 - (c) Weightage of 5 marks to those candidates who have qualified for JRF.
 - (d) Weightage of 3 marks to those candidates who have passed NET/GATE/GPAT/ SLET (Haryana State Only).
 - (e) Weightage of 1 marks for each cumulative year of teaching experience as full time Teachers (Assistant Professor/Associate Professor/ Lecturer etc.) in University/College after becoming eligible for the same subject to maximum of 5 marks.
 - (f) Weightage of 5 marks to the candidates who have passed qualifying examination from Indira Gandhi University, Meerpur/IGPGRC Meerpur.
 - (g) Weightage of 1 mark for each cumulative year (maximum weightage of 5 marks) to the Project Fellows working in various projects funded by the UGC and other Government agencies.
 - (h) 5 Marks for M.Phil (Completed in Regular Mode Only).
 - (i) 10 Marks for Interview.
- 6.2 While granting admission to students to Ph.D. programme, the Department/Institute will pay due attention to the State level 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 The Interview Committee shall comprise Chairperson of concerned Department and two Outside Experts not below the rank of Professor to be nominated by the Vice-Chancellor.
- 6.5 Admission Committee will consist of Chairperson of the Department and two Professors, one Associate 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 Chairperson of the Department.


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7. COURSE WORK

7.1 The Department concerned shall design the Ph.D. programme as per UGC guidelines. The Ph.D. programme must include courses on research methodology which may include quantitative methods, computer applications, research ethics and review of published research work in relevant area.

If found necessary, the Chairperson 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, Chairperson of the concerned Department and one senior most teacher of that Department (excluding Dean and HOD) will identify such sister Department.

7.2 The course work of Ph.D. programme shall be of one semester duration. The syllabi of the Ph.D. Course work shall be the same as prescribed for M.Phil 1st Semester. The credit assigned to the course work shall be 12 credits.

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 Regulations 2009 and later.

7.4 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.

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 during the concerned semester.

(c) Has attended not less than 65% of lectures delivered in theory as well as practical's.

Note: Relaxation in shortage of lectures up to 20% will be allowed by the Chairperson of the Institution/Department 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 Chairperson of the Institution/Department.
- 7.7 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
- 7.8 The minimum pass marks shall be:
- a) 50 % marks in each written paper/practical and Internal assessment separately.
 - b) 55 % marks in aggregate.
- 7.9 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.
- 7.10 A candidate who fails to pass or having been eligible fails to appear in the examination (Theory as well as Internal Assessment) 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.
- 7.11 The internal assessment awards of a candidate who fails in theory examination shall be carried forward to the next examination.
- 7.12 If a candidate fails to pass Ph.D. course work examination within the time stipulated in Clause 7.10 above, his/her admission to Ph.D. programme shall be cancelled.
- 7.13 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.:

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- (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 7.8.

8.2 The allocation of Supervisor to a student eligible for Ph.D. registration shall be made by the Departmental Committee constituted as per Ph.D. Ordinance [Clause 8.5(1)] keeping into consideration the research interest of the student indicated during interview by the candidate and available specialization among faculty Supervisors.

8.3 Research Advisory Committee and Its Functions

A Research Advisory Committee (RAC) shall consist of the following:

- i) Concerned Supervisor (Convener)
- ii) Chairperson of the concerned Department (Member)
- iii) One other teacher from the faculty members of the concerned Department, preferably in the related research area, to be nominated by the Departmental Committee from the department itself (Member).

The Committee shall have the following responsibilities:-

- (a) To review the research proposal and suggest the topic of research;
- (b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (c) To periodically review and assist in the progress of the research work of the research scholar.
- (d) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Department with a copy to the research scholar.
- (e) In case the progress of research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the Department with specific reasons for cancellation of the registration of the research scholar.


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8.4 Application(s) from eligible candidates from among those admitted to Ph.D. programme received upto 31st October/30th April (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.

Note: The candidature for the Ph.D. Registration would be valid for one year from the date of his/her eligibility for the registration.

8.5 (1) 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 only for the case of his/her candidate, if the supervisor is not its member.

8.6 (1) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the Departmental Committee by its Chairperson at least seven days the meeting in which the candidate will be required to defend his/her research proposal.

(2)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.

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8.7 (1) Chairperson 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:

- (a) Chairperson of the Department concerned/ Director of the Institute – Chairperson.
- (b) All Professors and Associate Professors of the concerned Department/ Institute.
- (c) One Assistant Professor of the Department/ Institute to be nominated by the HOD/ Director seniority wise 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.

$\frac{2}{5}^{\text{th}}$ 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.

8.8 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 by the Chairperson of the Departmental Committee.

8.9 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 a Co -Supervisor who can be from other universities/ research institutes as well, for reasons to be recorded.


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- Note:**
- i) In no case, there shall be more than two Supervisors.
 - 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 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.

- 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 recommendation 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 P.G. Board of Studies/Board of Studies recommends the registration of the candidate.
- 8.13 Chairperson of the Department shall provide infrastructural facilities to the scholars on continuous basis.
- 8.14 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.
- 8.15
- a. After completion of the Ph.D. course work and/or those who are exempted from Ph.D. course work shall be given two chances for his/her Ph.D. Registration.
 - b. immediately after becoming eligible for Ph.D. Registration and after allocation of Supervisor as per Clause-8.2, the candidate is required to submit his/her synopsis for Ph.D. Registration to the Department within the stipulated date.
 - c. The meeting of the RAC shall be convened within 15 days from the last date of submission of application for Registration to Ph.D. Programme.
 - d. The RAC shall review the Research Proposal, finalise the topic and finalise the synopsis of the candidate.

- e. The recommendations of the RAC shall be placed in the meeting of the Departmental Committee, which shall be convened by the Chairperson within One Month from the last date of submission of application for Registration to Ph.D. Programme.
- f. The recommendations of the Departmental Committee shall be placed in the meeting of DRC which shall be convened within Two Months from the last date of submission of application for Registration to Ph.D. Programme.
- g. The Recommendations of the DRC shall be placed before the Board of Post-graduate Studies and Research which shall be convened within Three Months from the last date of submission of application for Registration to Ph.D. Programme.

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 five research papers in case of Professor and two research papers in case of Associate/Assistant Professor in the journals indexed with the databases approved by the University.

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 by I. G. University and having published at least three research papers in the journals indexed with the databases approved by the University. Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Chairperson of the Department must get a certificate from the Principal of the College concerned that the College has requisite research facilities.

- * 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 neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

NOTE:

- i) The eligibility of the supervisor will be ascertained by the Departmental 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 wife, husband, son, daughter, sister, brother, wife's/husband's brother and sister, brother's son/daughter, sister's son/daughter, first cousin, nephew, grandson, granddaughter shall be appointed as his/her Supervisor/ Co- Supervisor.

A Certificate to this effect will be given by the Supervisor/Co-Supervisor along with the application for enrolment.

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, **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:

- 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. The candidate/Supervisor will represent to the Chairperson of the Department/Chairperson, 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

13.1 Every candidate registered for Ph.D. programme shall be required to pursue his/her research work atleast for three years. However, a relaxation of six months will be given to those candidates who have completed their course work or M.Phil. degree. The reduction in this period of 3 years 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 two years in I.G. University, Meerpur.

13.2 Every Research Scholar will be required to stay at I.G. University, Meerpur or at the place where his/her Supervisor/Co-Supervisor is working for a minimum period of 180 days after Ph.D. registration. The concerned Supervisor/Co-Supervisor shall issue a certificate to this effect.

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 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.

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.

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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

15.1 Every research scholar will be required to show continuous progress during the period of his/her registration and it will be monitored by the Research Advisory Committee.

15.2 Every research scholar shall be required to submit half yearly report on the prescribed Proforma for the period from 1st January to 30th June on or before 31st of July and for the period from 1st July to 31st December on or before 31st of January. The supervisor of the research scholar will give his assessment 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.

- a) A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress report, duly signed by the RAC, shall be submitted to the Chairperson of the Department with a copy to the research scholar.
- b) In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. The RAC in either of the following two cases will report the matter to the Chairperson who on the recommendation of the Dean of the concerned faculty will send the case to the P.G. Board of Studies /Board of Studies for cancellation of the registration:
 - i) The research scholar fails to implement the suggested corrective measures by RAC and progress of the subsequent half year is also found unsatisfactory
 - or
 - ii) Presentation on the progress is not made by the candidate for two consecutive half years

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- 15.4 Ph.D. student shall publish at least one research paper in refereed journals and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or acceptance letters/reports.
- 15.5 Prior to the submission of the thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- 15.6(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 Chairperson 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, Chairperson 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:-
- (a) Dean Academic Affairs
 - (b) Dean of the Faculty concerned
 - (c) Chairperson Concerned
 - (d) Supervisor of the candidate

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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/-. If the candidate still fails to submit the thesis within this permissible time, 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

17.1(1) 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. 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 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 Chairperson, Board of Studies, may, for satisfactory reasons, extend the period by a maximum of another six months only.

18.9 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 in 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.

18.10 Plagiarism Check

The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of Ph.D. thesis:

- (a) The Ph.D. thesis must undergo a Plagiarism check by either Turnitin/iThenticate or any other software recommended by IGU from time to time.
- (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 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.

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- d) The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission
- e) The Central Library will issue the final Certificate of Plagiarism check called the Plagiarism Verification Certificate and Supervisor will certify that the similarity index is acceptable. This similarity index should not be more than 25%. This certificate has to be included in the thesis.

19. EVALUATION OF THESIS

- 19.1 The thesis shall be evaluated by the student's supervisor and two external examiners selected by the Vice-Chancellor out of the panel of external examiners already approved by him. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within two months.
- 19.2 Each examiner shall give detailed report on the thesis and make a clear-cut recommendation whether:
- a) The thesis be accepted.
 - OR
 - b) The 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.

- 19.3 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.
- 19.4 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.

- 19.5 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.
- 19.6 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

- 20.1 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 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 examination. The viva-voce examination shall, unless ordered otherwise by the Vice-Chancellor, be held at IGU, Meerpur in the Department concerned. The date, time and the subject of the thesis shall be notified by the Chairperson 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.
- 20.2 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 Chairperson 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.
- 20.3 If the Dean of the Faculty or Chairperson 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.
- 20.4 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.


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20.5 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.

21. FEE FOR Ph.D. WORK

- 21.1 Admission Fee for all Rs. 1000/-
- 21.2 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/- |
- 21.2 For Ph.D. Programme every research scholar shall pay fee as under:
- (a) Registration Fee Rs.2000/-
(In case of foreign/NRI students except for students from less developed countries this fee will be US \$ 1000)
- (b) (i) Annual Fee except for the candidates having Laboratory subjects as mentioned in (ii) & (iii) below: Rs. 2000/-
- (ii) Annual Fee for subjects involving use of Laboratory such as Psychology, Geography and theoretical fields in science subjects such as Mathematics, Statistics, Computer Science, etc. Rs. 4000/-
- (iii) Annual Laboratory fee for subjects in Science such as Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology, Hotel & Tourism Management, etc. Rs.8000/-
Annual fee will be payable within 15 days of registration and Annually thereafter.
- (c) Evaluation fee to be charged at the time of submission of Ph.D. thesis Rs:7500/-
- 21.3 Late fee for delayed payment of annual fee:
- (a) up to six months Rs.500/-
- (b) beyond six months Rs.1000/-

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

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22. REMUNERATION FOR THE EXAMINERS

Each examiner shall be paid the remuneration of Rs. 3500/- for evaluating the thesis and Rs. 3,500/- for conducting viva-voce. A foreign examiner shall be paid US\$ 400 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:

- | | | | |
|-----|------------------------------------|---|-------------|
| (a) | Dean of the Faculty | - | Chairperson |
| | Chairperson of the concerned | | |
| (b) | department | - | Member |
| (c) | Supervisor of the Research Scholar | - | Member |

In case the Dean of Faculty/Chairperson 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.

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