

ORDINANCE FOR REGISTRATION 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 Board of Post Graduate Studies and Research/ relevant Boards of Studies.

3. ACADEMIC ELIGIBILITY

A candidate 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 of Haryana State only).

OR

- (ii) For Faculty of Management – Masters Degree or any other degree recognized as equivalent thereto in (a) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (b) Two year Post Graduate Diploma in Management recognized as equivalent to MBA by AICTE with 55% marks or equivalent grade therein (52.25% for SC/ST candidates of Haryana only).
- (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 in regular mode and in accordance with UGC-regulation 2009 or a recognized equivalent degree beyond Master degree level with at least 55% marks (52.25% for SC/ST candidates of Haryana only) or equivalent grade in the grading system and Master degree with 50% marks in aggregate in the subject concerned or an allied subject.
NOTE: The allied subject will be decided by the Departmental Research Committee.

4. APPLICATION FOR ADMISSION

- (i) The candidate shall apply for admission to Ph.D. programme in a prescribed form available in the University or it can be downloaded from the University website www.igu.ac.in. In case of downloaded application form, the applicant shall remit the prescribed fee of application form in the manner stipulated by the University from time to time.
- (ii) Application forms for admission to Ph.D. course in different subjects shall be submitted alongwith 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.

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5. ADMISISON PROCEDURE

- (i) Applications for admission to Ph.D. course shall be invited through advertisement once in a year normally in the third quarter/ July-September of the calendar year or as decided by the University.
- (ii) The University shall make admissions to Ph.D. course through an Entrance Test, the syllabus of which shall be as decided by the concerned Teaching Department of the university.
- (iii) Entrance Test will be of 100 marks. A candidate must secure 50% marks to qualify the same (47.5% for SC/ST candidates of Haryana only). Entrance test will be of 100 marks consisting of 100 multiple choice questions. There will be no negative marking.

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

- (a) Candidates who have qualified UGC/CSIR (JRF/NET) or any other similar examinations/SLET (Haryana)/GATE, as the case may be.
 - (b) Teacher Fellows under UGC scheme.
 - (c) M. Phil. Degree holders in accordance with the UGC regulation, 2009 (Regular and admitted through entrance test only). Candidates who have done M.Phil through regular mode but admitted without entrance test shall have to appear in the entrance test. Apart from this, no exemption from entrance test will be granted to M.Phil Degree holders who obtained their degree through Distance mode.
 - (d) Regular and confirmed teachers of Indira Gandhi University, Meerpur, Rewari and the Teachers/ Scientists working in the Institutes/Centres having MOU with Indira Gandhi University, Meerpur.
 - (e) Candidates who have passed Pre-Ph.D. course work of Indira Gandhi University, Meerpur (Rewari) as per UGC regulation, 2009.
- (iv) Applicants who are in service must produce 'No Objection Certificate' from his current employer at the time of submission of application otherwise his/her application will not be considered by the Department. In case of the concealment of this information, the candidature of the applicant will be cancelled. A teacher of the Indira Gandhi University shall not be required to submit 'No Objection Certificate', but his application shall require the endorsement of the Chairperson of his Department and the application shall be sent through the proper channel.

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. course shall be prepared by the Department according to the following criteria:-

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- (a) 30% marks of the percentage of marks in the Master's degree examination.
- (b) 10% mark of the percentage of marks in the Bachelor's degree examination.
- (c) (i) 30% marks of the percentage of marks in the entrance test.
OR
(ii) Weightage of 30 marks to those candidates who have qualified for JRF.
OR
(iii) Weightage of 25 marks to those candidates who have passed NET or its equivalent test.
OR
(iv) Weightage of 20 marks to those candidates who have passed SLET (State Level Eligibility Tests)/M. Phil/Pre-Ph.D. examination of I.G. University, Meerpur, Rewari/State/Central Universities in accordance with UGC-regulation, 2009.
OR
(v) 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 the maximum of 20 marks.
- (d) Candidates who have passed Master's examination / M. Phil. examination from Indira Gandhi University, Meerpur, Rewari/ Regular students of erstwhile Post-Graduate Regional Centre, Rewari = 5 marks.
- (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. Course in each subject shall be decided by the concerned University Teaching Department/Institute keeping in view the specialization of the teachers and the same will be advertised accordingly by the University. However, the seats may be increased or decreased.
- (h) The result of Entrance Test will be considered for admission to Ph.D. only during the session in which the test was held and the same will not be considered in the subsequent year(s), that is, if a candidate wants to be considered for admission next year, he/she will have to appear for test afresh.
- (i) **The Admission Committee** of the Department will consist of Dean of Faculty concerned, Chairperson of the Department, two Professors, two Associate Professors, two Assistant Professors by seniority and rotation. All members must satisfy eligibility conditions to be the Ph.D. Supervisor. In case, a Department does not have Professor and Associate Professor, the Admission Committee shall comprise minimum of four Assistant Professors in order of seniority and rotation. Further, if the required number of teacher(s) is/are not available in the department, the Chairperson of the Department may recommend the name(s) of eligible teacher(s) from the allied subject(s) from within and outside the University Teaching Department(s) as member(s) of Admission Committee for approval of the Vice-Chancellor. The Admission Committee will have a term of one year. The meeting of the admission committee will be chaired by the Dean of the Faculty concerned, in case the Chairperson of the Department is not having Doctoral Degree. However, the official correspondence regarding admission, enrollment and registration of the candidate will be made by the Chairperson of the Department.

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

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7. COURSE WORK

- (i) The course work of Ph.D. programme shall be of *One Semester duration*. The Department concerned shall design the Ph.D. course as per UGC guidelines, "The Ph.D. course work must include a paper on Research Methodology which may include Quantitative Methods and Computer Applications wherever required. It may also involve review of published research in relevant area".
- If found necessary, the Chairperson of the Department may allow a candidate with the permission of Vice-Chancellor 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 Chairperson) will identify such sister Department.
- (ii) Candidates who have done M.Phil as regular students but have not studied and passed the paper on research methodology including quantitative methods & computer applications are required to pass the paper of Research Methodology after taking admission to Ph.D. Course Work. Candidates who have obtained M.Phil Degree through distance education from any Indian University recognized by UGC are required to get admit and pass the Course Work for Ph.D. programme. It is mandatory for Teacher fellows under UGC scheme and Teachers of I.G. University, Meerpur to attend the classes of Ph.D. course work and pass the same.
- (iii) The following categories of candidates shall be exempted from the Ph. D course work:-
- Candidates who have obtained M.Phil degrees as a regular student based on entrance test and as per UGC Regulation, 2009.
 - Candidates who have passed Pre-Ph.D course (as per UGC Regulation 2009) of I.G. University, Meerpur, Rewari.
- (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:
- Bears a good moral character.
 - Has been on the rolls of Department during the concerned semester.
 - Has attended not less than 65% of lectures delivered in theory as well as practicals.

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Relaxation in shortage of lectures up to 20% will be allowed by the Chairperson of the 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 Chairperson 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.
- (viii) The minimum pass marks shall be:
- (a) 50% in each theory paper and internal assessment separately.
 - (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) (theory and internal assessment as the case may be) in consequent two chances after three months of the declaration of result on such dates as may be fixed by the Controller of Examinations.
- (xi) The internal assessment awards of a candidate who fails in theory paper(s) 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 Examinations shall publish a list of candidates who have passed the Ph.D. course work examination.

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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. course work 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 mandatory.
- (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.
- (iv) The **Departmental Committee (DC)** 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. The meeting of Departmental Committee will be chaired by the Dean of Faculty concerned in case the Chairperson of Department is not having Doctoral Degree. However, the official correspondence regarding admission, enrollment and registration of the candidate will be made by the Chairperson of the Department.
- (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. (In case of rejection of the proposal, the candidature of the applicant will be cancelled automatically).
- (vi) Chairperson of the Department concerned shall place the application(s) alongwith recommendations of the Departmental Committee before the Departmental Research Committee (DRC). The Departmental Research Committee (DRC) shall consist of the following:-
 - (i) Chairperson of the Department concerned as Chairman. The meeting of Departmental Committee will be chaired by the Dean of Faculty concerned in case the Chairperson of Department is not having Doctoral Degree.
 - (ii) (a) All Professors and Associate Professors of the concerned Department.

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- (b) Two Assistant Professors of the Department to be nominated by the Vice Chancellor seniority wise by rotation for a period of two years.
- (c) If there is only one Associate Professor available in the department, one next senior most Assistant Professor of the department (in addition to clause (ii) (b) above) can be nominated by the Vice Chancellor.
- (d) If Associate Professor is not available in the department, two next senior most Assistant Professors of the department (in addition to clause (ii) (b) above) can be nominated by the Vice Chancellor.
- (e) If there is no regular Associate or Assistant Professor in the Department, the Chairperson may recommend a panel of seven eligible teachers as experts of other universities (below the rank of Professor) to the Vice Chancellor for his approval. Out of this panel, four experts will be nominated by the Vice-Chancellor.
- (iii) Two outside experts (Invariably Professors) 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.
- (v) 2/5th of the members shall form the quorum.
- (vi) 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.
- (vii) The Departmental Research Committee will adopt the following procedure:
- (a) While recommending the registration of the candidate for consideration by Board of Post Graduate Studies and Research (BOPGS&R), 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 Joint 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 joint supervisor will be the same as prescribed for the single Supervisor.

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- (viii) The recommendations of the DRC for Ph.D. registration shall be placed before the Board of Post Graduate Studies and Research (BOPGS&R) and Academic Council for its consideration and approval.
- (ix) 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 shall stand cancelled automatically. However, the Vice-Chancellor may extend this period in special circumstances.
- (x) The date of registration of the research scholar shall be the date on which the Board of Post Graduate Studies and Research (BOPGS&R) recommends the registration of the candidate.
- (xi) The Chairperson 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 the topic of his/her subject on the recommendations of the Board of Post Graduate Studies and Research (BOPGS&R) and approval of the Academic Council.

10. QUALIFICATIONS OF THE SUPERVISORS

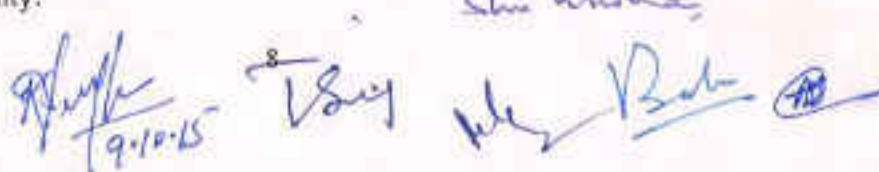
A teacher appointed through duly constituted Selection Committee and approved by the University possessing a Doctoral Degree with atleast two years teaching experience of Post Graduate Classes or five year teaching experience of Under Graduate classes or atleast five years experience of Post Doctoral Research on regular fellowship or on a position atleast 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 atleast three research papers in refereed journals bearing ISSN. This Ordinance declare them eligible and recognized Supervisor. The R&S Branch will issue this letter to the Concerned Teachers of the University. Provided that any other Teacher working in the University, whose deputation is duly approved by the Executive Council, will also act as Supervisor. The quality of research papers and eligibility of the supervisor will be decided by the Departmental Research Committee on the request made by the Faculty in prescribed form.

If necessary, Co-Supervisor may be appointed with the consent of Supervisor from within the same or different department of the university or outside the university who holds a Ph.D. Degree with all conditions mentioned above and not below the rank of Assistant Professor.

Note: Only **regular faculty** (not Adjunct Faculty) can be appointed as Research Supervisor, as per provisions of UGC (Minimum Standards and Procedure for Award of M.Phil. /Ph.D.) Regulations, 2009.

Note: Presently, those teachers who are having Ph.D. Degree and having two year of post graduate experience in I.G.University, Meerpur are not required to undergo this process of eligibility.

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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:

Professor	=	8
Associate Professor	=	6
Assistant Professor	=	4

Provided that the Vice-Chancellor may allow additional seat(s) to a Supervisor on the recommendations of Board of Post Graduate Studies and Research (BOPGS&R) on genuine grounds. However, additional seat(s) will be adjusted as and when any of his/her candidate(s) submit(s) thesis.

NOTE: In case where a Supervisor is working as joint supervisor of a Research Scholar for the purpose of the limit as referred to in the above clause, the number in each such case shall count as half (1/2) both for Supervisor/ Joint Supervisor. A teacher cannot be Joint 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

- (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 Chairperson of the Department/Chairman, Board of Studies, who will put the matter before the Departmental Research Committee as well as the concerned Board of Post Graduate Studies and Research (BOPGS&R) for decision. The DRC as well as BOPGS&R shall, however, consider such case(s) (other than death of the supervisor) in the presence of the Supervisor or in his absence, on his opinion in writing, failing both of which, the DRC as well as BOPGS&R shall decide upon the case(s) on its own. However, the change in such case(s) will be allowed after the approval of the Academic Council.

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13. PERIOD OF WORK

(i) Every candidate registered for Ph.D. programme shall be required to pursue his/her research work at least 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 of this Ordinance (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 Board of Post Graduate Studies and Research (BOPGS&R), to be registered as a research scholar of the University with the same topic. However, this process will be started only after the receiving of "No Objection Certificate" from the parent University. 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 Meerpur or Rewari 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 maintain the attendance record of the candidate(s) and will preserve the same upto three months after the date on which Viva-Voce examination was conducted.

(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 Board of Post Graduate Studies and Research (BOPGS&R). 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.

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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 Performa 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 or as decided by the University.

In case two consecutive six monthly reports are unsatisfactory, Chairperson of the Department, on the recommendations of the Dean of the concerned faculty may recommend to the Board of Post Graduate Studies and Research (BOPGS&R) for cancellation of the registration. The recommendations of BOPGS&R will be sent to the Academic Council for the approval.

- (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 Chairperson of the Department.
- (iv) Ph.D. student shall publish at least two research papers in refereed Journals bearing ISSN related to the thesis work before the submission of the thesis and produce evidence for the same in the form of acceptance letter or the reprint and append the same with the thesis.
- (v) Prior to submission of the thesis, the student shall make a Pre-Submission 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 Chairperson 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 Chairpseson 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, Chairperson of the Department and Dean of the Faculty concerned requesting the Vice-

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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) Chairperson of the Department 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 Academic Council, on the recommendation of the Board of Post Graduate Studies and Research (BOPGS&R), may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Board of Post Graduate Studies and Research (BOPGS&R).

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 Board of Post Graduate Studies and Research (BOPGS&R) shall approve a panel of eight external examiners (not below the rank of Professor). The Panel of external Examiners duly signed by the Chairperson of the Department and the Supervisor of the candidate shall be placed before Board of Post Graduate Studies and Research (BOPGS&R) for approval.

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 at least 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

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Board of Post Graduate Studies and Research (BOPGS&R) 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 Chairperson 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 Chairperson 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.

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- (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) The candidate must produce a certificate about the plagiarism through an agency duly approved by Indira Gandhi University along with an affidavit of plagiarism free document.

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 the Board of Post Graduate Studies and Research. 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:
- The thesis be accepted.
 - OR
 - The thesis be rejected.
 - OR
 - 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.

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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 approved by Board of Post Graduate Studies and Research (BOPGS&R) to conduct the viva-voce examination. The viva-voce examination shall, unless ordered otherwise by the Vice-Chancellor, be held at Meerpur (Rewari) 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.
- (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 and the Chairperson (with Doctoral Degree) of the Department concerned, within one month of the viva-voce examination. The Vice-Chancellor may appoint the senior faculty member having Ph.D. Degree in place the Chairperson. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC. The Supervisor and the candidate shall also be invited in the RDC meeting. Atleast one week notice shall be issued for the meeting.
- (iii) 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.
- (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.

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21. FEE FOR Ph.D. WORK

- (i) Ph.D. course work fee (to be paid by those who are required to complete course work):
Course work fee 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.(iii) (b) & (iii) (c). Rs. 2000/-
(b) Annual Fee for subjects involving use of Laboratory such as 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, 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) Chairperson (having Ph.D. Degree) of the concerned Department - Member
iii) Supervisor of the Research Scholar - Member

Where 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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24. DISCIPLINARY REGULATIONS:

1. If the research scholar is found to be involved in an act of misconduct, misbehavior and/or indiscipline, disciplinary action will be taken by the University.

25. LEGAL ACTIONS

1. For all legal actions, suits and proceedings, the jurisdiction of a court of law shall be at Rewari.

26. RESIDUAL CLAUSE:

1. The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the provisions of this ordinance, in accordance with the law & guidelines issued by the statutory authorities, from time to time.
2. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising and not covered by Act, Statutes and Ordinances, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Deans and Chairpersons of the Departments. The decision of the Vice-Chancellor shall be final.

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T. Singh
R. Singh
R. Singh