

ORDINANCE FOR ADMISSION AND AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.) IN VARIOUS FACULTIES w.e.f. 2020-21

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These Regulations are prepared in accordance with UGC Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2016.
- 1.2 These Regulations shall apply to Indira Gandhi University (established by the State Legislative Act 29 of 2013) and its affiliated colleges/institutes/departments.
- 1.3 These Regulations shall come into force from the date of notification by the Indira Gandhi University, Meerpur.

2. AWARD OF DEGREE

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

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/AICTE 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 at least 55% marks or its equivalent B grade in

UGC seven point scale in the subject concerned or allied subject. However, the candidate must have 55% marks at P.G. level.

A person who is pursuing M.Phil. programme through regular mode and whose M.Phil. Dissertation has been evaluated and the Viva-Voce examination is pending, may also be considered for admission to the Ph.D. Programme, subject to the submission of valid certificate issued from the concerned University.

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 through online mode or through a prescribed form available on the University Website www.igu.ac.in. The applicant shall deposit the prescribed processing fee of application form/online form 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 processing fee for Ph.D. Programme to the office of the Chairperson/Director of the respective Teaching Department/ Institute. Separate application form (s) shall be filled up for each subject.
- 4.3 An applicant who is in employment will submit Application Form through his/her employer. If applicant joins service after submission of Application Form, shall also submit No Objection Certificate (NOC) from his/her employer before his/her enrolment. In case, research scholar joins service after the enrolment in Ph.D. course, he/she will have to submit an application to the concerned Chairperson to seek permission from the Vice Chancellor subject to fulfillment of stay condition required under clause 13.2. Further, such candidates are required to complete the stay condition of 300 days.

5. ADMISSION WITHOUT ENTRANCE TEST

- 5.1 Applications for admission to Ph.D. programme shall be invited through advertisement once in a year normally in the month of September/October or as decided by the University.
- 5.2 Indira Gandhi University, Meerpur shall notify predetermined total seats to be filled up by each Department on annual basis primarily for UGC/CSIR-NET/JRF (with validity period) candidates and remaining seats through

Entrance Test. If the seats remain vacant after the admission through exempted category, the University shall fill those seats through Entrance Test.

- 5.3 UGC/CSIR - NET /JRF(*with validity period*) shall be exempted from the Entrance Test for admission to Ph.D. course.
- 5.4 The candidates who have qualified the common UGC/CSIR- NET /JRF shall be exempted from entrance test for admission to Ph.D. Course in allied subjects also.
- 5.5 UGC/CSIR- NET-JRF (*with validity period*) candidate is required to give an Undertaking at the time of enrolment to Ph.D. Course that he/she will join for fellowship atleast for 2 years after enrolment, failing which his/her admission will be cancelled by the concerned Chairperson/Director of Department/Institute.

6. ADMISSION THROUGH ENTRANCE TEST

- 6.1 Indira Gandhi University, Meerpur shall hold the Entrance Test of subject as per schedule notified every year subject to availability of seats in that subject. The syllabi for Entrance Test shall be the same as prescribed for NET all papers (by UGC/CSIR/ICAR/GATE/GPAT). 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 Research Advisory Committee (DRAC), which shall include contents as per UGC guidelines.

There will be 100 multiple choice questions of one mark each in the question paper and the candidate is required to attempt all the questions. The duration of the examination shall be 90 minutes. There will be negative marking for the wrong answer and marks will be deducted for each wrong answer by $\frac{1}{4}$ (0.25) marks. Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same.

Provided that a relaxation of 5 % of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy layers)/Differently-abled category of Haryana only in the entrance examination

Note:

1. NET/JRF candidates, who could not apply for the admission in Ph.D. programme as per Clause – 5, may apply to appear in the Entrance Test.

6.2 Supernumerary Seats

- (a) Only one supernumerary seat may be allowed for admission of Regular Teacher of this University on the basis of overall seniority of Teachers subject to the availability of Supervisor and would be governed by the established rules and regulations, instructions of employment of the Indira Gandhi University in addition to fulfillment of the eligibility provisions of this ordinance.

6.3. CRITERIA FOR PREPARING MERIT LIST FOR ADMISSION TO Ph.D. PROGRAMME :

(a). Admission without Entrance Test

- | | | | |
|-------|--|---------|----------|
| (i) | JRF | | 30 Marks |
| | | OR | |
| (ii) | NET | | 20 Marks |
| (iii) | 10% of percentage of marks obtained in PG Course | Maximum | 10 Marks |
| (iv) | Master's/M.Phil. from I.G.U./IGPGRC | | 5 Marks |

(b) Admission through Entrance Test:

- | | | | |
|-------|--|---------|----------|
| (i) | 30% marks obtained in the Entrance Test | Maximum | 30 Marks |
| (ii) | 10% of percentage of marks obtained in PG Course | Maximum | 10Marks |
| (iii) | Master's/M.Phil. from I.G.U./IGPGRC | | 5 Marks |

6.4 While granting admission to students to Ph.D. programme, the Department/Institute will follow the State level Reservation Policy. While preparing the merit list, each Department of Indira Gandhi University, Meerpur – Rewari will maintain the roster of reservation of seats category-wise in fraction in Roster Register.

6.5 The number of seats for Ph.D. programme in each subject shall be 50% of the seats available with the Department and advertised accordingly by the University. The Vice-Chancellor may relax the condition on the recommendation of Departmental Committee and can grant extra seats to the Department.

6.6 **Admission Committee** will consist of Chairperson of the Department and two Professors, two Associate Professors and two Assistant Professors 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.

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 Chairperson) 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 designed/finalized by concerned Board of Post-Graduate Studies & Research and Academic Council of the University. The credit assigned to the course work shall be 16 credits as under:

i.	Paper – I	Research Methodology	: 4 credits (100 marks)
ii.	Paper – II	Computer Applications**	: 4 credits (100 marks) (50 Theory + 50 Practical)
iii.	Paper – III	Quantitative Methods/ Subject Specific	: 4 credits (100 marks)
iv.	Paper – IV	Research Ethics	: 2 credits (50 marks) (40 Theory + 10 Internal)
v.	Paper – V	Review of Literature * and Seminar	: 2 credits (50 marks)

* Students shall review 15 to 20 research papers in the field of their interest. The evaluation shall be done as under:

- (i) 50% at internal & Department level by the Chairperson concerned and a Committee of two/three faculty members constituted by the Chairperson by rotation on the basis of seniority
- (ii) 50% by External Expert appointed by the Vice-Chancellor on the recommendations of the Departmental Committee out of panel of 10 External Experts.

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- i. 50% at internal & Department level by the Chairperson concerned and a Committee of three faculty members constituted by the Chairperson by rotation on the basis of seniority (for Computer Applications).
- ii. 50% by External Expert appointed by the Vice-Chancellor on the recommendations of the Departmental Committee out of panel of 10 External Expert (for Computer Applications).

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.

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 75% of lectures delivered in theory as well as practicals.

Note: Relaxation in shortage of lectures up to 15% 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 theory paper/practical and internal assessment separately.
- b) 50% marks in aggregate of theory and internal assessment.
- c) 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. For Computer Applications, Theory Paper of 50 marks and practical of 50 marks will be held and practical will be conducted by one Internal Examiner and one External Examiner appointed by the Vice-Chancellor.

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 at least three months after the declaration of results.

7.10 A candidate who fails 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% 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.:

- (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] keeping into consideration the research interest of the student indicated during the personal interaction with the candidate and available specialization among faculty Supervisors. If the candidate fails to appear before the Departmental Committee without any valid reason on the specified date and time, his/her claim for admission stands cancelled automatically. The candidate can be re-considered by Departmental Committee with a fee of Rs. 1000/- within 10 days. If seats remain vacant in the Department, the next candidate from waiting list may be called for interaction within seven days.
- 8.3 Application(s) from eligible candidates from among those admitted to Ph.D. programme received up to 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 two chances from the date of his/her eligibility for the registration. It is mandatory on the part of Department to arrange the registration process twice in a year as per the provisions of this Ordinance.
- 8.4 A copy of the synopsis/research proposal of each applicant shall be sent to three External Experts not below the rank of Professor for expert opinion. The positive recommendations of at least two external experts are mandatory for further process. A panel of at least six external experts of specialized area (for each synopsis) be got approved from the Vice-Chancellor by the concerned Chairperson on the recommendation of the Departmental Committee.
- 8.5 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 Chairperson of the Department shall place the reports of the external experts before the Departmental Research Advisory Committee (DRAC). The candidate(s) will be invited to defend synopsis/research proposal(s) before the DRAC 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) Two Assistant Professor of the Department/ Institute, to be nominated by the Chairperson of the Department/ 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 Advisory Committee will be valid if at least one out of two experts attends the meeting.

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

8.7 The Departmental Research Advisory Committee will adopt the following procedure:

- a. While recommending the registration of the candidate for consideration by Board of Post Graduate Studies and Research, the DRAC shall clearly state whether in its opinion the subject proposed for research is suitable or not; However, DRAC 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 DRAC may recommend the appointment of a Co - Supervisor who can be from other universities/ research institutes as well, for reasons to be recorded.

Note:

- i) In no case, there shall be more than two Co-Supervisors. Further, two Co-Supervisors shall be allowed only in exceptional cases where the research is highly inter-disciplinary.
- 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, review by external experts, Departmental Research Advisory Committee and the Board of Post Graduate Studies and Research shall be completed within 3 months of the last date of receipt of application for each cycle.
- 8.8 (1) The recommendations of the DRAC for Ph.D. registration shall be placed before the Board of Post-Graduate Studies and Research for its consideration and recommendation.
- (2) The recommendation of Board of Post Graduate Studies and Research shall be placed before the Academic Council for its consideration and approval.
- 8.9 After the approval of the Academic Council, the candidate shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration may stand cancelled automatically. However, the Vice-Chancellor may extend this period under special circumstances.
- 8.10 The date of registration of the research scholar shall be the date on which the Board of Post Graduate Studies and Research recommends the registration of the candidate.
- 8.11 Chairperson of the Department shall provide infrastructural facilities to the scholars on continuous basis.
- 8.12 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.
- 8.13 a. 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 PhD. Registration to the Department within the stipulated time.
- b. The meeting of the DRAC shall be convened within 15 days from the receipt of the positive recommendations about synopsis from external experts. In case the report is not received within 15 days, the same may be sent to another expert.
- c. The Recommendations of the DRAC shall be placed before the Board of

Post-Graduate Studies and Research which shall be convened within One Month from the date of DRAC.

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 Board of Post-graduate Studies and Research 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 indexed in Scopus/Web of Science/UGC-CARE listed journals.

OR

A regular teacher appointed through duly constituted selection committee and approved by the University possessing a doctoral degree and at least three years of teaching experience in the concerned subject of P.G. Classes in a PG College /Institute* affiliated to I. G. U. and having published at least three research papers indexed in Scopus/Web of Science/UGC-CARE listed journals. 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 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)	:	4
Associate Professor	:	3
Assistant Professor	:	2

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.
- iii) The seat of the Supervisor will be deemed as vacant after the submission of the thesis by the research scholar.

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 who will put the matter before the Departmental Research Advisory Committee as well as the concerned Board of Post-graduate Studies & Research for decision.

However, the change in such cases will be allowed after the approval of the Vice-Chancellor.

13. PERIOD OF WORK

- 13.1 Every candidate enrolled for Ph.D. programme shall be required to pursue his/her research work at least 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 at the time of registration. 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 on regular basis and the candidate has pursued the Ph.D. programme 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 Advisory Committee as well as Board of Post Graduate Studies and Research, 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. U., Meerpur.

- 13.2 Every Research Scholar will be required to stay at I.G.U., Meerpur or at the place where his/her Supervisor/Co-Supervisor is working for a minimum period of 300 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 Board of Post-graduate Studies & Research. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- 13.4 A research Scholar can join part time/evening course in a Foreign Language or any knowledge enhancement certificate course along with Ph.D. programme.

14. MEDIUM

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 Departmental 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 20th of July and for the period from 1st July to 31st December on or before 20th of January. If the research scholar fails to submit the half yearly report

as per the schedule given above, a fine of Rs. 1000/- shall be imposed on the research scholar. The supervisor of the research scholar will give his assessment about the progress of the scholar.

The Report shall be placed before the Departmental Committee for its evaluation in its meeting to be held preferably in the month of August/February and the same will be forwarded to R&S Branch within a week time after the commencement of the meeting.

- a) A research scholar shall appear before the DC 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 Scholar to the Chairperson of the Department through Research Supervisor.
- b) In case the progress of the research scholar is unsatisfactory, the Departmental Committee shall record the reasons for the same and suggest corrective measures. The Departmental Committee 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 Board of Post-graduate Studies & Research for cancellation of the registration:
 - i) The research scholar fails to implement the suggested corrective measures by Departmental Committee 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

15.3 Ph.D. student shall publish at least two research papers indexed in Scopus/Web of Science/UGC-CARE listed 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.

15.4 Prior to the submission of the thesis, the scholar shall make a presentation in the Department before the Departmental Committee which shall also be open to all faculty members and other research scholars and students of the Department. The feedback and comments obtained from the faculty members may be suitably incorporated into the draft dissertation/thesis in consultation

with the Departmental Committee. The presence of Dean of concerned Faculty or Dean, Research and Development or Dean, Academic Affairs shall be necessary in pre-submission seminar of Ph.D. thesis.

- 15.5 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 with the fee of Rs. 2000/- for 1st year and Rs. 3000/- for 2nd year, on the recommendations of the Supervisor, the Chairperson of the Department and Dean of the Faculty for valid reasons to be recorded.
- 15.6 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.
- 15.7 The research scholar 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 with the approval of the Academic Council. 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

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. 6000/-. 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 Board of Post-graduate Studies & Research, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory.

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 Board of Post-graduate Studies & Research shall approve a panel of eight external examiners who shall not be below the rank of Professor to evaluate the thesis.

(2) However, the Board of Post-graduate Studies & Research 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 Post-graduate Studies & Research may ensure that not more than two examiners are from the State of Haryana.

(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 Board of Post-graduate Studies & Research 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 Post-graduate Studies & Research has approved the appointment of examiners provided that the Chairperson, Board of Post-graduate Studies & Research, may, for satisfactory reasons, extend the period by a maximum of another six months only.

18. GUIDELINES FOR SUBMISSION OF THESIS

- 18.1 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, analytical skills and judgment.
- 18.2 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 in pdf file on separate CDs.
- 18.3 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.
- 18.4 The thesis should be typed in 1 ½ space. But the bibliography/references should be typed in single space.
- 18.5 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.
- 18.6 The title page of Ph.D. thesis would be in Maroon Colour with Golden Printing on it.
- 18.7 The thesis will include declaration from the candidate countersigned by the Supervisor 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 and free from any plagiarism. 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. It is further certified that the above work has been checked through a plagiarism detection tool approved by the IGU, Meerpur.

(Signature of the Candidate with date)

It is certified that the above work done by the researcher under my supervision is as per the guidelines of UGC regarding plagiarism and has less than 10% similarity index.

(Signature of the Supervisor with Date)

18.8 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.

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 plagiarism check certificate issued by the University Library/Competent Authority must be enclosed as part of the thesis at the time of submission. 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) 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.

- (c) The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission
- (d) 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 10%. This certificate has to be included in the thesis.
- (e) Every student submitting a thesis to the Indira Gandhi University, Meerpur shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work.

18.11 Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface, acknowledgements, name of institutions and Departments etc.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

18.12 Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities up to 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

18.13 Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental

Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the Indira Gandhi University, Meerpur.

The authorities of Indira Gandhi University, Meerpur can also take *suo-moto* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the Indira Gandhi University, Meerpur on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

18.14 Departmental Academic Integrity Panel (DAIP)

- i. All Departments in Indira Gandhi University, Meerpur shall notify a DAIP whose composition shall be as given below:
 - a. Chairman – Chairperson of the Department
 - b. Two Member – Professors from outside the department, to be nominated by the Vice Chancellor.
 - c. Member - A regular teacher of the Department who is well versed with anti plagiarism tools, to be nominated by the Chairperson of the Department.

Note: In case Teacher at 'c' is not available or not found eligible as per guidelines given, one additional member as per clause 'b' may be added.

The tenure of the members in respect of points 'b' and 'c' shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

18.15 Institutional Academic Integrity Panel (IAIP)

- i. Indira Gandhi University, Meerpur shall notify a IAIP whose composition shall be as given below:

- a. Chairman – Dean, Academic Affairs/Senior Professor .
- b. Member – One Professor other than Chairman, to be nominated by the Vice Chancellor.
- c. Member – Two Professors nominated by the Vice Chancellor from outside the University
- d. Member – University Librarian or a regular teacher well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 5 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

18.16 Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the Indira Gandhi University, Meerpur only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

Penalties in case of plagiarism in submission of thesis

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities up to 10%** - Minor Similarities, no penalty.

- ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice Chancellor.

18.17 Penalties in case of plagiarism in academic and research publications

- I. Level 0: Similarities up to 10% - Minor similarities, no penalty.
- II. Level 1: Similarities above 10% to 40%
 - i) Shall be asked to withdraw manuscript.
- III. Level 2: Similarities above 40% to 60%
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual increment.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. Level 3: Similarities above 60%
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual increments.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by

him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the Indira Gandhi University, Meerpur .

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Vice Chancellor.

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 open viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who has 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. 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.
- 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.

- 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, 2009.

21. FEE FOR Ph.D. WORK

- 21.1 Admission Fee + Synopsis Evaluation Fee (non-refundable) Rs. 10000/-
- 21.2 Ph.D. coursework fee (to be paid by those who are required to complete coursework):
- Course work fee for all subjects Rs. 9000/-
- 21.3 For Ph.D. Programme every research scholar shall pay fee as under:
- (a) Registration Fee Rs.8000/-
(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 Rs. 3000/-
(ii) Annual Fee for subjects involving use of Laboratory Rs. 10000/-
- (c) Evaluation and Viva-Voce fee at the time of submission of Ph.D. thesis Rs. 10000/-
- 21.3 Late fee for delayed payment of annual fee:
- (a) up to six months Rs.2000/-
(b) beyond six months Rs.5000/-

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

22. REMUNERATION FOR THE EXAMINERS

Each examiner shall be paid the remuneration of Rs. 3000/- for evaluating the thesis and Rs. 3000/- for conducting viva-voce. The internal examiner shall also be paid Rs. 3000/- at the time of 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. Further, the remuneration of Rs. 2000/- will be paid to the each external expert for evaluating the Ph.D. Synopsis.

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 as suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration and recommendations:

- a. Dean of the Faculty - Chairperson
- b. Chairperson of the concerned 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.

24. DISPLAY OF PH.D. REGISTERED STUDENTS ON UNIVERSITY WEBSITE

The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. 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.