

DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY

ORDINANCE - DOCTORATE OF PHILOSOPHY (PH. D.)

1. The Degree of Doctor of Philosophy may be awarded in any Faculty of the University

2 Board OF POST GRADUATE STUDIES AND RESEARCH

2.1 Subject to the general supervision of the Academic Council, research studies leading to the Degree of Doctorate of Philosophy (Ph.D.) shall be organized by the Board of Post Graduate Studies and Research to be constituted as per the University Act.

3. ELIGIBILITY FOR ADMISSION

3.1 Educational Qualifications:

A candidate for admission to the course for Doctor of Philosophy on a full time basis in any of the Faculties should normally have a Masters Degree in appropriate discipline or equivalent with a minimum of 55% marks (50% in case of SC/ST/Physically Handicapped) in aggregate (of all the years/semesters of the Masters Degree Course), or equivalent Cumulative Grade Point Average (CGPA) or equivalent as determined by the Institute wherever letter grades are awarded.

4. Admission Process

4.1 Admission notice for registration to Ph. D Programme shall be issued once in a year normally in the month of May/June.

4.2 Number of available seats in different department will be notified in advance. State Reservation policy will be followed.

4.3 the candidate shall apply for registration/admission to the University in the prescribed form starting his/her qualifications and the subject he propose to investigate enclosing a statement on any work he/she might have done in the subject.

4.4 every application for admission to the course for the Degree of Doctor of Philosophy in any faculty will be sent to the Chairperson of the Department concerned in the prescribed form with a brief summary of the broader area of his proposed research.

4.5 The Departmental Research Committee (DRC) hereinafter prescribed will scrutinize the eligibility of the applicants. The Chairperson of the Committee may constitute a Sub Committee for the Purpose.

4.6 The eligible applicants will have to qualify the prescribed Entrance Test meant for registration to Ph.D Programme. The applicants who have qualified UGC/CSIR/DBT (JRE/SRF) and the regular teachers of this University (DCRUST) and its constituent colleges having 3 years

or more experience, as on the last date of submission of completed application forms, in this University or its constituent college are exempted.

4.7 the successful applicants i.e. eligible applicants, who will qualify the Entrance Test or otherwise exempted shall be tested by the DRC through seminar/presentation/ interview.

4.8 the merit list shall be prepared by Department according to the following criteria:-

- (a) 15% marks of the percentage of marks in the Master's degree examination.
- (b) 20% \marks of the percentage of marks in the Bachelor's degree examination.
- (c) 50% marks of the percentage of marks in the entrance test (RAT) or weightage of 50 marks to those candidates who have been exempted from entrance test.
- (d) 15% marks of the percentage of marks in the seminar/ presentation/ interview to be conducted by the Departmental Research Committee.

4.9 The DRC after satisfaction that subject offered is one which can be profitably pursued under the superintendence of the University and that the successful candidate possesses the requisite qualification will recommend such candidates on the basis of the merit list for the available seats and name(s) of his/her Supervisor(s) to the Board of Post Graduate Studies and Research.

4.10 On such recommendations the Board of Post Graduate Studies and Research may, if it deems fit, will grant the application, appoint the Supervisor(s) and shall forward the list of successful candidates to the Vice Chancellor for approval and thereafter will be sent to the Dean Academic affairs for issue of admission letters. In every case, the Department will have disciplinary and general control over the research students.

4.11 The academic Branch after completing necessary formalities i.e. verification of certificates with originals and collection of Fees etc. will issue the admission letters to the candidates. The date of reporting in the Department concerned shall be specified in the admission letter.

4.12 The list of admitted candidates will be put in the forthcoming meeting of the Academic Council to note.

5 REGISTRATION

The admitted candidates will be provisionally registered for Pre-Ph. D. Course from the date of recommendation of their respective Board of Post Graduate Studies and Research.

6 COURSE WORK

6.1 Course and Credits.

All research students shall have to complete the course work of one semester duration. The course work shall consist of three papers out of which one paper will be of Research Methodology. This paper will include quantitative methods and computer applications. It may also involve review of published research in relevant area. The Departmental Research Committee, in consultation with the Supervisor, will assign the course work duly approved by the competent authority of the University as per its ACT.

6.2 Examination

The examination for the assigned course work shall be open to a candidate, who:

- Has attended regularly the prescribed course of studies for the relevant semester examination the Department recognized by the University for Ph.D Degree.
- Has his/her name submitted to the controller of examination by the Chairperson of the department.
- Has attended not less than 75% of the total classes held in each paper/subject. A deficiency up to 10% may be condoned by the Chairman of the Department. A further condonation of 5% in attendance may be allowed in serve/Compassionate circumstances by the Vice-Chancellor. However it may not treated as a matter of right by the students (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/she have to repeat in the next semester).

6.3 Evaluation Process

a. Major Test (Theory Examination)

Written question papers for the semester examination shall be set by an External/Internal paper setter appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department and the answer sheets shall generally be evaluated by the internal examiners but can be evaluated from outside experts with the permission of the Vice-Chancellor. At the most 50% question papers can be set by the external examiners. In case a question paper is not received in time from an external examiners or he refuses to set the question paper, the paper can be got set from an internal examiner. The evaluation of answer sheets will be done by the examiners as per the procedure laid down by the University for the purpose.

b. Practical Examination

examination in practical and viva-voce shall be conducted jointly by the external and internal Examiners appointed by the Vice-chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the department concerned. If an External Examiner is not able to join, alternate examiner (including those of the same University Dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the controller of Examinations in the following preferential order:

i) from outside

ii) from DCRUST

5.1. The candidate shall apply for admission to the University in the prescribed form stating his/her qualifications and the subject he proposes to investigate enclosing a statement on any work he/she might have done in the subject.

5.2 Every application for admission to the course for the Degree of Doctor of Philosophy in any Faculty will be sent to the Chairperson of the Department concerned in the prescribed form with a brief summary of the broader area of his proposed research. Application can be made at any time during the year. However, admissions will be made only at the start of a semester.

5.3 The Departmental Research Committee hereinafter prescribed will scrutinize the eligibility of the applicants. The Chairperson of the Committee may constitute a Sub Committee for the purpose.

6. DEPARTMENTAL RESEARCH COMMITTEE (DRC)

6.1 The Departmental Research Committee shall consist of the following:

- i. The Chairperson of the Department
- ii. All Professors of the Department. If there are only one and/or no professors in the department;
- iii. Two senior most teachers having Ph. D. degree, if such teachers are also not available then the Chairperson of Departmental Research Committee may co-opt two Professors from outside the Department/University.

The Chairperson of the Department shall be the Chairperson of the DRC, if qualifies as per clause 6.2 (iv). If the Chairperson does not qualify, the senior most qualifying faculty member of the Department, who is otherwise member of the DRC will act as the Chairperson of the DRC.

6.2 Supervisor(s)

- i. Every candidate shall propose for consideration of the Departmental Research Committee the name(s) of Supervisor(s) to guide his/her research with previous consent.
- ii. In cases no name is proposed or the proposed name is not approved the DRC may assign the Supervisor(s). A research student may have two Supervisors, designated as Internal Supervisor and External Supervisor.
- iii. If the student is unable to find a new supervisor and refuses to work with the allotted supervisor his registration shall stand terminated.
- iv. Any regular teacher, holding a Doctorate degree can be appointed as Supervisor.
- v. The maximum number of research scholars to be registered (at DCRUST) under a supervisor shall be as under:

Professor = 6, Reader = 4 and Lecturer = 2

A scholar being supervised jointly will be counted as ½. However, no faculty member shall be allowed to supervise jointly more than 4 research scholars at a time.

vi. Only regular teachers of the University can act as internal Supervisors.

vii. External Supervisors can be appointed from any other Institute/ organization, if they have a Doctoral Degree.

viii. In case, there are two internal supervisors, one out of them will be designated as Co-supervisor.

6.3 Supervisor(s) shall be invited to the meeting of the Departmental Research Committee whenever the cases of their prospective candidates are taken up.

6.4 The Committee will frame the criteria for short listing the applicants. The eligible applicants after short listing will be tested by the Committee through seminar/ presentation/ interview.

6.5 The Committee after satisfaction that the subject offered is one which can be profitably pursued under the superintendence of the University and that the successful candidate possesses the requisite qualification will recommend such candidates and name (s) of his/her Supervisor (s) to the Board of Post Graduate Studies and Research for admission after approval of the Vice Chancellor.

6.6 On such recommendations the Board of Post Graduate Studies and Research may, if it deems fit, will grant the application, appoint the Supervisor (s) and shall forward the list of successful candidates to the Vice Chancellor for approval and thereafter will be sent to the Dean Academic affairs for issue of admission letters. In every case, the Department will have disciplinary and general control over the research students.

6.7 The Academic Branch after completing necessary formalities i.e. verification of certificates with originals and collection of Fees etc. will issue the admission letters to the candidates. The date of reporting in the Department concerned shall be specified in the admission letter.

6.8 The list of admitted candidates will be put in the forthcoming meeting of the Academic Council to note.

7. REGISTRATION

The date of registration of a research student in Ph. D. programme shall be the date of his reporting/joining the programme on receipt of admission letter after completing all formalities.

8. CONTINUATION OF REGISTRATION

8.1 At the close of every semester, a scholar is required to submit through his supervisor the semester progress report by the due date to the Chairperson of the Departmental Research Committee.

8.2 Continuation of registration requires that the Departmental Research Committee should find satisfactory progress, all dues of library, hostel etc. of previous semester should be cleared, and fee for the next semester is paid.

9. Fee Structure AND FINANCIAL ASSISTANCE

9.1 Fee Structure

i. The fee will be charged in each semester as per University rules/ norms applicable from time to time.

ii. Every research student is required to deposit the fees in the beginning of each semester till the submission of the thesis.

9.2 Financial Assistance

i. Few Scholarships/Assistantship/ Fellowship may be available as per regulations subject to fulfillment of the prescribed requirements.

10 THE PERIOD REQUIREMENT FOR SUBMISSION OF THESIS

10.1 The minimum period requirement for submission of thesis shall be two years for a Full-Time student and three years for a Part-Time student.

10.2 The maximum time for the submission of the thesis for a Full-Time student is four years, and that for a Part-Time student is five years. However, this limit may be extended by the Vice Chancellor on the recommendation of the Departmental Research Committee up to a maximum period of seven years, beyond which the registration shall stand cancelled automatically.

11. Change of Supervisor

11.1 The Departmental Research Committee shall consider requests from either the student or his Supervisors for a change of Supervisor. New Supervisors shall be appointed following the normal procedure for appointment of Supervisors.

11.2 Change of Supervisor shall lead to change in research proposal unless the original Supervisor agrees to the same research proposal being pursued by the new supervisor. This condition is not applicable in case of change of Co-supervisor.

11.3 In the event of permanent disability of the Supervisor to guide the student for any reason, the Departmental Research Committee may, at its discretion, allow the same research proposal to be continued under the new Supervisor.

12. COURSES AND COMPREHENSIVE EVALUATION

12.1 Courses and Credits

All research students shall have to complete the course work assigned, if any. Course work shall be assigned by the Departmental Research Committee, in consultation with the Supervisor. The maximum time for completing course work is two semesters, failing which his/her registration shall be cancelled.

12.2 Comprehensive Evaluation and Research Plan

- i. Every research student is required to submit and present his research plan proposal for consideration of Departmental Research Committee in the prescribed format.
- ii. Once the research plan proposal is ready the student is required to take a comprehensive examination before the Departmental Research Committee, which will test his comprehensiveness in his broad field of research, and his academic preparation and potential to carry out the work in the research proposal.
- iii. Successful completion of the comprehensive examination implies approval of the research plan proposal by the Departmental Research Committee. In case of the student failing to pass the comprehensive examination in the first attempt, one additional chance may be given to the student on the recommendation of the Supervisor.
- iv. Every student must pass the comprehensive examination within 18 months of registration. The comprehensive examination cannot be taken before expiry of 6 months after registration.
- v. The Supervisor of the student shall arrange for comprehensive examination and give notice of at least fifteen days for the same.
- vi. Failure to pass the comprehensive examination in the stipulated time frame shall result in termination of registration.
- vii. The results of the comprehensive examination shall be communicated to the Board of Post Graduate Studies and Research for approval.

13. Performance

13.1 The progress of each student will be monitored by the Departmental Research Committee. For this purpose, at the end of each semester, a research student is required to submit through his supervisor, the semester progress report, clearly highlighting the work carried out during that semester. The progress report, giving appropriate headings, must cover i) summary of the work done and results obtained in the semester under report, ii) the goal set for the coming semester, iii) the methodology to be used in achieving the goal, and iv) the extent of the fulfillment of the research proposal.

13.2. The research student should appear before the Departmental Research Committee for presentation/interview when it is evaluating his progress. If the progress of the student is adjudged as unsatisfactory, the registration of the student is liable to be terminated on recommendation made by the Departmental Research Committee to the Board of Post Graduate Studies and Research. However, the Committee may, at its discretion, give the student one chance to improve his/her performance.

14. PRE-SUBMISSION SEMINAR, SYNOPSIS AND THESIS SUBMISSION

14.1 Pre-submission Seminar

The Departmental Research Committee shall assess the work of the student through a pre-submission seminar. This shall be an open seminar and any member of the University including students and visitors may participate in it. The schedule of the pre-submission seminar shall be notified at least two weeks in advance.

14.2 Synopsis and Thesis Submission

- i. On completion of the pre-submission seminar, the student shall submit to the Board of Post Graduate Studies and Research through his supervisor, 8 copies of the synopsis in the same format as specified for the thesis.
- ii. The Supervisor shall also submit to the Board of Post Graduate Studies and Research, under confidential cover, a panel of examiners as hereafter prescribed.
- iii. After approving the panel of examiners, the Board of Post Graduate Studies and Research shall forward the synopsis and the panel of examiners to the Controller of Examinations.
- iv. The Controller of Examinations shall request the Vice Chancellor to form the Board of examiners as hereinafter prescribed and send to the members of the Board, a copy of the synopsis seeking their consent to be examiners.
- v. A copy of the thesis shall be sent to the examiners after receiving their consent.
- vi. In case a member of the board, after receiving the synopsis declines to act as examiner, a new examiner shall be appointed from the panel of examiners with the approval of the Vice Chancellor.

vii. The synopsis and the thesis should be submitted within 6 months after the presentation of pre-submission seminar. In case the synopsis and thesis are not submitted in the specified period, the student may be asked to present another pre-submission seminar. An extension of six months may be granted by the Vice Chancellor in exceptional cases.

viii. The student will submit a soft copy of the thesis in PDF format on CD, and four copies with paper back (soft covers), in the prescribed format after payment of the examination fee as prescribed. At the time of submission, the student should also submit the examination form and a copy of the examination fee receipt. All submissions are to be made to the Controller of Examinations through Chairpersons of the DRC.

- a) A research student can submit his thesis only on having at least two research papers out of his Ph. D. research work published/accepted in refereed journals, at least one among these should be in an International Journal.
- b) The award of Ph. D. degree can be withdrawn by University on the recommendations of the Departmental Research Committee in case the thesis submitted by the candidate is later on found to be a duplication of an old work or is pirated research work.

15. Panel of Examiners

The Supervisor will suggest a panel of eight external experts having Ph. D. degree and not below the rank of Professor, including at least three experts from abroad, in the area of the research of the thesis.

16. BOARD OF EXAMINERS

On receipt of the synopsis of the thesis and the panel of examiners, the Vice Chancellor will appoint a Board of Examiners for each candidate from the panel. The Board of examiners will consist of the Supervisor and Co-supervisor, if any, as the internal examiners, and three external examiners.

17. THESIS EVALUATION

17.1 All correspondence/ notifications in regard to thesis evaluation and viva-voce examination of the student shall be done by the Controller of Examinations.

17.2 Each external examiner will be requested to submit a detailed assessment report and his /her recommendation within six weeks of the date of receiving the thesis.

- i. The external examiners will examine the thesis individually with a view to judge that the thesis is a piece of research work characterized by:
 - a) The discovery of new facts, or
 - b) A fresh approach towards interpretation and application of facts or theories, or

- c) A distinct advancement in technology.
- ii. Each external examiner is required to give his/her opinion about candidate's capacity for critical examination and sound judgment. The examiners will submit the report to the Controller of Examinations on the prescribed form supplied by him clearly recommending that:
 - a) The thesis is accepted for the award of the Ph. D. degree subject to the candidate's giving satisfactory answer to the queries specifically mentioned in the report, at the time of Viva-Voce examination,

or
 - b) The candidate be asked to resubmit his/her thesis in the revised form,

or
 - c) The thesis be rejected.

17.3 In the event of the thesis report not being received from an external examiner within a period of three months, in spite of a reminder, from the date of dispatch, the Vice Chancellor may appoint alternate external examiner from the approved list of examiners for evaluating the thesis. Before corresponding with the alternate external examiner, the original examiner must be informed of the cancellation of his appointment.

17.2 The candidate shall be asked by the Controller of examinations to proceed to the viva-voce examination if at least two of the three external examiners recommend so. If one external examiner recommends viva voce and one recommends revision, then the student shall revise the thesis and obtain recommendation for viva voce by the external examiner concerned.

17.3 If a decision can be reached by the Controller of examinations after receiving reports of two of the three external examiners then the decision shall be implemented without receiving the report of the third external examiner.

18. RESUBMISSION

When a thesis is to be revised and resubmitted, the research student and supervisor shall be informed by the Controller of examinations about the comments of the examiners. The revised thesis is to be submitted within one year, but not earlier than three months. A fresh fee for the examination shall be paid by the student. The revised version of the thesis will be sent to the external examiners concerned for his fresh recommendations.

19. VIVA-VOCE EXAMINATION

19.1 On having been informed by the Controller of Examinations to appear in the Viva-voce examination, the student is to defend his/her work/thesis orally before a committee of the examiners comprising one Indian external examiner and the internal examiner approved by the Vice Chancellor. The Chairperson of the department in consultation with the internal examiner will fix a date for holding the viva-voce examination. The questions/queries specified by the thesis examiners in their reports shall be intimated to the candidate through his/her supervisor at least one week before the date of conduct of the viva-voce examination. The schedule of the viva-voce examination shall be adequately notified so as to enable interested staff members and students to attend it.

19.2 In case of non-availability of Indian External Examiner for conducting the viva-voce examination, the Vice Chancellor may appoint alternate examiner to conduct the viva-voce examination from the existing panel. If need be, the Supervisor may suggest a fresh panel of examiners.

After the viva-voce examination, both the examiners will prepare a detailed joint report giving one of the following three recommendations:

- a) Recommended for the award of the degree, or
- b) The thesis be resubmitted, or
- c) Not recommended for the award of the degree.

The report shall be sent in a confidential cover to the Controller of Examinations.

20. AWARD OF THE PH. D. DEGREE

20.1 The student shall be provided a list of all corrections and modifications to be made in the thesis as suggested by the examiners. The student will submit to the Controller of Examinations, two copies of the corrected thesis along with (a) a copyright certificate in favour of University on prescribed form (b) a certificate by the supervisor that the necessary corrections and modifications have been made and (c) a ~~No Dues Certificate~~ from all concerned in the prescribed form.

20.2 On receipt of the above the Controller of Examinations shall put up all reports before the Research Degree Committee consisting of the Vice Chancellor, Dean of the concerned faculty, Chairperson, DRC and the Supervisor of the research student. The committee shall examine the reports of all the examiners (thesis and viva-voce) and decide as under:

- (a) That the degree be awarded; or
- (b) That the degree be awarded on resubmission of thesis; or
- (c) That the degree shall not be awarded

20.3 The Controller of Examination shall notify the result as approved by the Research Degree Committee and issue a provisional certificate to the research student.

20.4 The award of Ph.D. degree can be withdrawn by the University on the recommendations of the Departmental Research Committee, in case the thesis submitted by the candidate is found to be a duplication of an old work or pirated research work.

21. ATTENDANCE AND LEAVE

21.1 Attendance

21.1.1 Attendance during Course Work

All students while pursuing assigned course work must attend at least 75% of the classes in each course failing which the student has to repeat the concerned course.

21.2 Leave

- i. A Full-Time Ph. D. student during his/ her stay at the University will be entitled to leave of 30 days including 8 days casual leave and 10 days sick leave. He/she will not be entitled to mid-semester breaks/vacation, or summer and winter vacation. In addition, research student will not be eligible for any other type of leave as per rules of funding agency. Leave beyond 30 days in an academic year may be granted to a research student in exceptional cases without scholarship/fellowship.
- ii. All leave is subject to approval of the Chairperson of the Department on the recommendation of the Supervisor.

22. CANCELLATION OF REGISTRATION

22.1 Registration of a candidate can be cancelled in any one of the following eventualities, with due approval of the Vice Chancellor:

- i. If he/ she absents himself/ herself for a continuous period of four weeks without prior intimation/ sanction of leave.
- ii. If he /she resigns from the Ph. D. Programme
- iii. If he/she fails to deposit the fess within stipulated period.
- iv. If his/her progress is found unsatisfactory.
- v. If he/she is found involved in an act of misconduct and/ or indiscipline and a competent authority has recommended termination. For all purposes, the conduct/ discipline rules applicable to Bachelors/Masters degree students of the University shall apply to Ph. D. research students also.

- vi. If at any stage, information furnished by the student in his/her application is found false or incorrect.

23. GENERAL

- i. Notwithstanding anything contained in this Ordinance and the Regulations, all research students shall be governed by the rules and procedures framed by the University and in force from time to time.
- ii. Any doubt or dispute about the interpretation of this Ordinance or the Regulations shall be referred to the Vice Chancellor whose decision shall be final.
- iii. The University has the right to cancel, at any stage, the admission of the student who is found admitted to a course to which he/she was not entitled in accordance with the Act, Statutes or Ordinances and Regulations in force.

All exceptions and issues not covered above may be resolved by the Board of Post Graduate Studies and Research and approved by the Vice-Chancellor.