

# ORDINANCE NO. BPSMV/PH. D./2011/1

## ORDINANCE FOR ADMISSION, REGISTRATION AND AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (PH. D.)

### 1. DEFINITIONS :

- 1.1. **Programme** stands for Doctor of Philosophy (Ph. D.).
- 1.2. **Course** stands for individual paper
- 1.3. **Credit** is the weightage assigned to a course in terms of contact hours. One contact hour per week per course per semester is equivalent to one credit.
- 1.4. **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on the 10 point scale.
- 1.5. **Grade point** stands for the numerical equivalent of the letter grade.
- 1.6. **Semester Grade Point Average (SGPA)** and **Cumulative Grade Point Average (CGPA)** are the weighted average of the grade points and describe the performance of the candidate in the courses of a particular semester.

### 2. ACADEMIC ELIGIBILITY :

- 2.1. \*Master's degree in the subject concerned or in allied subjects with at least 55% marks in aggregate (52.5% for SC/ST/Differently abled candidates) or an equivalent grade from a University or a recognized institution of higher learning.

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\*Amended with the approval of Executive Council held on 25/07/2015 vide Reso. No. 14.

- 2.2. The Departmental Research Committee (DRC) of the department concern shall decide, subject to approval by the **Academic Council**, the relevance of allied subjects.

### 3. PROCEDURE FOR ADMISSION TO PRE Ph.D. COURSE :

- 3.1. Admissions to the Ph.D. Programme shall be advertised once in a year, normally in the month of March/April, each year.
- 3.2. \*Admissions to the Ph.D. Programme shall be made through an Entrance Test conducted by Controller of Examination of the University for each Discipline. The syllabus for the Entrance Test shall be laid down by the concerned Teaching Departments. The entrance test will be of three hours duration and will be for 100 marks. The question paper will have two parts. Part-1 of the question

paper shall be common for all the disciplines and Part-II of the question paper shall be discipline specific. Part-I will have 25 objective-type questions carrying 25 marks related to reasoning/aptitude/current affairs/ general knowledge etc. and Part-II carrying 75 marks will require the students to answer Objective-type/short answer questions in the subject concerned. A candidate must secure 55% marks to qualify the entrance test (52.5% for SC/ST/Differently abled candidates).

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\*Amended with the approval of Executive Council held on 25/07/2015 vide Reso. No. 14.

- 3.2 (a)\* The candidates who have qualified JRF (valid) conducted by the UGC/ CSIR/ DBT/ DST/ CBSE and ASRB etc. are exempted from Entrance Test and their admissions will be made on the available vacant seats as well as over and above the seats available in the concern department, subject to the constraint (of the Supervisor-Scholars ratio) in the departments/institutes of the University.

These candidates may join Ph.D. programme in the University on the recommendations of the Supervisor and Chairperson of the Department concern at any time during the academic session and will have to qualify their Pre-Ph.D. course in the subsequent session. They shall apply through the prescribed application form given in the prospectus.

In case at a time, number of applications of JRF students are more than number of seats available in the department/institute, merit list for admission shall be prepared on the basis of the following criteria :

- 10% weightage to marks in the Matric Examination
- 20% weightage to marks in the Senior Secondary Examination
- 30% weightage to marks in the Bachelor's Degree Examination
- 40% weightage to marks in the Master Degree Examination

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\*Amended with the approval of Executive Council held on 25/07/2015 vide Reso. No. 14.

- 3.3. From those who qualify for admission, the department will invite for interview, in the order of merit, three times the total number of seats in the department (For example, if a department has 8 seats, 24 candidates who have qualified the written entrance test will be invited in order of merit for interview).

3.4. The merit list for admission to Pre-Ph. D. course shall be prepared by the concerned Department according to the following criteria :

- 3.4.1.1. 10% weightage to marks in the Senior Secondary Examination.
- 3.4.1.2. 10% weightage to marks in the Bachelors Degree Examination.
- 3.4.1.3. 10% weightage to marks in the Master Degree Examination.
- 3.4.1.4. 40% weightage to marks in the entrance test.
- 3.4.1.5. 20% weightage to performance in the interview conducted by DRC on the basis of criteria approved by DRC of the concerned Department.
- 3.4.1.6. 10% weightage to the research statement/board area of research submitted by the qualified candidate.
- 3.4.1.7. 05 marks to those candidates who have qualified for NET/GATE/SLET.

3.5. The supervisor will be nominated subsequently by the Departmental Research Committee (DRC) for each admitted candidate. The final approval of synopsis shall follow the successful completion of course work.

3.6. Only a predetermined number of students in accordance with the seats announced in the admission brochure of the university shall be admitted.

3.7. While granting admissions to the Pre-Ph.D. programme, the Department/Institute will take into account the National/State level Reservation Policy.

3.8. 15% supernumerary seats shall be reserved for foreign students and 1 supernumerary seat in each subject shall be reserved for teachers/employees of the university who qualify the Entrance Test.

3.9. The faculty members of B.P.S. Mahila Vishwavidhalya shall be exempted from Pre-Ph.D. Course work. However, the faculty members shall appear in the Pre-Ph.D. examination to qualify Pre-Ph. D. Course work.

#### **4. COURSE WORK :**

4.1. Each admitted student shall be required to complete the mandatory course work of minimum 15 credits in one semester.

4.2. The Department concerned shall design the Pre-Ph.D. course as per UGC guidelines. "The Pre-Ph.D. course must include a course on research methodology which may include quantitative methods and

computer applications. It may also involve review of published research in relevant area".

If advisable, the Department may allow the students to take one course in an allied discipline in any other Department of the University.

4.3. The qualifying marks in each paper of the course work shall be 50%. In case, a candidate fails to complete the course work she may be permitted by the Post Graduate Board of Studies (PGBOS) on the recommendation of the Head of the Department and DRC to complete the course work in an additional semester. No further extension shall be permissible.

**4.4. Only on satisfactory completion of mandatory course work, the candidate's Registration in the Ph.D. programme shall be confirmed. The pass Grade C+ (50%) and higher grades.**

## **5. APPLICATION & REGISTRATION :**

5.1. Application (s) for registration to Ph.D. programme from eligible candidates on the prescribed form along with the synopsis of research prepared in consultation with the department faculty shall be considered by the Department Staff Committee. The Department Staff Committee may :

5.1.1. recommend the synopsis of research for consideration by Department Research Committee.

Or

5.1.2. suggest suitable changes in the synopsis of research.

Or

5.1.3. reject the synopsis of research.

5.2. Head of the concerned Department, on behalf of the Department Staff Committee, shall place the application(s) for registration along with the recommendations of the Department Staff Committee before the Departmental Research Committee (DRC). DRC shall invite the candidate(s) to defend their research proposal(s).

5.3. The Department Research Committee for registration to the programme in the University Teaching Departments shall consist of the following :

5.3.1. Head of the Department concerned - Chairman

5.3.2. All Professors and Associate Professors.

**5.3(3)** \*One Assistant Professor among those eligible for appointment as supervisor, by rotation for two years.

5.3.4 Two outside experts to be nominated by the Vice-

Chancellor for a period of two years out of the panel of six experts proposed by the Department Staff Committee.

5.3.5 Dean of the concerned Faculty.

Two/fifths of the members shall form a quorum. The proceedings of meeting of the Departmental Research Committee will be valid if at least one out of two experts attends the meeting.

\*Provided that the Assistant Professor in the Department should have at least three years of full time teaching experience at the PG or five years at UG level.

5.4. The DRC shall assign supervisor to each qualified admitted candidate. In the case of subject of interdisciplinary/inter-specialty nature, the DRC may recommend the appointment of a Joint Supervisor from other Universities/Research Labs etc. The main supervisor will get full credit of the research work.

5.5 \*All the Professors, Associate Professor & Assistant Professor in the Department having doctorate qualification in the concerned discipline shall be eligible for nomination as research supervisor. The maximum number of Research Scholars to be registered under a supervisor/joint supervisor shall be as under: Professor = 8, Associate Professor = 6, Assistant Professor = 4

\*Provided that an Associate Professor with three publications in reputed journals can be considered only for the membership of DRC for the next two years, with immediate effect, after that Ph.D. shall remain the essential qualification/requirement for the membership of Departmental Research Committee.

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**\*Added vide E.C. Resolution No. 6 held on 21/02/2013.**

5.6. DRC shall recommend the registration of the qualified candidates with the nominated supervisors and while recommending the registration of the candidate for consideration by Post Graduate Board of Studies, the DRC shall clearly state whether in its opinion,

5.6.1.1. The subject proposed for research is suitable or not:

5.6.1.2. The supervisor(s) recommended is/are eligible or not.

However, if the DRC decides so, it may either reject the application or may suggest suitable changes in the topic of research for reasons to be recorded. In the latter case the candidate shall be given appropriate time to process her application for registration through the Department Staff Committee for another presentation before DRC.

5.7. The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS, the Faculty and the **Academic Council** for its consideration and approval, respectively. The date of registration of the research scholar shall be the date on which the P.G. Board of Studies recommends the registration of the candidate.

5.8. A candidate may, normally not later than one year after his registration, modify the topic of her subject on the recommendations of the P. G. Board of Studies.

## **6. CHANGE OF SUPERVISOR :**

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- 6.1. The change of Supervisor may be allowed on academic grounds at the recommendation of the Department Staff Committee, DRC and PG BOS.
  - 6.2. However, the change will be allowed after the approval of the **Academic Council**.

## **7. PERIOD OF WORK :**

Every candidate registered for Ph.D. programme shall be required to pursue her research work at least for two years. The reduction in this period shall not be allowed under any circumstances. The Maximum duration of the Ph. D. work shall be 4 years and an extension of one year may be given with the permission of the Vice Chancellor on the recommendation of the Head of the Department and Research Supervisor.

## **8. MEDIUM :**

In the language subjects, the thesis may be presented in English/Hindi or the language concerned. In other subjects, the research scholar shall submit thesis in English.

## **9. MONITORING :**

- 9.1. Every research scholar shall be required to submit half yearly report on the prescribed Performa to the Department. The Supervisor of the Research Scholar will give his assessment about the progress of the scholar. The Report shall be placed before the Department Staff Committee and Departmental Research Committee for its evaluation. The progress report will also be submitted to the Dean of the concerned faculty.

- 9.2. In case two consecutive six monthly reports are unsatisfactory, the Head of the Department on behalf of the Department Staff Committee present the case to DRC. The DRC may recommend, along with the observation of the Dean of the concerned faculty, to the P.G. Board of Studies cancellation of the registration of the said candidate.
- 9.3. Once in a year, the Research Scholar will present a seminar on her research conducted in the previous year in research colloquium. This seminar will be organized by the concerned Head of the Teaching Department.

## **10. SUBMISSION :**

- 10.1. Ph.D. student shall publish at least two research papers in refereed/reputed journals 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. The list of refereed/reputed journals shall be specified by the University time to time. The Copyrights of the published work shall be jointly shared by the Supervisor and Scholar.
- 10.2. Prior to submission of the thesis, the student shall make a Pre-Ph.D. presentation in Department three months before the submission of thesis. The Pre-Ph.D. presentation 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.
- 10.3. 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.
- 10.4. The research scholar shall submit three printed typed copies of her thesis, mentioning the name of the candidate/supervisor, etc. along with two soft copies of thesis on 2 CDs.
- 10.5. A candidate shall also submit six copies of the summary of the thesis in about 300 words indicating how far the thesis embodies the result of his own research and in what respects his investigations appear to him to advance the knowledge of the subject of his thesis.

## **11. APPOINTMENT OF EXAMINERS**

- 11.1. On receiving application request along with an abstract of the thesis including synopsis/chapter scheme from the research scholar duly certified by the Supervisor that her research work is complete and ready for submission, the P.G. Board of Studies shall approve, a panel of at least six external examiners not below the rank of Professor to evaluate the thesis provided by the concern Supervisor.

The supervisor shall ensure that the proposed examiners are from the same area of specialization to which Ph. D. thesis to be evaluated pertains. The Board of Studies may ensure while recommending the examiners that 50% of the external examiners are from within Haryana and 50% from outside of the state. Efforts should be made to recommend examiners of national and international repute and from the leading Institutes/Universities in the country. It shall be up to the P.G. Board of Studies concerned to recommend the examiners from outside the Country.

**\*Added vide E.C. Resolution No. held on.**

- 11.2. The candidate shall submit 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.

## **12. EVALUATION OF THESIS**

- 12.1. The thesis shall be referred to two examiners selected by the Vice-Chancellor out of the already approved panel. At least one examiner shall be from outside the State/Country. The examiners shall be requested to send their reports within two months.
- 12.2. The examiners 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.
- 12.3. In case the examiner(s) recommend revision of the thesis, suggestions for such revision should be part of the examiner's report. The research scholar shall be required to submit the revised thesis within one year of communication to her. After revision, the thesis shall be sent to the same examiner(s) for evaluation, unless examiner/examiners express her inability.
- 12.4. 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.



### **13. VIVA-VOCE EXAMINATION & AWARD OF DEGREE**

- 13.1. 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.
- 13.2. In case both the examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another examiner out of the panel to conduct the viva-voce examination.
- 13.3. The reports of the examiners on the thesis as well as on the viva-voce examination shall be placed before a Committee consisting of the Vice-Chancellor, the Dean and the Head of the Department concerned, within one month of the viva -voce examination. The Committee shall further, after considering the total process of evaluation, recommend it to the **Academic Council** for final consideration and approval.

If the Dean or Head of the Department somehow is not able to participate in the meeting, the Vice-Chancellor will co-opt any other senior member of the Faculty, in his/her/ their place.

- 13.4. 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.

Along with 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.

- 13.5. The publication right/copyright will be jointly shared by the supervisor and research scholar.

### **14. GENERAL GUIDELINES :**

- 14.1. Where this document is silent about any rule, the University Ordinance/UGC guidelines from time to time will be applicable.
- 14.2. The Programme fee shall be paid by the candidate as prescribed by the University from time to time.
- 14.3. Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.

- 14.4. All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Dean of Academic Affairs.
- 14.5. Notwithstanding anything in this ordinance, the Vice-Chancellor may take such measures as may be necessary in respect of candidates registered with the University.

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