

Circular No. 107/2010

Subject : Revised Rules for Ph.D.

It is hereby notified for the information of all concerned that the Authorities of the North Maharashtra University, Jalgaon have revised the Rules for the degree of Doctor of Philosophy (Ph.D.). The said Rules are approved by the Academic Council of the University held on 10.06.2010 vide resolution No.ए-05/2010. A copy of the same is enclosed herewith. These rules satisfy UGC regulation 2009 (minimum standards and procedure for award of Ph.D. degree).

No. NMU/11/Ph.D. Rules/ 864 /2010
Date : 21.06.2010


(Prof. S.B. Chincholkar)
Director

To,

- 1) The Principals/Directors,
All Colleges and Institutions affiliated to
NMU, Jalgaon.
- 2) The Director/Head,
All Schools/Departments,
NMU, Jalgaon

Revised Ph.D. rules approved by Academic Council

॥ अंतरी पेटवू ज्ञानज्योत ॥



**NORTH MAHARASHTRA UNIVERSITY,
JALGAON**

**Revised rules for the admission for Degree of Doctor of
Philosophy (Ph.D.) as per the UGC (Minimum standards and
procedure for awards of Ph.D. degree) Regulation 2009**

[with effect from 11 July, 2009]

NORTH MAHARASHTRA UNIVERSITY, JALGAON

REVISED RULES FOR THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

The revised rules for the degree of Doctor of Philosophy (Ph.D.) are framed as per the University Grants Commission's minimum standards and procedure for awards of M. Phil/Ph.D. degree Regulation, 2009 published in the Gazette of India, No. 28 dated July 11-17, 2009 in Part III, Section 4. These revised rules are applicable to the candidates who have applied/registered on or after July 11, 2009. The candidates registered before the date, will be governed by old rules.

The North Maharashtra University, Jalgaon offers research programmes in different subjects and in inter-disciplinary areas leading to the Degree of Doctor of Philosophy. A regular full time candidate shall ordinarily work in a University Schools/Departments, Research Institutes/Centers (In colleges or industries) or recognized place of research by North Maharashtra University, Jalgaon. The rules regarding eligibility, procedure for conduct of entrance examination, structure of entrance examination, interview, allotment of Research Guide, submission of application, provisional registration, course work, supervision, submission and evaluation of thesis, appointment of external examiners, viva-voce/defense, depository with UGC, declaration of result of thesis shall be as follows :

1. Eligibility :

For admission to the Ph.D. programme in a related subject in the faculty, applicants fulfilling the following criteria shall be treated as eligible :

- a) Persons having passed Post Graduate Degree (Master Degree) Examination with at least 50 % marks or equivalent Cumulative Grade Point Average (CGPA) from any recognized statutory University which is a member of AIU, New Delhi.
- b) Persons working in National Laboratories :- Institutes/Government/Private Organizations nominated/sponsored by the respective employer. These persons should have a Post Graduate Degree and hold the rank of Assistant Director/Scientist B and or above and at the discretion of the Vice-Chancellor.

Above mentioned rules will also be applicable to the foreign candidates who have obtained a Masters' Degree from the statutory Indian Universities.

- c) Persons with exceptional abilities who have passed Graduate Degree Examination with 50 % of marks and with 15 years experience after graduation in related fields.
- d) Senior citizens of age 60 years and above with Graduate degree in exceptional cases at the discretion of Vice-Chancellor.
- e) The members of the Institute of Chartered Accountants and / or Institute of Cost and Works Accountants and / or having qualification of Institute of Company Secretaries of India shall be considered eligible for registration for Ph.D. in any subject in the faculty of Commerce and Management provided that they possess a Bachelor's Degree of any statutory University.

- f) A Graduate in any faculty who has developed important new techniques (new for the country) or designed and fabricated special instruments or apparatus which are deemed by competent judge to be a valuable contribution to Engineering/Pharmacy may be permitted by the Research and Recognition Committee of concerned faculty on the recommendation of the appropriate Board or Boards of Studies to submit his thesis for the Ph.D. Degree in that faculty. Such a candidate must have at least five years standing as a Bachelor of concerned faculty.
- g) Applications for research in inter-disciplinary areas satisfying rule 1 (a) above and from applicants belonging to a faculty or subject other than the faculty or subject in which the research is proposed to be done and from international candidates (those who have not obtained the Master's degree from Indian Universities) shall be considered on the basis of the proven ability and aptitude of the researcher for such kind of research. The decisions in this regard shall be taken by the concerned Research and Recognition Committee/s after presentation by the research student. In such cases, the guide should be from the subject in which the candidate has completed his/her Master Degree and the Co-guide from the allied subject. The guide and co-guide for one particular thesis cannot be from same subject.
- h) Foreign Candidates (those who have not obtained Master's degree from Indian Universities) who have passed post-graduate degree (Master Degree) with at least 50 % marks or equivalent CGPA.
- i) The candidates having passed Masters' degree (Partly by Paper Partly by Research) from any recognized statutory University which is a member of AIU, New Delhi.

2. Admission :

a) Provisional Admission :

The provisional admission for the Ph.D. degree shall be done in the University after undergoing the following procedure.

- i) The candidates who are eligible as per the above criteria mentioned in (1) will have to appear for an Entrance Test devised and conducted by the University.
- ii) The candidates who qualify through Entrance Test or who are exempted under provision 5 (d) shall have to appear for an interview before the committee constituted for the allocation of the Research Guides.
- iii) After allocation of the Research Guide, an eligible candidate seeking admission to the Ph.D. programme shall apply to the Director, Board of Colleges and University Development in the prescribed application form along with registration fee as may be prescribed from time to time by the University. The candidate shall also submit 10 copies of his/her Ph.D. research proposal (outline) along with the application through his/her allocated Research Guide.
- iv) An eligible candidate shall be required to make a brief presentation of his/her research proposal before the Research & Recognition Committee (RRC).

b) Confirmation of Admission :

The admission of the candidates for the Ph.D. degree shall be considered as provisional till the candidate successfully completes the Pre-Ph.D. theory course work.

- c) As per the provision in the Ordinance No. 116, no candidate shall be allowed to simultaneously register for Ph.D. and for any other degree course in the same or different University.

3. Additional Ph.D. degree :

- a) A candidate seeking admission for the additional Ph.D. degree within the same subject, need not to appear for the Entrance Test and Pre-Ph.D. theory course work.
- b) A candidate seeking admission for the additional Ph. D. degree other than the subject in which the candidate has been previously awarded, the candidate shall have to appear for the Entrance Test and Pre-Ph.D. theory course work in the subject for which the candidate wishes to register for Ph.D. degree.

4. Fee structure :

The fee structure for Ph.D. degree will be as prescribed by the University authorities from time to time.

5. Entrance Examination :

- (a) The Entrance Examination will be conducted by the University.
- (b) The Entrance Examination will be compulsory for the candidates seeking admission to Ph. D. degree in University Schools/Departments, Research Institutes/Centers (in colleges or industries) or recognized place of research by North Maharashtra University, Jalgaon.
- (c) No separate Entrance Examination will be conducted by other Research Institutes/Centers (In colleges or industries) or recognized place of research.

(d) Exemption for Entrance Examination :

The candidates fulfilling one of the following conditions will be exempted from Entrance Examination.

- (i) Qualified in SET/NET/JRF examinations of the apex bodies as CSIR/UGC/ICAR/ ICMR/DBT.
- (ii) Persons with exceptional abilities and Senior Citizens as mentioned in 1 (c & d) at the discretion of Vice-Chancellor.
- (iii) Passed M.Phil, M.E./M.Tech, M.Pharm from statutory University.
- (iv) Teachers having 5 years regular (unconditional approval) teaching experience at U.G./P.G. level.
- (v) Foreign Students.

(e) Advertisement :

- (i) The advertisement for inviting applications for appearing for Ph. D. Entrance Examination will be published by B.C.U.D. Section.
- (ii) The candidate will have to apply on-line in the prescribed format as given in the Appendix 'A'. The hard copy of the same along with relevant supporting documents should be submitted to the B.C.U.D. Section in stipulated time period.

f) Schedule of Entrance Examination :

An Entrance Examination for Ph. D. programme will be conducted twice in a year i.e. in the month of January and July of every year.

January Session :

- (i) The University Schools/Departments, Research Institutes/Centers (In colleges or industries) or recognized place of research by North Maharashtra University, Jalgaon will communicate the vacancies subject-wise to the Board of Colleges and University Development Section (B.C.U.D.) in the month of November. All such vacancies will be declared by B.C.U.D. Section in the month of November.
- (ii) Advertisement will be published in the last fortnight of December of every year inviting applications for appearing for Entrance Examination.
- (iii) Paper-I and Paper-II of the Entrance Examination will be conducted on any suitable date in the month of January.

July Session :

- (i) The University Schools/Departments, Research Institutes/Centers (In colleges or industries) or recognized place of research by North Maharashtra University, Jalgaon will communicate the vacancies subject-wise to the Board of Colleges and University Development Section (B.C.U.D.) in the month of May. All such vacancies will be declared by the B.C.U.D. Section in the month of May.
- (ii) Advertisement will be published in the last fortnight of June of every year inviting applications for appearing Entrance Examination.
- (iii) Paper-I and Paper-II of the Entrance Examination will be conducted on any suitable date in the month of July of every year.

(g) Declaration of result :

The list of the successful candidates in Entrance Examination will be published by B.C.U.D. Section of the University. The result will also be uploaded on University Website.

- (h) The priority will be given to the candidates who have already been selected and working under sponsored research projects while admitting the students for Ph.D. degree in the concerned subject.

(i) Structure of the Entrance Examination :

There will be two papers i.e. Paper-I and Paper – II for the Entrance Examination. The Paper-I would be General Aptitude Test of 100 marks and Paper-II would be subject specific test of 100 marks.

Paper – I : General Aptitude Test.

This paper will have 100 questions with multiple choice covering logical reasoning, numerical ability, reasoning & language aptitude.

Standard of passing :

Candidate who scores 50 % marks and above (45 % marks and above, in case of SC/ST candidates) will be declared as pass. The list of successful candidates in Paper-I will be declared Subject-wise on University Website. The Paper-II of Entrance Examination will be examined, only the candidates who qualify in Paper-I.

The score of Paper – I will be valid for next three years from the date of declaration of results to appear for Paper-II.

Paper – II : Subject Specific Test.

Paper-II will be also of 100 marks. Out of which 20 marks will be allocated multiple choice objective questions covering relevant subjects in the faculty and 80 marks will be allocated to theoretical descriptive questions in the relevant subject.

j) Syllabus for Entrance Examination :

The syllabus of Paper-II for various subjects covered under different Boards and Faculties will be decided by the Board/Faculty and the same will be notified and uploaded on University website.

6. Allocation of Research Guide :

- (a) The allocation of Research Guide shall not be left to the individual candidate or Guide.
- (b) The allocation of Research Guide will be done by the constituted committee consisting of –
 - (i) Vice-Chancellor's nominee in the relevant subject - Chairman
 - (ii) Head of the concerned University Department - Member
 - (iii) Chairman, Board of Studies in the concerned subject- Member

In case of non availability of University Department in the concerned subject at the University campus, one expert from respective subject will be nominated as a Member by Hon'ble Vice-Chancellor.

- (c) The committee constituted in 6 (b) shall allocate Research Guide to the candidates qualified in the Entrance Examination on the basis of interview in a formal manner depending on the availability of seats with Research Guide and willingness of the Research Guides to accept the candidate.

- (d) The candidate shall confirm the topic of research of his/her thesis and prepare a brief outline under the guidance of allocated research guide.
- (e) While granting admission to candidates to Ph.D. programmes, the State Reservation Policy shall be followed.
- (f) Foreign candidates will be treated at par with Open Category for Ph.D. admission.

7. Application for registration:

- (a) Candidates who are eligible and qualify as per above conditions and desirous of doing research work for the Ph.D. Degree shall apply for the registration to the Director, B.C.U.D., North Maharashtra University, Jalgaon in prescribed format (Appendix 'B') along with related supporting documents and prescribed registration fee.
- (b) The applicant shall submit 10 copies of his/her Ph.D. proposal (research outline) along with his/her application to B.C.U.D. Section.
- (c) The applicant shall be required to make a brief presentation before the Concerned Research and Recognition Committee. The date of meeting of the committee for the presentation shall be communicated at least 15 days in advance by letter/fax/e-mail to the applicants.
- (d) The committee will prepare a report on the basis of presentation. In case of any suggestions given by the committee for improvement in the topic of research, the candidate shall make changes accordingly in the research proposal (research outline) within one month from the presentation. On the recommendation of the Head of the concerned University Department, Chairman (BOS) in the concerned subject, Dean of concerned faculty will approve the revised research outline.
- (e) The date of presentation of outline will be the date of registration (date of provisional admission). In case of revision of research outline, the date of registration (date of provisional admission) will be the date of acceptance of the revised research outline.
- (f) The date of provisional admission shall be the date of registration which shall be valid for 5 years. Extension up to a maximum period of 2 years shall be given only if considerable work has been done by the candidate. The candidate concerned must submit the application to B.C.U.D. for extension through his guide and the Head of the place of research at least 2 months before the expiry of the registration period. On the basis of the recommendation of Dean of the concerned faculty, Vice-Chancellor will grant the extension up to 2 years.

8. Change in the title of topic of research :

- a) A candidate may be allowed to change the title of his/her research work subject to approval of Research and Recognition Committee and provided he/she applied for the change at least six months before the anticipated date of submission of his/her thesis or earlier. The candidate shall submit his/her application duly recommended by the Research Guide.

- b) If the change in the title of the topic of research involves an altogether different topic from what he/she was registered, the candidate shall not be allowed to submit his/her thesis unless he/she works for a period of two years i.e. for the minimum period prescribed for Ph.D. study from the date of approval of the new topic by Research and Recognition Committee.
- c) The title of the topic of research for the experimental science subjects (i.e. Science, Engineering and Technology, Pharmacy) may not be the title of the thesis. If the title of thesis does not match with the title of topic of research, then the candidate shall have to submit his/her application to the Director, B.C.U.D. duly recommended by Research Guide for the approval of the Vice-Chancellor.

9. Pre-Ph.D. Theory Course :

- a) The Pre-Ph.D. Theory Course Work is compulsory to all provisionally registered candidates.
- b) The candidates who have completed M. Phil. degree with course work will be exempted from the modules of Pre-Ph.D. Theory Course Work – I, which he has completed during his M. Phil. study.
- c) All provisionally registered candidates except the candidates mentioned in 9 (b) shall be required to undertake course work organized by the University.
- d) The Pre-Ph.D. Theory Course Work will be for a minimum period of one semester.
- e) The Pre-Ph.D. Theory Course Work will carry 18 credits. The bifurcation of these credits is as under :

Course No.	Contents	Credits
01	Research Methodology which includes research methodology, quantitative methods, computer application, tools and techniques including instrumentation, communication skills, seminar presentation and review of published research.	06
02	Subject specific course	06
03	Guide's course based on research topic	06

- f) The subject-wise syllabi for Pre-Ph.D. Theory Course Work shall be decided by Board of Studies and Faculties and same shall be notified.
- g) Conduct of Pre-Ph.D. theory course work :
 - (i) The Pre-Ph.D. theory course work shall be conducted by the University only.
 - (ii) No Research Institutes/Centers (In colleges or industries) or recognized place of research by North Maharashtra University, Jalgaon is allowed to conduct the Pre-Ph.D. theory course work.

- (iii) The provisionally admitted post-graduate students for Ph.D. degree (irrespective of their place of research work) will have to complete Pre-Ph.D. theory course work within one year in the respective School/Department of the University only.
- (iv) The provisionally admitted teachers who are recipient of UGC Fellowship under Faculty Improvement Programme in the University School/Department will also have to complete Pre-Ph.D. theory course work within one year in the respective School/Department of the University only.
- (v) The provisionally admitted teachers who are not recipient of UGC Fellowship under Faculty Improvement Programme in the University School/Department will have to complete Pre-Ph.D. theory course work during the period of three vacations in the University only.
- (vi) The provisionally admitted teachers in Research Institutes/Centers (in colleges and industries) or recognized place of research by North Maharashtra University, Jalgaon who are recipient/not recipient of UGC Fellowship and candidates other than regular post-graduate students (i.e. candidates from industries and National Laboratories) will have to complete Pre-Ph.D. course work during the period of three vacations in the University only.
- (vii) One of the teachers from the place where the Pre-Ph.D. theory course work is conducted shall be appointed as the Co-ordinator for the conduct of Pre-Ph.D. theory course work.
- (viii) It is the responsibility of the Co-ordinator of Pre-Ph.D. theory course work to co-ordinate teaching and evaluation activities.
- (ix) The Co-ordinator of Pre-Ph.D. theory course work shall submit the final result of Pre-Ph.D. theory course work to B.C.U.D. Section.

h) Evaluation of Pre-Ph.D. course work :

- (i) The evaluation of Pre-Ph.D. course work shall be divided into two parts viz. Internal Assessment and University Examination with a weightage in the ratio of 50 : 50.
- (ii) **Standard of passing :**
 - (a) There is a separate head of passing for Internal Assessment and for University Examination for Pre-Ph.D. theory course work.
 - (b) Minimum marks for passing in the Internal Assessment and University Examination for Pre-Ph.D. theory course work shall be 50 % each.
 - (c) It is the responsibility of the Research Guide to perform complete evaluation of Guide's course. There shall not be University Examination for Guide's course. He/she should submit the mark-lists to the Co-ordinator of Pre-Ph.D. theory course work.

(iii) Internal Assessment :

- (a) Internal Assessment for each course would be continuous and each subject teacher shall co-ordinate this activity and maintain the record of the Internal Tests conducted.
- (b) The Internal Assessment for each course will comprise of two components – Internal Test and Seminar of 25 marks each.
- (c) One internal test of 25 marks (duration of 60 minutes) for each theory course comprising of 6 credits shall be conducted by the subject teacher.
- (d) Each student shall deliver one seminar for each course and there will be continuous evaluation of the seminar.
- (e) The evaluation of the seminar components will be based on following four heads :-

Heads	Marks	Evaluating Authority
Performance of the student in the collection of reference material for seminar	05	Concerned course teacher
Content of the seminar	05	
Performance in seminar	05	
Viva-voce	10	
Total marks	25	

iv) University Examination :

- (a) The University Examination for 50 marks per course would be held about a week after completion of teaching of Pre-Ph.D. course work.
- (b) The University Examination of 50 marks and its assessment work shall be done by respective department where Pre-Ph.D. theory course work is conducted.

v) Grades for Pre-Ph.D. theory course work :

- a. Marks for each Pre-Ph.D. theory course work would be converted into grades as shown in the following tables :

Marks Obtained	Grade	Qualification
90-100	O	Outstanding
75-89	A	Excellent
60-74	B	Very Good
50-59	C	Good
45-49	D	Average
Less than 45	F	Fail

- b. Students with F grade in the course shall have to clear the concerned course within six months after appearing for the first time in the concerned paper.
- c. It is mandatory to show the answer sheets of all tests to the students.

10. Supervision :

- (a) The allotment of Research Guide shall not be left to the individual candidate or Guide. The allotment of the research guide will be done by the procedure mentioned in (6).
- (b) Normally a candidate shall be required to complete his/her doctoral research under the supervision of the guide recommended by the Guide Allocation Committee for admission. However, the Research and Recognition Committee concerned may allow change of guide on the production of a 'No Objection' certificate from the first guide and an acceptance letter from the new guide. In case of such a change, the candidate shall work, for a minimum period of one calendar year under the new guide before he/she submits the thesis.
- (c) At any given time, a guide shall not have more than eight registered Ph.D. candidates and five M. Phil. candidates working under his/her supervision.
- (d) In case, the guide of the candidate leaves the University/College/Institute or retires from service but continues to be the research guide of the university, the candidate will be allowed to complete his/her work under the same guide.
- (e) In case of a dispute between a candidate and his guide, the committee consisting of the following shall examine the matter and report to the Vice-Chancellor, whose decision shall be final :
 - i) Dean of the concerned faculty. [Chairman]
 - ii) Chairman of BOS of concerned subject.
 - iii) Member of the concerned RRC nominated by the Vice-Chancellor.
 - iv) The applicant. [Invited in case of need]
 - v) The Guide of the candidate. [Invited in case of need]

The report shall include all observations meticulously and make specific recommendations on the basis of observations for the acceptance of the Vice-Chancellor.

11. Independent research without guide :

- (a) If the research guide in the concerned subject is not available in the jurisdiction of University and/or the candidate wish to work independently, he may be allowed to register for Ph.D. without research guide provided that the candidate should fulfill the following conditions :-
 - (i) The candidate should satisfy the eligibility criteria mentioned in (1).
 - (ii) The candidate should qualify the Entrance Test for admission to Ph.D. degree devised and conducted by the University. In case of eminent person exemption may be granted by the Vice-Chancellor.

- (iii) The candidate should successfully complete the Pre-Ph.D. theory course work in the University. In case of eminent person exemption may be granted by the Vice-Chancellor.
 - (iv) The candidate should have published at least two papers in reputed research journals or have published two books in order to show his ability to undertake research work independently.
- (b) The B.C.U.D. Section of the University shall invite the comments on the research papers or the books published by the candidate from the External Expert appointed by the Vice-Chancellor, to evaluate the candidates' ability to undertake the research work independently.
 - (c) The comments of External Expert shall be placed before the Research and Recognition Committee.
 - (d) The BUTR concerned, on the recommendation of the Research and Recognition Committee, may allow a candidate to register for Ph.D. independently, i.e. without having to work under the supervision of a guide.

12. Monitoring the Progress :

- (i) All the registered candidates shall be required to submit an elaborate progress report of the work done to the B.C.U.D. Section of the University through their research guide and co-guide after every six months [Appendix 'C'].
- (ii) If a candidate fails to submit three reports consecutively, his/her registration shall liable to be cancelled.

13. Place of work :

- (i) Normally a candidate has to work under the guidance of recognized guide at the place recognized by the university.
- (ii) In case, the candidate works at some other place than the guide's place, the candidate shall be required to work at least for 180 days (for the subjects related with experimental work) at the place of guide or co-guide.
- (iii) A candidate may be permitted to work for the Ph.D. degree in an institution outside the jurisdiction of this University but recognized by North Maharashtra University as a Post-graduate center for Ph.D. research under the guidance of a recognized guide from the same institute.

14. Submission and Evaluation of Thesis :

(a) Submission of Synopsis :

- (i) The submission of synopsis may be permitted only after completion of 24 months from the date of registration and successful completion of Pre-Ph.D. theory course work.
- (ii) The candidate can be allowed to submit his/her synopsis after a period mentioned in 14 a (i) if he/she has submitted all "six monthly" reports and publish at least one research paper in referred/reputed journal and produce evidence for the same in the form of acceptance letter or the reprint.
- (iii) The synopsis should contain introduction, chapter-wise brief account of the work done and overall conclusions.

(b) Submission of Thesis :

- (i) The thesis can be submitted within six months from the date of submission of synopsis.
- (ii) The candidate should prepare draft thesis within three months from the date of submission of synopsis.
- (iii) Prior to submission of thesis (in final form), the candidate shall make a pre-submission presentation before the constituted committee consisting of :-

(a) Vice-Chancellor's nominee in the relevant subject - Chairman

(b) Head of the concerned University Department - Member

(c) Research Guide - Member

In case of non availability of University Department in the concerned subject at the University campus, one expert from respective subject will be nominated as a Member by Vice-Chancellor.

- (iv) The pre-Ph.D. presentation may be open to all faculty members and research students, for getting feedback and comments which may be suitably incorporated into the draft thesis under the advice of research guide.
- (v) The thesis shall be submitted in compact bound form along with two soft copies in PDF format.
- (vi) The candidate shall submit to the Director, BCUD three copies of his/her thesis and produce an acknowledgement of the receipt of thesis by the research guide.
- (vii) The thesis shall include a Certificate of the guide [Appendix 'D'] and a Declaration by the candidate [Appendix 'E'] that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged.
- (viii) The thesis shall be written in English/Marathi/Hindi/Urdu. In the faculty of Science, Engineering and Technology and Pharmacy the thesis shall be written in English only.
- (ix) The candidate shall be allowed to submit his/her thesis after the completion of a period of three months and before six months from the date of submission of the synopsis, failing which the candidate will have to pay the prescribed fine for late submission. Late submission of thesis shall be allowed up to the completion of one year from the date of submission of the synopsis or till the expiry of the registration period, whichever is earlier.

(c) Presentation of thesis:

The final thesis shall be presented in accordance with the following specifications:

- (i) The paper used for printing shall be of A4 size.
- (ii) Printing shall be in a standardized form on one side of the paper and in 1 ½ /double spacing.
- (iii) A margin of 1 ½ inches shall be on the left hand side and one inch on the right hand side.
- (iv) The card for cover shall not be more than 330 gsm.
- (v) The title of the thesis, name of the University, degree, name of the candidate, place of the research work, and the month and year of submission shall be printed on the title page and the front cover.
- (vi) The University logo or logo of place of research should not be printed on cover as well as on title page.
- (vii) Side cover should mention Ph.D. thesis on the top, name of the candidate and month and year. The specifications are shown in [Appendix 'F'].

(d) Appointment of Examiners:

- (i) The procedure for the appointment of examiners shall be undertaken soon after the candidate submits his/her synopsis.
- (ii) The synopsis shall be forwarded to the Chairman, Board of Studies of the concerned subject and research guide. The Chairman, Board of Studies and Research Guide should submit a panel of at least six external examiners to the Director, BCUD. The Vice-Chancellor shall approve the names of three external examiners in the order of priority.
- (iii) The thesis should be evaluated by two external examiners out of which at least one examiner shall be from out of State.
- (iv) The guide of the candidate shall be the internal examiner. In the case of a candidate working independently, the Vice-Chancellor shall recommend the name of recognized research guide who shall be the internal examiner.

(e) Evaluation :

- (i) After the Vice-Chancellor has approved the panel of examiners, the B.C.U.D. Section shall invite the first two examiners from the approved panel, to examine the thesis. When an examiner accepts the invitation, B.C.U.D. Section shall forward the thesis to the examiners within a week from the date of receipt of the acceptance letter or the submission of thesis, whichever is later. If an examiner does not accept the invitation within a period of one month from the date of dispatch of the invitation letter, the invitation shall be sent to the next examiner on the panel, without observing necessity of reminder to the examiner.

- (ii) The external examiners shall independently send their reports in the format to the B.C.U.D. Section within sixty days from the date of receipt of the thesis. If an examiner fails to do so, the B.C.U.D. Section shall send him/her a reminder immediately after the expiry of the period and request him/her to submit the report within thirty days thereof. If the concerned examiner fails to comply even within the extended period, the B.C.U.D. Section shall cancel his appointment forthwith and invite the next examiner from the approved panel to evaluate the thesis. In the event of a request for the late submission of report, receipt of the report after the appointment has been cancelled or the loss of report, postal delay, etc. the Vice-Chancellor shall take an appropriate decision in the interest of the candidate concerned.
- (iii) The positive reports received from the external examiners and the research guide (internal examiner) shall immediately be forwarded to the Director, B.C.U.D., who after ascertaining that the reports are favourable shall invite joint report from internal referee and request him/her for arranging the viva and the defense of the thesis.
- (iv) In case, one out of two external examiners give unfavourable report, then Director, B.C.U.D. shall get the thesis examined by an additional examiner from the panel of examiners approved by the Vice-Chancellor. If the additional examiner also gives an unfavourable report the candidate will be declared to have failed.
- (v) In case, both the external examiners give unfavourable reports, the student shall be declared as failed.
- (vi) The external examiners appointed will be required to submit specific report in the prescribed proforma supplied by the University along with the detailed report.
- (vii) If the external examiners have suggested some corrections in his/her evaluation reports regarding typographical, grammatical, spelling mistakes observed in the thesis, the University will inform the guide who will ask the candidate to make necessary changes/corrections in the thesis. The candidate will have to submit three copies of the final bound thesis after incorporating all the corrections as per the suggestions of the examiners. The fair copies of the thesis shall be submitted by the candidate before the viva-voce defense.

15. Final Viva-voce and defense of the thesis:

After receiving favourable reports from both the external examiners and joint report from the internal examiner/guide the procedure shall be initiated for conducting the final viva-voce examination.

- a) The Chairman for the Viva-voce and the defense of the thesis shall be appointed by the Vice-Chancellor in his capacity as Chairman, Board of Examinations.
- b) The date suitable to the internal, external examiners and Chairman shall be fixed for conducting the viva-voce.

- c) The day, date, time and the place for the viva voce and the defense of thesis shall be notified by the Director, BCUD at least eight days in advance to the candidate, the examiner, guide and chairman of the open defense. It shall also be displayed on Notice Board.
- d) The open defense of the thesis shall take place in the presence of Chairman approved by the Vice-Chancellor, internal examiner and external examiner. The examiners shall jointly evaluate the performance of the candidate. The role of Chairman shall be to conduct viva in order. The Chairman will not have any role in the evaluation process of the candidate during viva-voce.
- e) If none of the external examiner is present at the time of the defense, the Vice-Chancellor, on the recommendation of the guide shall appoint a senior research guide in the subject/allied subject to act as an examiner for the defense of the thesis. In case, the internal examiner is not available, the Vice-Chancellor shall appoint one of the senior research guides in the subject concerned from the panel of recognized research guide in the subject/allied subject to act as an internal examiner.
- f) Both the examiners and the Chairman present for the Viva-voce and the defense of thesis shall submit their final consolidated report in the prescribed format about the award of the Ph.D. degree to Director, B.C.U.D. immediately after the defense is over.
- g) The recommendations shall specify that the Ph.D. degree be awarded to the candidate OR that the candidate should undertake a fresh defense after specified period.
- h) If the thesis is recommended for the award of Ph.D. degree to the candidate, the first copy of the thesis will be deposited in the University Library, the second copy will be kept in the B.C.U.D. Section, and the third copy will be returned to the candidate.

16. Declaration of result :

The final result shall be officially declared by the Controller of Examinations within eight working days from the date of the defense of thesis.

17. Depository with UGC:

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET accessible to all Institutions/Universities.
