

**Dada Lakhmi Chand**

**State University of Performing and Visual Arts, Rohtak**

**(A State University established under Haryana Act No. 24 of 2014)**



**Ph.D. Ordinance  
2023-24**

# **Dada Lakhmi Chand State University of Performing & Visual Arts, Rohtak**

## **Ordinance for Admission and Award of Degree of Doctor of Philosophy (Ph.D.) (Effective from the date of approval by Academic Council and Executive Council) (Revised as per UGC (Minimum Standards & Procedures for Award of the Ph.D. Degree) Regulations, 2022)**

1. The Degree of Doctor of Philosophy shall be awarded in all Faculties of the University.
2. Research studies leading to the Degree of Doctor of Philosophy (Ph.D.) shall be conducted under the oversight of the Board of Post-Graduate Studies and Research to be constituted as per the Statutes 29.3 of the University Act with the approval and under the aegis of the Academic Council of the University.

### **3. Eligibility for Admission**

#### **3.1 Educational Qualifications**

Candidates seeking admission to the Ph.D. programme must have completed:

- i. A 1-year/2-semester Master's degree programme after a 4-year/8-semester Bachelor's degree programme or a 2-year/4-semester Master's degree programme after a 3-year Bachelor's degree programme from a recognized University or qualifications declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

Or

Equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

Or

Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's degree (honors with research) programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

- ii. Candidates who have completed the M.Phil. programme with at least 55% marks in

aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme without going in for a pre-Ph.D. mandatory course.

*A relaxation of 5% marks or its equivalent grade may be allowed in 3.1.i and ii above for those belonging to SC/ST/OBC (non-creamy layer)/Differently-abled/Economically Weaker Section (EWS) and other categories of candidates as per the Haryana Govt. policy framed from time to time.*

#### **4. Duration of the Programme**

- 4.1 Ph.D. programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 4.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the University; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme;  
Provided further that the female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of the Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 4.3 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

#### **5. Procedure of Admission**

- 5.1 Admission notice for registration to Ph.D. programme shall be issued once/twice in a year as decided by the University from time to time.
- 5.2 The University shall:
  - a. Notify a prospectus well in advance on its website specifying the number of seats for admission, subject/ discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates.

- b. Adhere to the Haryana Govt. reservation policy.
  - c. The University shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, registration number of the scholar, the topic of his/her research and the date of admission) admitted under them on the website of the University and update this list every academic year. The Academic Branch of the University shall maintain the record and take other necessary action such as uploading information on University website, etc.
- 5.3 The candidate shall apply for registration/admission to the University in the prescribed application form (along with fee as decided by the University from time to time) stating his/her qualifications and the subject he/she proposes to investigate by enclosing a research proposal (a brief write up giving an outline of the proposed research work).
  - 5.4 Every application for admission to the programme for the Degree of Doctor of Philosophy in any faculty will be sent to the Chairperson/ Head of the Department concerned in the prescribed format with a research proposal.
  - 5.5 The Departmental Research Committee (DRC), as stipulated in Clause 8.4 below hereinafter prescribed, will scrutinize the eligibility of the applicants.
  - 5.6 The eligible applicants will have to qualify, with at least 50% marks in the prescribed Entrance Test of 70 marks meant for admission to Ph.D. Programme. The syllabus of the entrance test shall consist of 50% questions of research methodology and 50% questions from the specific subject.
  - 5.7 The applicants who have qualified for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests will be exempted from entrance test. The candidate must qualify this examinations with at least 50% marks.
  - 5.8 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 etc. of 30 marks.
  - 5.9 The merit list for admission to Ph.D. Programme shall be prepared by the Department according to the scores obtained out of 100 marks, i.e., an aggregate of marks obtained in entrance test (70), and interview (30). The marks in lieu of entrance test shall be factored to 70% in examinations mentioned in clause 5.7 above for the purpose of merit of such candidates.
  - 5.10 The DRC, after satisfying that the subject offered is one which can profitably be pursued under the supervision 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 for admission to Pre Ph.D. course work.

- 5.11 The University shall decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time. In every case, the Department will have disciplinary and general control over the research students.
- 5.12 The Chairperson/Head of the Department, 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 letters.
- 5.13 Of all the seats for Ph.D. programme available in each Department, 50% shall be unreserved (UR) and the rest 50% shall be allocated/ reserved as per Haryana Govt. Policy/rules existing at the time of admission.

## **6. Pre Ph.D. Course and Credits**

- 6.1 All the research students admitted to the Ph.D. programme shall be required to complete the course work (minimum of 12 credits) prescribed by the Department during the initial one or two semesters. The scheme and syllabus of Pre Ph.D. course work as designed by the DRC shall be recommended to PG BOS & Research of the subject concerned and duly approved by Academic Council from time to time. It shall include a mandatory 'Research and Publication Ethics' course as notified by UGC in 2019 and a course on Research Methodology. The DRC can also recommend UGC recognized online course as part of the credit requirements.
- 6.2 All Ph.D. scholars, irrespective of the discipline, shall be required to train in teaching/education pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. The Ph.D. scholars will also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 6.3 The candidate will be allowed to appear in the course work examination, if he/she meets the following requirements:
- a. Bears a good moral character.
  - b. Has been on the rolls of Department/Institute during the semester concerned.
  - c. Has attended not less than 75% of lectures delivered in theory as well as practicals.

*(Note: Relaxation in shortage of lectures shall be allowed as per condonation rules of the University.)*

- 6.4 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit

his or her thesis.

- 6.5 The examination of Pre Ph.D. Course work shall consist of papers of 100 marks (4 credits) each, out of which there shall be an internal assessment of 20 marks in each theory paper. The internal assessment in each paper shall be based on two assignments and one seminar presented by each candidate and their participation in seminar. The concerned teacher shall maintain the record on the basis of which internal assessment has been awarded for at least three months after the declaration of results. If a candidate fails to pass Pre Ph.D. Course work examination within the three consecutive semesters from the date of his/her admission to the course work, his/her admission to Ph.D. Programme shall be cancelled.
- 6.6 The Controller of Examinations shall publish a list of candidates who have successfully completed the Ph.D. Course work examination
- 6.7 A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the re-appear paper (s) in two consecutive chances in December/May on such dates as may be fixed by the Controller of Examinations. In re-appear cases, the candidate will be exempted from appearing in such papers in which he/she has obtained 55 per cent marks. The internal assessment awards of a candidate who fails in end-term examination shall be carried forward to the next examination.
- 6.8 The amount of the examination fee to be paid shall be governed by the rules of the University as applicable from time to time.

**7. Eligibility of the Supervisors, Co-Supervisors, number of Ph.D. Scholars permissible per Supervisor, etc.**

- 7.1 Permanent faculty members working as Professor/Associate Professor of the University with a Ph.D. degree, and at least five research publications published in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University with a Ph.D. degree, and at least three research publications published in peer-reviewed or refereed journals will be recognized as a Research Supervisor in the University or in its affiliated Postgraduate Colleges/institutes. Such recognized research supervisors will not supervise research scholars in other institutions, where they can only act as co-supervisors. The Ph.D. degree awarded by the University under the supervision of a faculty member who is not an employee of the University or its affiliated Postgraduate Colleges/institutes would be in violation of these Regulations.

For Ph.D. scholars working in Central government/ State government research institutions whose degrees are awarded by the Universities, the scientists in such research institutions

who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons to be recorded in writing.

Co-Supervisors from within the same Department or other Departments of the University or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

7.2 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

7.3 An eligible Professor/Associate Professor/Assistant Professor will guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.

7.4 Each supervisor can guide up to two international research scholars on supernumerary basis over and above the permitted number of Ph.D. scholars as specified in Clause 7.3 above.

7.5 At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in Clause 7.3, and 7.4 above.

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, the number in each such case shall be counted as half (1/2) both for Supervisor/ Co-Supervisor.*

ii. *A teacher cannot be Co-Supervisor of more than two candidates at a time.*

7.6 The faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

**Note:**

i) *The qualifications for a Co-supervisor will be the same as prescribed for the Supervisor*

ii) *The eligibility of the supervisor will be ascertained by the DRC.*

iii) *Provided further that no relative of the candidate such as father, mother, 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.*

## **8. Registration to Ph.D. Programme**

8.1 The following categories of candidates from among those admitted to Ph.D. Programme are eligible to apply for registration of topic for Ph.D. thesis on a prescribed format along with the research proposal signed by the proposed Supervisor.

*(Also, if the candidate declines to work with the allotted supervisor, the matter shall be reported back to DRC, whose decision shall be final.)*

8.2 Who have passed Ph.D. course work of the University in terms of relevant provisions of Clause 6 above. The allocation of Supervisor to a student who is eligible for Ph.D. registration shall be made by the DRC, as constituted under Clause 8.4 preferably keeping into consideration the specialization of available supervisor(s) and the research interest of the student. If possible, mutual consent of the proposed supervisor and the candidate shall be looked into while allocating the supervisor, who will help the candidate to develop the study design and methodology, to review and finalize the topic of research.

8.3 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University or to other University to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

### **8.4 Departmental Research Committee (DRC)**

- a. The Departmental Research Committee shall consist of the following:
  - i. The Chairperson/ Head of the Department
  - ii. All Professors and Associate Professors of the Department. If there is only one and/or no Professor in the Department, then, two senior most teachers having Ph.D. Degree shall be included. If such teachers are also not available, then, the Chairperson/ Head of DRC may co-opt two Professors from other Department (s) of the University.
  - iii. One Assistant Professor (eligible to be appointed as Ph.D. Supervisor) from the Department to be nominated by the Chairperson by rotation for a period of two years.
  - iv. One outside expert in the subject concerned not below the rank of a Professor or equivalent for a tenure of two years to be nominated by the Vice Chancellor out of the panel recommended by the Chairperson/ Head of the Department.



v. Supervisor(s) shall be invited to the meeting of the DRC whenever the cases of their prospective candidates or allocated candidates are taken up (if supervisor is not a member of DRC).

vi. Dean of the Faculty

*Note: The Chairperson/ Head of the Department shall be the Chairperson of the DRC, if he/ she qualifies to be a Supervisor in terms of eligibility as above. As per Clause (ii), 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.*

b. DRC shall have the following responsibilities:-

- To allocate the Supervisor/ change the Supervisor.
- To allocate Co-Supervisor, if required as per Clause 7 of this Ordinance.
- To examine the research proposal and topic of research to recommend the registration to Post-Graduate Board of Studies & Research (PGBOS&R).
- To change/modify the topic on the request of the registered Ph.D. Scholar to guide the research scholar to develop the study design and methodology of research.
- The progress shall be reviewed in a prescribed format of on-going research work of registered candidates half yearly. There shall at least be two meetings for the purpose in an academic session, to review the progress half yearly of each candidate.
- Each semester, a Ph.D. scholar shall appear before the DRC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- In case the progress of the Ph.D. scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Committee shall recommend, citing specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.
- 2/5th of the members of DRC shall form the quorum. A notice of 7 days for meetings shall be issued by the Chairperson.
- In emergent situation, the business can be transacted on line/ through circulation without notice period.

8.5 Application(s) on the prescribed form for registration of topic for Ph.D. thesis Programme

along with synopsis/ research proposal duly approved and signed by the Supervisor received upto a date as decided by the University from time to time shall be considered by the DRC twice a year.

*Note: The candidature for the Ph.D. registration would be valid for one year from the date of his/her eligibility for the registration, i.e. passing out Pre Ph.D. course work.*

- a. A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the DRC by its Chairperson at least seven days before the meeting. The candidate(s) will be invited to defend their synopsis/research proposal(s) before the DRC.
- b. The Departmental Research Committee may:  
Recommend the research proposal in its original form to Post Graduate Board of Studies & Research for its consideration.

OR

Recommend the research proposal with amendments to the candidate concerned.

OR

Reject the proposal with the reasons to be recorded

8.6 The candidate(s), whose research proposal is advised to be amended or rejected with reasons, shall submit before the next DRC with the consultation of his/her supervisor.

8.7 The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS&R for its consideration and recommendation to the Academic Council for its consideration and approval. The whole process of holding the meetings of the DRC and the PGBOS & R shall normally be completed within three months of the last date of receipt of application for Ph.D. registration in each cycle. The approved topic and details of the Ph.D. Scholar shall be uploaded on the University Website.

- a. After the approval of the Academic Council, the candidate shall pay the registration fee etc., as stipulated by the University time to time. Within a month of the date, he/she, shall deposit the fees failing which his/her registration shall stand cancelled automatically. However, the Vice- Chancellor may extend this period in special circumstances.

## **9. Modification of Topic**

A candidate may request, by giving an application, normally not later than one year after his/her registration, to modify/change the topic of his/her research through DRC on the recommendations of the Post-Graduate Board of Studies & Research and PGBOS&R may also suggest change in the topic as recommended by the DRC and approval of the Academic Council.

## **10. 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. Such requests will be submitted to the Chairperson/ Head of the Department, who will put the matter before the DRC as well as the concerned PG BOS & R. However, the change in such cases will be allowed after the approval of the Academic Council.

## **11. Provision for additional programme such as Certificate/Diploma**

- 11.1 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 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 P.G. Board of Studies & Research. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- 11.2 A research scholar can join a part time/evening Certificate or Diploma Programme of knowledge enhancement along with Ph.D. Programme.

## **12. Medium of Instructions and Examination**

The medium of instructions and examination of the course work and the thesis shall ordinarily be English or as stipulated by the Academic Council of the University.

## **13. Requirements during Ph.D. Programme**

- 13.1 Each semester, a Ph.D. scholar shall appear before the DRC to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 13.2 In case the progress of the Ph.D. scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to

implement these corrective measures, the Committee may recommend, citing specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

13.3 Cancellation of Registration:

The Vice-Chancellor, on the recommendation of the P.G. Board of Studies & Research may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory or who has been found to involve in any other acts of misconduct and/or indiscipline recorded and reported by the DRC after thorough inquiry and giving the research scholar opportunities for defense.

13.4 Prior to the submission of the thesis, the research scholar shall request the Chairman, DRC, through the Supervisor with an application for a pre-submission seminar in the Department before the DRC which shall also be open to all faculty members and research scholars. The feedback and comments so obtained from them may be suitably incorporated into the thesis in consultation with Supervisor, who shall also certify it.

13.5 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the DRC of the University, which shall also be open to all faculty members and other research scholars.

#### **14. Appointment of Examiners**

14.1 After giving pre-submission seminar, the research scholar may make a request for the appointment of examiners on prescribed format along with 8 copies of spiral bound synopsis/ research work done of the thesis duly certified by the Supervisor that his/her research work is complete and ready for submission. The supervisor and the Chairperson of the DRC will draw a panel of 8 external examiners as per clause 14.2 below to be sent to Controller of Examinations (COE) in a sealed cover after the approval of the DRC.

14.2 The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the University. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted offline/ online depending upon the situation, recording the reasons for the latter i.e. online viva voce. The viva-voce shall be open to the members of the DRC / faculty members / research scholars, and students. The University will formulate

appropriate rules/ordinances to effect the provisions of this Regulation.

- 14.3 The Panel of the examiners approved by the DRC will be valid for **six months**. However, the Chairperson may, for satisfactory reasons, extend the period of the panel by a maximum of another six months.

## **15. Guidelines for Submission of Thesis**

- 15.1 The research scholar shall submit his/her thesis within six months of the pre- submission seminar with all the requirements fulfilled and the examination fees paid. It shall also be ensured by the Registration Branch that the candidate has submitted semester/ yearly fees since registration and nothing is due to him/her.
- 15.2 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 or a distinct advancement in technology or a unique set of creative products. In either case, it should evince the candidate's capacity for critical acumen and judgment.
- 15.3 The research scholar shall submit three printed/typed copies of the thesis, along with two soft copies of thesis in pdf file on separate new pen drives and six copies of summary of the thesis in the prescribed format to be developed by the University. Two copies of thesis meant for evaluation should be bound in paper-back form and one copy should be in hard binding, which will later be sent to the library after evaluation process completed.
- 15.4 The typing/printing of thesis should be done on both sides (instead of single side of the paper) on A-4 size JK white Deo (GSM 80-120) paper in font size '12' in 'Times New Roman' font.
- 15.5 The thesis should be typed in 1½ space. But the bibliography/references should be typed in single space.
- 15.6 The title page of Ph.D. thesis would be in Maroon Colour with Golden Printing on it.
- 15.7 The thesis will include declaration from the candidate countersigned by the Supervisor and Head of the Department in the following format:

### **Declaration**

This is to certify that the material embodied in the present work entitled

“ \_\_\_\_\_ ”

is based on my original research work. It has not been submitted in part or full for any other diploma or degree of any University. My indebtedness to other works has been duly acknowledged at the relevant places.

15.8 The citation style shall be decided by the DRC concerned.

## 16. Plagiarism Check/ Originality Check

16.1 The following guidelines must be adhered to for submitting the Plagiarism report at the time of submission of Ph.D. thesis: The Ph.D. thesis must undergo a Plagiarism check by either Turnitin/ Authenticate or any other software/tool recommended by the University from time to time.

16.2 Every research scholar submitting a thesis, dissertation, or any other such document to the University shall submit an undertaking indicating that the document has been prepared by him/ her and that the document is his/her original work and free of any plagiarism to the load of 90%.

16.3 The undertaking shall include the fact that the document has been duly checked through a Plagiarism/ similarity detection tool approved by the University and certified by DAIP (Clause 16.5).

16.4 Each supervisor shall submit a certificate indicating that the work done by the research scholar under him / her is plagiarism free.

The similarity check for plagiarism shall exclude the following:

- a. All quoted work reproduced with all necessary permissions and/or attributions.
- b. All references, bibliography, table of contents, preface, and acknowledgements.
- c. All generic terms, laws, standard symbols, and standard equations.

**Note:**

*The research work carried out by the research scholar 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. It shall also exclude small similarity upto 1% (to account for name of supervisor, Institution, Department etc.)*

- d. Regarding self-plagiarism or cases where published work of the research scholar is shown as similarity in the check, a certificate (**Plagiarism Self Exclusion Certificate**) shall be issued by the Supervisor specifying and attaching the publications that have been published by the research scholar from thesis work.

Only these publications should be excluded from the check. No other publications of the Supervisor or the research scholar should be excluded from the check. This will be for reference of the DAIP which will perform the final check.

- e. The admissible level of similarity shall not be more than 10%.
- f. The final Plagiarism check from the person authorized by the University is essential so that the correct report is submitted at the time of thesis submission.
- g. The authorized person shall issue the Plagiarism Certificate duly countersigned by Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

#### 16.5 Departmental Academic Integrity Panel (DAIP)

All Departments in the University shall notify a DAIP whose composition shall be as given below:

- i. Chairperson - Head of the Department
- ii. Member - Senior academician from outside the Department, to be nominated by the Vice Chancellor for a tenure of two years.
- iii. Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor from among the library staff/ IT Cell/ Computer Centre having control over the University authorized anti-plagiarism / similarity detection software/tool.

#### 16.6 Penalties in case of plagiarism in submission of thesis and dissertations:

The DAIP shall ascertain the level of Plagiarism in the following categories and shall impose penalty with the approval of the competent authority i.e. Vice-Chancellor considering the severity of the plagiarism.

- i. **Level 0: Similarities up to 10%** are Minor Similarities. Hence no penalty.
- ii. **Level 1: Similarities above 10% to 40%** :- Such research scholar 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 research scholar shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** :- Such research scholar's registration for that programme shall be cancelled.

**Note 1: Penalty on repeated plagiarism** - Such research scholar 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 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 shall be put in abeyance for a period recommended by the DAIP and approved by the Vice Chancellor. It may, finally, be resubmitted with subsequent evaluation of the thesis or withdrawal of Ph.D. degree.

## **17. Evaluation of Thesis**

- 17.1 The thesis shall be evaluated by two external examiners appointed by the Vice-Chancellor out of the panel of external examiners already approved by PG BOS&R. 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.
- 17.2 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.
- 17.3 Each examiner shall give detailed report on the thesis and make a clear-cut recommendation whether:
- a) The thesis be accepted.
- OR
- b) The research scholar be asked to re-submit the thesis with improvements /revisions.
- OR
- c) The thesis be rejected
- 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. 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.
- 17.4 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.
- 17.5 The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form as spelt out by them.
- 17.6 The examiners shall send a set of at least six questions along with the report that they



would like the research scholar to answer in the viva-voce examination.

- 17.7 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

## 18. Viva-Voce Examination and Award of Degree

- 18.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external 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 the thesis. In the event of non-availability of Supervisor with cogent reasons, in conducting viva-voce, the concerned Head of the Department shall act as supervisor.

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. The viva-voce shall, unless ordered otherwise by the Vice-Chancellor, be held at Rohtak in the Department concerned. The date, time and the subject of the thesis shall be notified by the Head 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, but they shall have no right to put any question to the examinee. In exceptional cases, viva-voce can be conducted online through online conferencing on research scholar's request with the permission of the Vice-Chancellor, if the scholar and/or the external examiner is abroad or unable to come for viva-voce.

- 18.2 The reports of the examiners on the thesis as well as on the viva-voce on a format shall be placed before Research Degree Committee (RDC) consisting of the Vice-Chancellor as Chairperson, and the Dean of the Faculty, the Head of the Department concerned and Controller of Examinations as members within one month of the viva-voce. Three out of these four members will form the quorum of the meeting. If the Dean of the Faculty 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 place. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC.

- 18.3 **Depository with INFLIBNET:** - Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same on its website so as to make it accessible to all the Higher Education and Research Institutions.

- 18.4 **Issuing a Provisional certificate:** - Prior to the actual award of the Ph.D. degree, the

University shall issue a Provisional Certificate to the effect that the Ph.D. is being awarded to the research scholar in accordance with the provisions of these Regulations.

- 18.5 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 as notified in 2022 and adopted by the University from time to time.
- 18.6 The format of degree of Doctor of Philosophy shall be approved by the Executive Council of the University on the recommendation of Academic Council.

## 19 Publication of Thesis

The permission for publication of the thesis, if applied for, by the research scholar concerned may be given by the Vice-Chancellor if the examiners have recommended that the thesis is suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration and recommendations:

Dean of the Faculty	Chairperson
Head of the Department concerned	Member
Supervisor of the Research Scholar	Member

In case the Dean of Faculty/Head 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.

## 20 General

Notwithstanding anything contained in this Ordinance and the Regulations, all research scholars shall be governed by the rules and procedures framed by the University and in force from time to time.

- i. 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.
- ii. The University has the right to cancel, at any stage, the admission of the scholar who is found admitted to any other programme/ course of study which he/she was not entitled in accordance with the Act, Statutes or Ordinances and Regulations in force.
- iii. All exceptions and issues not covered above may be resolved by the Board of Post Graduate Board of Studies and Research and approved by the Vice- Chancellor.

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