

**ORDINANCE NO. GURUGRAM/PH. D./2020/1**

**ORDINANCE  
FOR  
DOCTORATE OF PHILOSOPHY**

**1 SHORT TITLE, APPLICATION AND COMMENCEMENT**

- 1.1 These Regulations shall be called Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2019 of Gurugram University.
- 1.2 These Regulations shall apply to Gurugram University (established by the State Legislative Act 17 of 2017) departments and its affiliated colleges/institutes.
- 1.3 These Regulations shall come into force from the date of notification by the Gurugram University, Gurugram.
- 1.4 The degree of Doctor of Philosophy (Ph.D.) may be awarded in the Faculties of University (Faculty of Life Sciences, Faculty of Humanities, Faculty of Commerce and Management, Faculty of Social Sciences, Faculty of Information Technology, Faculty of Education, Faculty of Law and any other Faculty approved by Executive Council) subject to general guidance of the Academic Council and general control of the faculty concerned.
- 1.5 The student enrolled/registered in Ph.D. Programme shall be called as Research Scholar.
- 1.6 Programme stands for Doctor of Philosophy (Ph. D.).
- 1.7 Course stands for individual paper
- 1.8 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.

**2 ACADEMIC ELIGIBILITY**

- 2.1 Master's Degree with 55% marks in the main subject (or an examination recognized as equivalent thereto)/allied subject (or an examination recognized as equivalent thereto) OR its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed, calculations of marks as per CBCS pattern).
- 2.2 A relaxation of 5% marks i.e. from 55% to 50% marks in the aforesaid Degrees is allowed for those candidates belonging to SC/ST/BC (Block A & B) non-creamy layer)/ Differently Abled of Haryana.

- 2.3 In case of candidate possessing Degree equivalent to Master's Degree from a Foreign University, degree equivalence certificated issued by AIU is mandatory.

### **3 PROCEDURE FOR ADMISSION TO Ph.D. COURSE WORK**

- 3.1 Applications for admission to Ph.D. programme shall be invited through advertisement once in a year normally in the month of September/October or as decided by the University.
- 3.2 The University Departments/Affiliated Colleges/Institutes shall take into account the State level Reservation Policy during admissions in Ph. D. Programme
- 3.3 Gurugram University shall notify Department wise predetermined total number of seats as recommended by the Departmental Research Committee's (DRC) of the respective department. In each department 50% seats shall be reserved for exempted category by the DRC. The Department shall prepare the roster regarding the same and in case total numbers of seats are odd in number then the department shall allocate the odd seat in two categories (exempted and entrance) alternatively in successive year.
- 3.4 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. There shall be no negative marking. A candidate must secure 50% marks to qualify the entrance test (47.50% for SC/ST/Differently abled candidates).
- 3.5 The following categories of candidates are exempted from Ph.D. entrance test:
- 3.5.1 UGC/CSIR-JRF/NET (with validity period)/Teacher Fellowship holder/Inspire fellow (with validity

period)/GATE (with validity period)/GPAT(with validity period) is eligible

3.5.2 To submit the Application Form duly filled in all respects for admission in Ph.D. programme under Exempted Category, if otherwise eligible.

3.5.3 The admission in Ph.D. Programme under exempted category shall be made in order of merit on the basis of the following criteria :

<b>Sr. No.</b>	<b>Particulars</b>	<b>Weightage</b>
1.	Percentage of marks in 12th Class examination	05%
2.	Percentage of marks in UG examination	15%
3.	Percentage of marks in PG examination	25%
4.	Weightage for teaching or research professional experience as full time Assistant Professor in University/college	01 marks for each completed year* (max marks 05)
5.	Qualifying Examination from Gurugram University	05 marks
6.	Interview	10 marks

Note: The candidates who are covered under the exempted categories may also appear in the entrance test, if they so desire, to improve their weightage.

3.6 Criteria for Preparing Merit List and Admission to Ph.D. Programme through Entrance Test :

3.6.1 Those who qualify Ph. D. Entrance Test, the department shall invite them for interview, in the order of merit prepared on the basis of criteria mentioned below i.e. from Sr. No. 1 to 7, three times the total number of seats in the department.

3.6.2 The merit list for admission to Ph.D. programme shall be prepared by the DRC according to the following criteria:-

<b>Sr. No.</b>	<b>Particulars</b>	<b>Weightage</b>
1.	Percentage of marks in 12th Class examination	05%
2.	Percentage of marks in UG examination	15%
3.	Percentage of marks in PG examination	25%
4.	Percentage of marks in Entrance Examination	30%
5.	Candidates who have qualified NET/SLET/JRF or Exempted Category	05 marks
6.	Weightage for teaching or research professional experience as full time Assistant Professor in	01 marks for each

	University/college	completed year* (max marks 05)
7.	Qualifying Examination from Gurugram University	05 marks
8.	Interview	10 marks

\* Completed year = continuous 150 days teaching in an academic session shall be considered as one year

- 3.7 The supervisor will be nominated subsequently by the Departmental Research Committee (DRC) for each admitted candidate keeping into consideration the research interest of the student and specialization of the eligible supervisors. The final approval of synopsis shall follow the successful completion of course work. 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. or Foreign Universities & R&D Institutions.
- 3.8 The allocation of Supervisor of student eligible for Ph.D. registration shall be made by the DRC keeping into consideration the research interest of the student submitted during selection in Ph.D. course work and available specialization among faculty Supervisors.
- 3.9 Only a predetermined number of students in accordance with the seats announced in the admission brochure of the university shall be admitted.
- 3.10 Those candidates who have qualified JRF (valid) conducted by the UGC/ CSIR/ DBT/ DST/ CBSE and ASRB etc. may join Ph.D. programme in the University on the recommendations of the Supervisor and Chairperson of the Department concerned at any time during the academic session and will have to qualify their Ph.D. course work in the subsequent session. Such candidates shall be allocated over and above seat published in the admission brochure of the University, subject to the constraint (of the Supervisor-Scholars ratio) in the departments/institutes of the University. They shall apply through the prescribed application form given in the prospectus.
- 3.11 The candidate seeking admission to Ph.D. programme must produce NOC from his employer on or before interview.
- 3.12 All the students who are selected by the DRC for admission in Pre. Ph.D. programme are, required to deposit fee within 15

days of display of merit list. In case the candidate fails to deposit fee in the stipulated time, the seat shall be treated as vacant and shall be offered to the next candidate in order of merit.

#### **4 Ph. D. COURSE WORK**

- 4.1 Each admitted student shall be required to complete the mandatory full time regular Ph. D. course work of 12 credits (03 courses) designed by the Department as per UGC Guidelines. The Ph.D. course work must include one course on research methodology which may include quantitative methods and computer applications, One Subject Elective course and One Term Paper course (Seminar in the thrust area(s) of the research work and Research assignment/ Practical/Review of literature/survey etc.).
- 4.2 If found necessary, DRC of the concerned Department may allow a candidate to undertake Ph.D. course work in any sister department of the University/ Laboratories of National Repute (CSIR/ICMR etc).
- 4.3 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:
  - 4.3.1 Bears a good moral character
  - 4.3.2 Has been on the rolls of Department/Institute during the concerned semester.
  - 4.3.3 Has attended not less than 75% of lectures delivered in theory as well as practical's.
  - 4.3.4 Relaxation in shortage of lectures up to 20% will be allowed by the Head of the Institution/Department on the following grounds:
    - Self-illness;
    - Illness/death of parents, brother, sister or any other close family member;
    - Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.
- 4.4 The medium of instructions and examination shall be English/ Hindi except in case of Hindi where it shall be Hindi and in case of Sanskrit it shall be English or Hindi or Sanskrit.
- 4.5 The qualifying marks in each paper of the Ph.D. course work shall be 50% (theory/practical paper) individually and in aggregate also. In case, a candidate fails to complete the

course work he/she may be permitted to complete the course work in three attempts in subsequent years from the date of admission in such papers in which he/she had obtained less than 50% marks. The pass Grade shall be B (50%) and higher grades.

- 4.6 Internal assessment marks of the candidate who fails in external examination shall be carried forward for next reappear examination. The external marks of candidate who fail in internal assessment shall be carried forward to next relevant examination.
- 4.7 If a candidate fails to pass Ph.D. course work examination within stipulated time, his/her admission to Ph.D. programme shall be cancelled.
- 4.8 Only on satisfactory completion of mandatory full time Ph. D. course work, the candidate's Registration in the Ph.D. programme shall be considered.

## **5 APPLICATION & REGISTRATION**

- 5.1 Application (s) for registration to Ph.D. programme from eligible candidates on the prescribed format along with the synopsis prepared in consultation with the concerned supervisor shall be considered by the Department Staff Council (DSC). The DSC 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 Council, shall place the application(s) for registration along with the recommendations of the Department Staff Council 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 Council.

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.

The supervisor of the candidate if not a member of DRC, may be called as a special invitee for case of concerned candidate.

5.4 The Departmental Committee shall also constitute the Research Advisory Committee (RAC) on the recommendation of the Research supervisor.

Constitution of Research Advisory Committee (RAC):

- i) Concerned Supervisor (Convener)
- ii) One Professor (Member)
- iii) One Professor/Associate Professor/Assistant Professor from the faculty members of the concerned or related Department, preferably in the related research area (Member)

Research Advisory Committee Functions:

- (i) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- (ii) To periodically review and assist in the progress of the research work of the research scholar.

The RAC recommendations related to progress of the research scholar shall be placed before the DRC for approval.

5.5 All the Professors, Associate Professor and Assistant Professor\*\* serving in the concerned Department of the University or its affiliated college(s)/institution(s) on regular basis having doctorate degree 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

\*\* The Assistant Professor having 3 years post Ph.D. regular experience of P.G. Programme along with 2 research

Publications in UGC approved Journals shall be eligible to be supervisor of any candidate.

- 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 (PGBoS), the DRC shall clearly state whether in its opinion,
- 5.6.1 The subject proposed for research is suitable or not:
- 5.6.2 The supervisor(s) recommended is/are eligible or not.

However, if the DRC decides so, it may either reject the proposal or may suggest suitable changes in the topic of research proposal for reasons to be recorded. In the latter case the candidate shall be given 02 months to process his/her application for registration to be routed 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 PGBoS recommends the registration of the candidate.
- 5.8 All the students who are selected by the DRC for admission in Ph.D. programme are, required to deposit registration fee within 15 days of approval from academic council. In case the candidate fails to deposit fee in the stipulated time, the seat shall be treated as vacant and his/her registration shall be stand cancelled.

## **6 CHANGE OF SUPERVISOR**

- 6.1 In case 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
- 6.2 By mutual consent of both the Supervisor and the Research Scholar.  
Or
- 6.3 In case of extreme hardship where it becomes almost impossible for a candidate/supervisor to work together, the



candidate/supervisor may submit representation to the Head of the Department for necessary action. The HoD shall refer the matter before the DRC and PGBoS for decision. However, the change in such cases shall be allowed after the approval of the Academic Council.

## **7 CHANGE OF TOPIC**

A Research Scholar may, normally not later than one year after his/her registration, modify the topic of her subject on the recommendations of the DRC and P. G. Board of Studies by the Academic Council.

## **8 DURATION**

- 8.1 Every candidate registered for Ph.D. programme shall be required to pursue his/her research work for a minimum duration of 3 years including Ph. D. course work. The reduction in this period of 3 years from enrollment shall not be allowed under any circumstances. Provided that if the supervisor of a candidate who is registered for Ph. D. in another University recognized by UGC, has joined the employment of this University and the candidate registered under him/her in the same University and enrolled in the programme for not less than one year, such a candidate, if he/she fulfills the minimum qualifications (as prescribed in UGC guidelines/Ph. D. Ordinance of Gurugram University), may be permitted by the DRC and PGBoS, to be registered such candidate as a research scholar of the University with the same topic. Such a candidate may submit his/her thesis after the expiry of not less than two years in Gurugram University.
- 8.2 Every registered Research Scholar shall be required to stay at the concerned Department of the University for a minimum period of 180 working days in the entire period after Ph. D. registration. Further, out of above mentioned working days the research scholar shall be required to stay for a minimum period of 21 working days in every six months at concerned Department of the University. The concerned Supervisor/co-supervisor shall issue a certificate to this effect.
- 8.3 The candidates who are awarded fellowship by the University/outside agency to carry out Ph.D. work shall be required to stay at University headquarter for whole duration of the fellowship. The Chairperson of the Department

concerned will forward the details of the stay of the candidate to R&S branch on the recommendation of the supervisor.

- 8.4 No research scholar shall join any other course of study or appear in any other examination conducted by a University leading to the award of Degree or Diploma during the period of his/her study, otherwise his/her registration for Ph.D. will be cancelled by the Vice-Chancellor on the recommendations of the P.G. Board of Studies/Board of Studies. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
- 8.5 Every candidate shall submit his/her thesis within a period of four years from the date of his/her registration, failing which his/her registration shall stand cancelled unless this period is extended by a maximum of two years by the Vice-Chancellor but not for more than one year at a time, on the recommendations of the Supervisor, the Head of the Department and Dean of the Faculty for valid reasons to be recorded.
- 8.6 The woman candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two additional years. The woman candidates may be provided maternity leaves/Child care leaves once in the entire duration of Ph.D. for upto 240 days.
- 8.7 The researcher will have to apply for extension well before the expiry of permissible period including extension. If the researcher still fails to complete his/her research work within the extended period and requires more extension, his/her request can be forwarded on the prescribed form duly recommended by the Supervisor, Head of the Department and Dean of the Faculty concerned requesting the Vice-Chancellor to grant extension after six years. It will be the prerogative of the Vice-Chancellor that he/she may refer the matter to a Committee comprising the following for consideration of the request of the candidate:-
- 8.7.1 Dean Academic Affairs
  - 8.7.2 Dean of the Faculty concerned
  - 8.7.3 HOD, Concerned
  - 8.7.4 Supervisor of the candidate

The Committee shall give its recommendations for extension of period in submission of his/her Ph.D thesis for not more than one

year specifying that no extension will be allowed beyond that period with an annual prescribed fee along with late fee of Rs. 50000/-. If candidate still fail to submit the thesis within the permissible time, his/her registration of Ph.D. shall be cancelled automatically. The recommendations of the Committee shall be referred to the Academic Council for its approval.

## **9 MEDIUM**

In the language subjects, the thesis may be presented in English, Hindi or the language concerned. In other subjects, the research scholar shall have the option of submitting the thesis either in English or Hindi.

## **10 MONITORING**

- 10.1 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 Council and Departmental Research Committee for its evaluation. The progress report will also be submitted to the Dean of the concerned faculty.
- 10.2 In case the progress of the research scholar mentioned unsatisfactory by the supervisor, the DRC shall record the reasons for the same and suggest corrective measures.
- 10.3 In case, the research scholar fails to implement the suggested corrective measures by the DRC and progress of the subsequent half year is also found unsatisfactory by the supervisor, the Head of the Department on behalf of the Department Staff Committee present the case in the upcoming meeting of DRC. The DRC may recommend, along with the observation of the Dean of the concerned faculty, to the P.G. Board of Studies for cancellation of the registration of the said candidate.
- 10.4 Every year, the Research Scholar shall present a seminar on the progress of his/her research work in the meeting of DSC. The seminar will be organized by the concerned Head of the Department.

## **11 SUBMISSION**

- 11.1 Research Scholar shall publish at least two research papers in UGC-CARE/Scopus/Web of Science/IEEE/ABDC/NAAS 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 Copyrights of the published work shall be jointly shared by the Supervisor and Scholar.

Further, research scholar shall make two paper presentations in conferences/seminars before the submission of the thesis for adjudication and produce evidence for the same in the form of presentation certificates and or acceptance letters/reports.

- 11.2 Prior to submission of the thesis, the student shall make a Pre-submission presentation **before the Departmental Staff Council** in the Department (three months before the submission of thesis) which shall be open to all the Faculty members and research scholars for feedback. The feedback may be incorporated into the draft thesis under advice of the supervisor. **The Chairperson of the concerned Department shall issue a circular one week prior to pre submission presentation on the recommendation of the supervisor.**
- 11.3 The submitted 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.
- 11.4 The R & S Branch shall provide information regarding submission of fee for the thesis and the Research Scholar shall be required to take 'No Dues' from R&S, Accounts, Library, concerned Department and Hostel etc.. The thesis shall be accepted by the Examination Branch after production of No Dues.
- 11.5 The research scholar shall submit four printed/typed copies of his/her thesis, mentioning the name of the candidate, supervisor etc. along with two soft copies of thesis in pdf files on separate CDs.

- 11.6 The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size "12" in "Times New Roman format".
- 11.7 The thesis should be typed in 1 ½ space. But the bibliography/references should be typed in single space.
- 11.8 The copies of thesis meant for evaluation should be bound in paper-back form and one copy should be in hard binding, which will be sent to the library.
- 11.9 The title page of the Ph. D. thesis would be in Maroon Colour with Golden Printing on it.
- 11.10 Thesis will include a declaration from the candidate countersigned by the Supervisor of the research scholar 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 and thesis is under similarity level zero as prescribed by UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018

(Signature of the Candidate with date)

Countersigned by

Supervisor with date

Forwarded by:

Head of the Department with date)

- 11.11 A candidate shall also submit six copies of the summary of the thesis indicating how far the thesis embodies the result of his/her own research and in what respects his/her investigations appear to him/her to advance the knowledge of subject of his/her thesis.

The exam branch shall send the same to the approved examiners for seeking their consent to examine the thesis.

11.12 The research scholar may incorporate in his/her thesis the contents of any work which he/she may have published on the subject. But he/she shall not submit as his/her thesis, any work for which a degree has been conferred on him/her by this or any other University.

11.13 Ph.D. Scholar Report Card submitted by the Scholar at the time of submission of thesis will be maintained by the exam branch.

11.14 However, a candidate may incorporate in his/her Ph.D. thesis the work done by him/her for his/her M.Phil. dissertation. He/she shall in that case specify the new dimensions added to his/her earlier work and indicate in what way the Ph.D. thesis amounts to a further contribution to the study of the subject of his/her research.

## **12 PLAGIARISM CHECK**

12.1 Every research scholar submitting thesis, dissertation, or any other such documents to the HEI 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 kind of plagiarism.

12.2 Each supervisor shall also submit a certificate indicating that the work done by the researcher under his/her supervision is plagiarism free.

12.3 The Ph.D. thesis must undergo a Plagiarism check by either Turnitin/iThenticate or any other software recommended by Gurugram University from time to time..

12.4 The similarity checks for plagiarism shall exclude the following:

12.4.1 All quoted work reproduced with all necessary permission and/or attribution.

12.4.2 All references, bibliography, table of content, preface and acknowledgements.

12.4.3 All generic terms, laws, standard symbols, Mathematical Formula, Supervisor name, Institutional, departments, Quotes, and standards equations.

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

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

12.5.1 Level 0: Similarities upto 10% - Minor similarities, no penalty

12.5.2 Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

12.5.3 Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

12.5.4 Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

12.6 Regarding self Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.

- 12.7 The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission.
- 12.8 The Chief Librarian of University shall issue the final Certificate of Plagiarism check called the Plagiarism Verification Certificate and Supervisor shall certify 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. This similarity index should not be more than 10%.
- 12.9 Plagiarism Report as obtained from Central Library as per parameters of UGC shall be included as an appendix in the thesis and copy of the publications of research paper shall also be included as an appendix in the thesis.

### **13 APPOINTMENT OF EXAMINERS**

- 13.1 On receiving application/request along with an abstract of the thesis from the research scholar duly certified by the Supervisor that his/her research work is complete and ready for submission, the P.G Board of Studies/Board of Studies shall approve a panel of ten external examiners who shall not be below the rank of Professor to evaluate the thesis recommended by the concerned supervisor. The chairperson shall certify that no external examiner in the panel is below the rank of Professor.
- 13.2 The PGBoS while approving the panel of examiners shall ensure that the proposed examiners are from the same area of specialization to which Ph. D. thesis to be evaluated pertains. Efforts should be made to recommend examiners of national and international repute and from the leading Institutes/Universities in the country. The board shall ensure that at least 50% of the recommended examiners in the panel are from places outside the state. It shall be up to the P.G. Board of Studies concerned to recommend the examiners from outside the Country. In case



thesis is forwarded to examiner from outside the country remuneration of \$100 shall be paid.

- 13.3 The candidate shall submit his/her thesis within six months from the date on which the Board of Studies has approved the appointment of examiners provided that the PGBoS may, for satisfactory reasons, extend the period by a maximum of another six months only.

#### **14 EVALUATION OF THESIS**

- 14.1 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.

- 14.2 Each examiner shall give detailed report on the thesis and make a clear-cut recommendation on the evaluation proforma supplied by the CoE whether:

The thesis be accepted.

OR

The thesis be rejected.

OR

The research scholar be asked to resubmit the thesis with improvements/revisions.

- 14.3 In case the examiner(s) recommend the revisions/improvements of the thesis then he/she may make suggestions for such improvements/revisions as deemed fit and proper. The research scholar shall be required to submit the revised thesis within one year of communication to him/her. After revision, the thesis shall be sent to the same examiner(s) for evaluation, unless he/she expresses his/her inability.

- 14.4 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.

- 14.5 The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form, to be spelt out by the examiners. The permission for publication of the thesis, if applied for, by the concerned research scholar may be given by the Vice-Chancellor if the examiners have recommended that the thesis 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 external expert nominated by the Vice Chancellor and the report of external expert shall be submitted to the Vice-Chancellor for consideration and approval.
- 14.6 The examiners shall send a set of questions that they would like the research scholar to answer in the viva-voce examination.
- 14.7 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

## **15 VIVA-VOCE EXAMINATION AND AWARD OF DEGREE**

- 15.1 The viva-voce examination shall be held by a Board of Examiners consisting of Research Scholar 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.
- 15.2 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. The viva-voce examination shall, unless ordered otherwise by the Vice-Chancellor, be held at Gurugram 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 examination, but they shall have no right to put any question to the examinee.

- 15.3 The viva-voce examination can be conducted through video conferencing on the recommendation of PGBoS on the basis of valid reasons and after approval from the Vice Chancellor and in such case the recording of the viva-voce shall be supplied by the concerned Department to the Exam Branch and the Exam Branch shall maintained the same.
- 15.4 The reports of the examiners on the thesis as well as on the viva-voce examination, shall be placed before Research Degree Committee (RDC) consisting of the Vice-Chancellor, the Dean of the Faculty, the Head of the Department concerned and Controller of Examination, within one month of the viva-voce examination. Three out of these four members shall form the quoram of the meeting. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after clearance of the case by RDC. At least one week notice shall be issued for the meeting. 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.
- 15.5 Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy (pdf file) of Ph.D. thesis to UGC within a period of thirty days for hosting the same on INFLIBNET which shall be accessible to all Institutions/Universities.

15.6 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.

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

## **16 CANCELLATION OF REGISTRATION**

The Vice-Chancellor, on the recommendation of the P. G Board of Studies of department concerned, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Post Graduate Board of Studies/Board of Studies.

## **17 Fee for Ph.D. work**

17.1 The research scholars enrolled for Ph.D. course shall deposit their fee as per fee structure notified or laid down from time to time by the University during the Ph.D. Course.

17.2 No fees/dues deposited by the research scholar shall not be refunded by the University in case the research scholar leaves the Ph.D. Programme at his/her own level or found ineligible.

17.3 Ph.D. course work fee (to be paid by those who are required to complete course work):

17.3.1 Course work fee for Engineering & Technology **Rs. 30000/-**

17.3.2 Course work fee for others **Rs. 20000/-**

17.4 For Ph.D. Programme every research scholar shall pay fee as under:

17.4.1 Registration Fee **Rs.10000/-**

(In case of foreign/NRI students except for students from less developed countries, this fee shall be **US \$1000**)

17.4.2 Annual Fee except for the candidates having Laboratory subjects

**Rs. 10,000/-**

Annual Fee for subjects involving use of Laboratory

**Rs. 20,000/-**

Such as Psychology, Geography, science subjects such as Maths, Statistics, Physics, Chemistry, Pharmacy, Life Sciences, Engineering and Technology etc.

AND

For scholars utilizing research facilities including research supervision at affiliated colleges/institution then additional annual fees of Rs. 15,000/-p.a. shall be paid by the scholar to the concerned affiliated college/institution.

Annual Fee shall be payable within 15 days of registration and annually thereafter.

17.4.3 Evaluation fee to be charged at the time of submission of Ph.D. thesis **Rs.10000/-**

17.4.4 Late fee for delayed payment of annual fee:

17.4.4.1 upto six months **Rs.1000/- p.m.**

17.4.4.2 beyond six months **Rs.2000/- p.m.**

\*In case of foreign/NRI students except for students from less developed countries this fee shall be **US \$ 1000.**

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

## **18 REMUNERATION FOR THE EXAMINERS**

Each examiner shall be paid the remuneration of Rs.5000/- for evaluating the thesis and Rs.3000/- for conducting viva-voce. A foreign examiner shall be paid US\$ 100 or its equivalent in Indian currency. However, these rates shall be subject to changes as decided by the University from time to time.

## **19 CONDUCT OF RESEARCH SCHOLAR**

**19.1** After enrolment in Ph. D. Programme, the research scholar work and conduct shall be under the general disciplinary control of the Department/Institute/college.

**19.2** The Vice-Chancellor shall have the power to cancel the admission of a research scholar at any time, after the issue of a due show-cause notice, on disciplinary or any other grounds which are considered not to be in consonance with the dignity and behaviour

of a research scholar or non-payment of requisite fee or any other dues or any other reason(s).

**19.3** Ragging in the Department/Institute at the Campus of Gurugram University is strictly prohibited and the research scholar is required to abide by the Anti-Ragging rules/instructions of the Gurugram University.

## **20 LEGAL JURISDICTION**

Any legal dispute relating to Ph.D. admission/registration of a research scholar will be subject to Court(s) at Gurugram or Court(s) having jurisdiction in Gurugram.

## **21 GENERAL GUIDELINES**

- 21.1 Where this document is silent about any rule, the University Ordinance/UGC guidelines from time to time will be applicable.
- 21.2 The Programme fee shall be paid by the candidate as prescribed by the University from time to time.
- 21.3 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.
- 21.4 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.
- 21.5 No re-evaluation shall be permitted of the answer books of Entrance Test of Ph.D. admission Examinations.
- 21.6 Notwithstanding anything in this ordinance, the Vice-Chancellor may take such measures as may be necessary in respect of candidates registered with the University.