

# **CHAUDHARY RANBIR SINGH UNIVERSITY, JIND**

## **ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.)**

**w.e.f. 2023–24 Session**

### **1. APPLICATION AND COMMENCEMENT**

- 1.1. Regulations for Ph. D. Program are based on University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph. D. Degrees Regulations, 2022) and Amendments.
- 1.2. The ordinance shall be applicable from 2023-24. Therefore, this ordinance will not be applicable to the research scholars already registered under preceding ordinances.
- 1.3. All courses prescribed for Ph. D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.
- 1.4. The degree of Doctor of Philosophy (Ph. D.) may be awarded in any faculty of the University.
- 1.5. Subject to the general guidance of the Academic Council, research studies in the University leading to the Degree of Doctor of Philosophy shall be regulated by the various Post Graduate Boards of Studies and Research (PGBOS&R).

### **2. ACADEMIC ELIGIBILITY**

A candidate seeking admission to the Ph. D. program must satisfy the following relevant academic criteria:

- (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/6-semester Bachelor's Degree programme 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 followed or equivalent qualification from an educational institution recognized by the State/National Government/UGC.

**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.

- (ii) Master's Degree with at least 55% marks in aggregate or its equivalent B grade in UGC seven-point scale in the subject concerned or in an allied subject.
- (iii) For Management Sciences- Master's Degree or any other Degree recognized equivalent thereto in (a) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks OR (b) Post Graduate Diploma in Management recognized equivalent to MBA by AICTE with 55% marks or its equivalent B grade in UGC seven-point scale.

**OR**

- (iv) Candidates with qualifications as laid down in (iii) shall also be eligible for pursuing Ph.D. in Economics/Commerce.

**OR**

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

**OR**

- (iv) M.Phil. degree (regular mode only and as per UGC norms) or a recognized equivalent degree beyond Master's degree level with atleast 55% marks or its equivalent B grade in UGC seven-point scale in the concerned or allied subject.

**Note: A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/DSC/OBC (non-creamy layer)/ Differently-Abled/ Economically Weaker Section (EWS) of Haryana.**

**3. APPLICATION FOR ADMISSION**

- 3.1 The candidate shall apply for admission to Ph. D. program in a manner stipulated by the University from time to time.
- 3.2 Separate application form(s) shall be filled up for each subject.

**4. ADMISSION PROCEDURE**

- 4.1 Applications for admission to Ph. D. program shall be invited through advertisement once in a year normally in the month of November or as decided by the University. Departments may float seats with specialization, if deemed necessary.
- 4.2 The University shall make admissions to Ph. D. program through an Entrance Test of 100 marks. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
- 4.3 Qualifying marks in the entrance test shall be 50%. In case of SC/DSC/OBC (non-creamy layer)/ Differently-Abled/ Economically Weaker Section (EWS) of Haryana, a relaxation of 5% marks from 50% to 47.5% will be allowed. There will be no negative marking.
- 4.4 **The following categories of candidates are exempted from entrance test for Ph. D. program:**
- (i) The candidates who have qualified JRF/NET conducted by UGC/CSIR or GATE or any other similar examination/ SLET (Haryana State) as the case may be.
- (ii) Candidates who are awardee of the fellowship by the DST (INSPIRE), ICMR, ICSSR or any other equivalent national level fellowship or teacher fellowship holders.
- (iii) Candidates who have passed Ph. D. course work from any Government University/Institution or M.Phil. (through regular mode only).
- (iv) Direct entry for Ph.D. registration in case of availability of seats for the candidates who have completed Ph.D. course work from CRSU University.

**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. URS will be given to the topper of the overall merit. They will be required to exercise their option in the application form. Option, once exercised, will be final.

**5. SUPERNUMERARY SEATS**

The following categories of supernumerary seats are earmarked for admission to Ph. D. program provided that they are otherwise eligible:

- 5.1 One supernumerary seat in each Department for candidates who are working as research fellow with Principal Investigator/Co- Principal Investigator having Research Project (more than 10 lacs) at CRSU, Jind from any government funding agency.
- 5.2 One supernumerary seat in each Department for NRI students (see Annexure 1 for NRI seats).

- 5.3 One supernumerary seat in each Department for University appointed teachers working on regular basis with minimum eight years of service. If such seat(s) remain vacant in a Department, then it will go to University non-teaching employees working on regular basis with minimum eight years of service.
- 5.4 One supernumerary seat department-wise in all Faculties for the officers working on senior Administrative posts i.e. IAS/IFS/IPS/IRS etc. (Group A of Civil Services examination conducted by UPSC), having minimum 10 years of experience.
- 5.5 One supernumerary seat department-wise in the Faculty of Physical Sciences for the Scientists working in Centre/State Government funded Research Labs/Institutions on regular basis with minimum 8 years of service.
- 5.6 One supernumerary seat department-wise in Commerce, Management, Economics and Psychology for the Corporate Professionals working atleast at General Manager (GM) level (or equivalent thereof) for minimum ten years at Corporate level with the condition that the company's turnover should be at least 250 crores per annum.
- 5.7 One supernumerary seat in Department of Physical Education to Outstanding Sports Person medalist at International Level (Asian Games/Commonwealth Games/Asian Games/ World Games/Olympic Games).
- 5.8 Each Supervisor can guide upto two International Research Scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 16.

**Note:** The merit will be prepared on the basis of interview/viva voce of the candidate by DRC.

**The following conditions apply with regard to supernumerary seats:**

- a) Applicants are exempted from entrance test provided that they are otherwise eligible.
- b) The admission will be subject to the availability and consent of supervisor. Number of seats under a supervisor should remain within limit as per Clause 16 (two extra seat of foreign student) of the Ordinance.
- c) The Chairpersons will ensure that Ph. D. student admitted under supernumerary category must complete any one of the following teaching-learning plan (**at least 6 hours of teaching per day**) which may be a blend of online-offline mode. A 30 days' modular Ph. D. Course work which shall be a weekend program spread over the whole semester with teaching-learning and evaluative arrangements to be made by the concerned Chairperson of the Department. **(OR)** A 30 days' modular Ph. D. course work customized for the proposed researcher by the Chairperson of the Department in consultation with course-in charge.

**6. CRITERIA FOR PREPARING MERIT LIST FOR CANDIDATES APPLYING AGAINST ADVERTISED SEATS**

- 6.1 The merit list of candidates seeking admission to Ph. D. program against the number of seats advertised shall be prepared by the Department according to the following criteria:
- a). (i) 10% marks of the percentage of marks in the Post Graduate degree examination.
  - (ii) 5% marks of the percentage of marks in the Under Graduate degree examination.
  - (iii) 50% marks of the percentage of marks obtained in the entrance test.

**OR**

Weightage of 30 marks to those candidates who have passed M.Phil. in relevant subject through regular mode only.

**OR**

Weightage of 30 marks to those candidates who have passed, Pre Ph. D./Ph. D. course work in relevant subject from any Govt. University/Institution.

**OR**

Weightage of 30 marks to those candidates who have passed NET/SLET/GATE.

**OR**

Weightage of 35 marks to those candidates who have passed JRF.

- b) Weightage of 5 marks for passing Post Graduate examination from CRSU Jind.
- c) 30 Marks for Interview/viva-voce.

**Note:**

- i) The merit of the candidates who are availing themselves of weightage of JRF/NET will be considered in the category in which they were issued certificate by UGC/other equivalent agencies.
  - ii) If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.
  - iii) The interview/viva voce shall also consider the following aspects, viz. whether:
    1. the candidate possesses the competence for the proposed research;
    2. the research work can be suitably undertaken at the Department;
    3. the proposed area of research can contribute to new/additional knowledge.
  - iv) **The interview/viva voce shall be conducted by the admission committee.**
- 6.2 While granting admission of students to Ph. D. program, the Department will adhere to the State Government Reservation Policy.
- 6.3 The number of seats for Ph. D. program in each subject shall be intimated by the concerned University Teaching Department and advertised accordingly by the University.
- 6.4 The final merit list will be prepared by admission committee consisting of following members:
1. Chairperson
  2. One Professor on rotation basis other than Chairperson
  3. One Associate Professor on rotation basis
  4. One Assistant Professor on rotation basis.

**Note:** Committee will be constituted according to the availability of regular teachers. If Professors/ Associate Professors are not available in any department, regular Assistant Professor will be the member of admission committee in this case.

## 7. COURSE WORK

- 7.1 The credit requirement for Ph. D. course work shall be of 12 credits in all comprising 3 courses of 4 credits each. The scheme of Ph. D. course work is as under:
- Paper I: Research Methodology:** covering areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc.
- Paper II: Departmental Elective Course:** decided by the concerned department.
- Paper III: Paper A- (2 Credit, 50 Marks) Review of Literature and Seminar** (The scholars shall review at least 25 research papers and shall submit the report as well as a presentation before three members committee duly constituted by the Dean of the Faculty and headed by the Chairperson of the concerned department for evaluation).
- Paper B- (2 Credit, 50 Marks) Research and Publication Ethics** (This paper is also mandatory for them who are exempted from course work).

**Note:** The RAC shall finalize supervisors for the candidates admitted in Ph. D. Programme within one month of the commencement of coursework so that the scholars can have necessary guidance for the paper III (A): Review of Literature and Seminar and start preparing synopsis for their research proposal.

- 7.2 Paper I & II shall have an internal assessment of 20% marks. It shall comprise of two written assignments and two presentations of 5% marks each. The concerned teacher/Chairperson of the Department shall maintain the record on the basis of which internal assessment has been awarded for atleast three months after the declaration of results.
- 7.3 The candidates who have obtained M. Phil. degree through regular mode or passed Pre Ph. D./Ph. D. course work in the relevant subject from any government university/ institution shall be exempted from the Ph. D. Course Work.
- 7.4 Every candidate shall be examined in the course(s) as per criteria laid down in the scheme of examination approved by the Academic Council from time to time except the candidates who are exempted from the Ph. D. course work. However, the supervisor of Ph. D. course work exempted candidates shall be finalized by RAC within one month of the commencement of course work with the other candidates (those are not exempted from Ph. D. course work).
- 7.5 The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.
- 7.6 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:
- (i) Bears a good moral character.
  - (ii) Has been on the rolls of Department/Institute during the concerned semester.
  - (iii) Has attended not less than 75% of lectures delivered.

**Note:** Relaxation in shortage of lectures up to 20% will be allowed by the Chairperson of the Department/Institute 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 Chairperson of the Department/Institute.
- 7.7 The minimum pass marks shall be:
- (a) 50 % marks in each written paper separately
  - (b) 50% marks in aggregate of theory and internal assessment
  - (c) 55 % marks in aggregate
- 7.8 A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the reappear paper(s) in consecutive two chances in May/December on such dates notified by the University. In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 percent marks.
- 7.9 The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.
- 7.10 If a candidate fails to pass Ph. D. course work examination within the time stipulated in Clause 7.8 above, his/her admission to Ph. D. program shall be cancelled.
- 7.11 The Controller of examination shall publish a list of candidates who have passed the Ph. D. course work examination.

## 8. COMPOSITION OF RAC & DRC

### 8.1 The Research Advisory Committee (RAC) and its Functions

- a) The Research Advisory Committee shall consist of the following:
- |       |  |          |
|-------|--|----------|
| (i)   | Chairperson.   | Convener |
| (ii)  | All Professor and Associate Professor  | Member   |
| (iii) | Two Assistant Professor of the concerned or related Department for two years on rotation basis | Member   |

**Note:** Concerned supervisor will be invited at the time of presentation/submission of research proposal of their research scholar(s).

- b) RAC shall have the following functions:
- (i) To allocate supervisor to a student eligible for Ph. D. registration keeping into consideration the research interest of the student and consent of the supervisor.
  - (ii) To review the research proposal and recommend the topic of research to Departmental Research Committee (DRC).
  - (iii) To periodically review the progress of the research work of the research scholar. The half yearly progress report of the research scholar alongwith the recommendations of RAC shall be forwarded to the Registration and Scholarship Branch.

### 8.2 Departmental Research Committee (DRC) and its Functions

- a) A Departmental Research Committee shall consist of the following:
- |      |  |          |
|------|--|----------|
| i)   | Chairperson  | Convener |
| ii)  | One expert to be nominated by Vice-Chancellor from a panel of outside subject expert for two years<br>(In case of specialization, one more outside expert may be nominated, if required) | Member   |
| iii) | One faculty member of the concerned or related Department for two years on rotation basis  | Member   |
- b) The DRC shall have the following functions:
- i) To review the research proposal and finalize the topic of research.
  - ii) To appoint a Co-supervisor, if required. Co-supervisor can also be allowed from the UTDs or from other institutions/colleges.
  - i) To guide the research scholar to develop the study design and methodology of research.
  - ii) Invite Research Supervisor of the Research Scholars to its meetings where the matter of his/her Research Scholar is involved.

## 9 Criteria for Admission of Students Having JRF (Entitled for Scholarship)/Teacher Fellowship/ DST (INSPIRE) Fellowship, ICMR Or Any Other Equivalent National Level Fellowships with the Validity to Ph.D. Program

Admission to Ph.D. program will be offered to candidates who have qualified as JRF (entitled for scholarship)/teacher fellowship holders/ awardee of the fellowship by the DST (INSPIRE), ICMR or any other equivalent national level fellowship with the validity period. The candidates of above category may join Ph.D. program in the University on the recommendations of the concerned supervisor (provided he/she does not exceed the limit as mentioned at Clause16) and the Chairperson of the Department concerned any time during the academic session and will complete the Ph.D. course work in the subsequent session. He or she will apply through prescribed application form given in the prospectus. The JRF candidates will complete their Ph.D. course work as per University cycle for Ph.D. course work i.e. if the JRF candidate joins the Ph.D. program, he/she will be allowed to pursue Ph.D.

course work in the next academic session.

## **10 ELIGIBILITY FOR THE CANDIDACY FOR THE DEGREE**

- 10.1 Application for the candidacy for the Ph. D. Degree shall be made by the student to the PGBOS&R on the application form duly approved by the DRC for its consideration and recommendation.
- 10.2 The recommendations of PGBOS&R shall be placed before the Academic Council for its consideration and approval.
- 10.3 A student shall be formally registered as a candidate for the Ph. D. Degree after he/she has complied with the following:
  - (a) Has completed his/her course work (Clause 7.7);
  - (b) Has submitted a synopsis/research plan duly approved by DRC.
- 10.4 After the approval of the Academic Council, the candidate shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration may stand cancelled automatically. However, the Vice Chancellor may extend this period in special circumstances with late fee as prescribed by the University from time to time.
- 10.5 The date of registration of the research scholar shall be the date on which the PGBOS&R recommends the registration of the candidate.
- 10.6 The list of Ph. D. registered students will be uploaded on the University website by the Registration and Scholarship (R&S) Branch of the University. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

## **11 PERFORMANCE MONITORING**

- 11.1 The academic/research progress of each student will be monitored by RAC. For this purpose, each candidate will submit half yearly progress report and the same will be reviewed in the meeting of RAC.
- 11.2 The research scholar shall submit half yearly progress report on the prescribed proforma for the period from 1<sup>st</sup> January to 30<sup>th</sup> June on or before 31<sup>st</sup> of July and for the period from 1<sup>st</sup> July to 31<sup>st</sup> December on or before 31<sup>st</sup> of January.
- 11.3 The progress report of a candidate will be submitted to the Chairperson of the department through the supervisor.
- 11.4 A satisfactory report is to be awarded during that semester if the progress is satisfactory.
- 11.5 If the progress is unsatisfactory, the report must indicate 'Unsatisfactory Progress' and must include appropriate action appearance of 'Unsatisfactory Progress' report, a warning would be issued to the candidate under intimation to PGBOS&R. If there are two consecutive 'Unsatisfactory Progress' reports, a written explanation will be sought from the student by PGBOS&R through his/her supervisor and the registration may be terminated.
- 11.6 Submission of half yearly progress report should continue till the submission of thesis.
- 11.7 The Chairperson shall send copy of all the half yearly progress reports which is recommended by RAC to Research & Scholarship (R&S) Branch.
- 11.8 Ph.D. student shall publish minimum two research papers in UGC CARE/Peer reviewed/referred journals from his/her research work. The corresponding author in research paper shall be any co-author. In addition, a research scholar will make two paper presentations in conference/seminars before the submission of the thesis. The proof of publications and paper presentation must be appended with the thesis.
- 11.9 Prior to the submission of the thesis, the scholar shall give a pre-submission seminar

in the Department before the RAC which shall also be open to all faculty members and research scholars. The feedback and comments obtained from them may be suitably incorporated into the thesis.

## **12 MINIMUM AND MAXIMUM REGISTRATION REQUIREMENT**

- 12.1 Ph.D. programme shall be for a minimum duration of three (3) years for scholars including coursework and a maximum of six (6) years from the date of admission to the Ph.D. programme.
- 12.2 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 for a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- Provided further that, female Ph.D. Scholars and person with disability (having more than 40% disability) may be allowed an additional relaxation of two (2) years. However, the total period for completion of Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 12.3 Female Ph.D. scholar may be provided maternity leave/child care leave for upto 240 days in the entire duration of the Ph.D. programme.

## **13 SYNOPSIS**

- 13.1 Within 6 months, after successful completion of Course Work, candidate will prepare Synopsis / Research Proposal in consultation with Research Supervisor and the same will be presented before Research Advisory Committee. The RAC will check the proposal and direct the modifications if required. After the consent of the Research Advisory Committee, the proposal will be placed for presentation before DRC. After the recommendations of DRC, the research proposal will be sent to the Board of Post Graduate Studies and Research for approval. Once the proposal is approved by PGBOS&R, it will be sent to Academic Council to complete the registration process. The candidates exempted from course work need to prepare research proposal within 6 months of their enrolment. The Chairperson of the Department may extend the submission of research proposal maximum by 6 months on the recommendations of research supervisor. If required, the title of the thesis may be modified at the time of pre submission viva-voce/seminar.
- 13.2 The candidate who will not be able to prepare Research Proposal within 1 Year, his/her admission will be treated as cancelled.

## **14. GUIDELINES FOR SUBMISSION OF THESIS**

- 14.1 The research scholar shall submit three printed/typed copies (2 soft bind & 1 hard bind) of the thesis, along with two soft copies of the thesis in the pdf file on separate CDs/pen drives. Two soft bind copies of the thesis meant for the evaluation form and one hard bind copy will be sent to the library.
- 14.2 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.
- 14.3 The thesis should be typed in 1½ space. But the bibliography/references should be typed in single space.
- 14.4 The title page of Ph. D. thesis would be in Maroon Colour with Golden Printing on it.
- 14.5 The title/cover page will be as per the Standard Ph. D. thesis template of the University.
- 14.6 The thesis will include declaration from the candidate countersigned by the Supervisor and Chairperson of the Department in the following format:



**NOTE:** In case, where supervisor is associated with a co-supervisor of a research scholar for the purpose of the limit as referred to in the above Clause, the number in each such case shall count as half (1/2) both for supervisor/ co- supervisor.

### **17. CHANGE OF SUPERVISOR**

The change of Supervisor may be allowed in the following cases:

17.1 If the research supervisor of a research scholar has expired or leaves the services of Chaudhary Ranbir Singh University, Jind before the completion of the research work

OR

17.2 If the research supervisor is unable to supervise the research work of research scholar or it becomes impossible for a research scholar to continue his/her research work with the research supervisor in case of extreme hardships/circumstances or on valid/genuine grounds.

OR

17.3 If the research supervisor and the research scholar submit mutual consent in writing on valid/genuine reasons.

OR

17.4 If a research supervisor retire from his/her service before completion of research work.

In all above cases (except 17.4, the Hon'ble Vice Chancellor may allow to change the research supervisor/providing co-supervisor where the change of research supervisor is in the interest of completion of research work of the research scholar on the recommendations of the Research Advisory Committee (RAC).

In case of 17.4, if the Research Supervisor retire from his/her service before completion of Research Work, the present Research Supervisor shall act as Co-supervisor and the a eligible teacher from the department concerned may act as Research Supervisor of the Research Scholar on the recommendations of the Research Advisory Committee (RAC).

### **18. MEDIUM**

The medium of thesis shall be decided by the RAC of the concerned department.

### **19. RESERVATION/RELAXATION**

19.1 Reservation of seats for applicants in each of the categories of the research scholars shall be in accordance with the policies of Govt. of Haryana. A total of three percent seats over and above the sanctioned strength will be reserved for physically handicapped applicants in all the Ph. D. programmes of the university put together.

19.2 Physically handicapped applicants may be permitted 5% marks of or equivalent CGPA relaxation in eligibility requirement in line with the policies of Govt. of Haryana. They will not be allowed any other relaxation beyond this limit even if they belong to SC/ST category.

### **20. PLAGIARISM CHECK**

The following guidelines must be adhered to for submitting the plagiarism report at the time of submission of Ph. D. thesis:

20.1 The Ph. D. thesis must undergo a plagiarism check by Urkund (Original)/Turnitin Drill Bit /iThenticate or any other software recommended by the University from time to time.

20.2 The similarity checks for plagiarism shall exclude the following: i) Quoted work(s) reproduced with proper attribution; ii) All references, bibliography, table of content, preface and acknowledgements; iii) All generic terms, laws, standard symbols and standard equations, mathematical formula; iv) Exclude a common knowledge or

coincidental terms, up to fourteen (14) consecutive words; v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.).

- 20.3 The admissible level of similarity is 10%.
- 20.4 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 except theory and methodology. 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.
- 20.5 The final plagiarism check from the University library is essential so that the correct report is submitted at the time of thesis submission.
- 20.6 The University Library will issue the Plagiarism Verification Certificate duly countersigned by the 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.

## **21. FEE FOR PH. D. PROGRAM**

Ph. D. candidate will be required to deposit fee prescribed by the university by time to time.

## **22. CHECKLIST OF DOCUMENTS**

The University shall provide a 'checklist of documents' to be included in the Ph. D. thesis, namely:

- i) Declaration from the candidate, as specified in Clause 14.6
- ii) Research publications, as specified in Clause 11.8
- iii) Research paper presentation certificate in an International/National Conference/Seminar, as specified in Clause 11.8
- vi) Plagiarism Verification Certificate, as specified in Clause 20.6 etc.
- vii) Plagiarism Self Exclusion Certificate, as specified in Clause 20.4, if need be.

## **23. EVALUATION OF THESIS**

- 23.1 The thesis shall be evaluated by two external examiners appointed by the Vice Chancellor out of the panel of 6 to 8 external examiners already approved by PGBOS&R. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within one month.
- 23.2 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 resubmit 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.

- 23.3 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.

- 23.4 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.
- 23.5 The examiners shall send a set of questions along with the report that they would like the research scholar to answer in the viva-voce examination.
- 23.6 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

#### **24. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE**

- 24.1 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 Chairperson 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 Jind in the Department concerned. The date, time and the subject of the thesis shall be notified by the Chairperson 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. Viva-voce can be conducted through online/video conferencing in normal course/circumstances or if the scholar and/or the external examiner are abroad and unable to come for viva-voce, upon their request, with the permission of Vice Chancellor.
- 24.2 The reports of the examiners on the thesis as well as on the viva-voce shall be placed before Research Degree Committee (RDC) consisting of the Vice Chancellor, Dean Academic Affairs, the Dean of the Faculty, the Chairperson of the Department concerned and Controller of Examinations within one month of the viva-voce. In the absence of the Vice Chancellor, the Dean Academic Affairs shall Chair the meeting. Either of the Vice Chancellor or the Dean Academic Affairs should be there to form the quorum. At least three out of five members will form the quorum of the meeting. If the RDC desires, the supervisor and the research scholar may be asked to appear before the Committee. The Controller of Examinations shall issue the notification of the award of Ph. D. Degree after clearance of the case by RDC.
- 24.3 If the Dean of the Faculty or Chairperson 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 their place.
- 24.4 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.
- 24.5 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.

#### **25. PUBLICATION OF THESIS**

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 the committee consisting of the following for consideration and recommendations:

- (a) Dean of the Faculty - Chairperson

- (b) Chairperson of the concerned department - Member
- (c) Supervisor of the Research Scholar - Member

In case the Dean of Faculty/Chairperson 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.

## **26. AWARD OF UNIVERSITY RESEARCH SCHOLARSHIP (URS)**

Guidelines governing the award the University Research Scholarship (URS) will be applicable as already notified.

## **27. WITHDRAWAL OF PH.D. DEGREE**

The Academic Council of Chaudhary Ranbir Singh University, Jind on the recommendation of the Vice-Chancellor shall have the right to withdraw the Ph.D. degree awarded to the research scholar if plagiarism or duplication or any other form of malpractice is detected at any stage, and to initiate such further action against him/her as it deems appropriate.

Provided that the Vice-Chancellor shall get the complaint in the matter investigate (with validity period) confidentially and shall give the accused an opportunity to explain before the Vice-Chancellor makes recommendation on the matter to the Academic Council. There shall be no limitation of time for this action of the Academic Council.

## **28. CONDUCT OF RESEARCH SCHOLAR**

- 28.1 After enrolment in Ph.D. programme, the research scholar and his/her work and conduct shall be under the general disciplinary control of the Department/Institute.
- 28.2 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 hostel or any other dues or any other reason(s).
- 28.3 Ragging in the Department/Institute at the campus of Chaudhary Ranbir Singh University, Jind is strictly prohibited and the research scholar is required to abide by the Anti-Ragging rules/instructions of the Chaudhary Ranbir Singh University, Jind.

## **29. RE-REGISTRATION**

- 29.1 In case of cancelled registration, re-registration may be allowed subject to the availability of research supervisor in the concerned Department.
- 29.2 Re-registration can be requested by submitting an application to the Department for consideration of RAC.
- 29.3 The re-registered candidate will submit thesis under prevailing rules of the Ph.D. programme in the University.
- 29.4 RAC will examine appropriateness of existing topic for research work and may recommend change in case of outdated/not relevant research proposal.
- 29.5 Re-registered student shall pay prescribed fee as re-registration fee and others/ annual fees as per prevailing university rules as applicable time to time.
- 29.6 After re-registration rules of submission of thesis will be as for fresh registration. However, re-registered candidates can submit thesis after one year if no major change in topic is made.
- 29.7 RAC will complete all the formalities of re-registration and allotment of guide etc.

## **30. SPECIAL NOTE**

Notwithstanding anything contained in the Ordinance, the Vice Chancellor will have the final power to decide any matter related to Ph. D. course.

**Annexure-I****Definition of NRI students for taking admission in various programs run by the University:**

1. Actual NRI
2. At least one of the parents of such students should be an NRI and shall ordinarily be residing abroad as an NRI.
3. NRI sponsoring a student for admission should be a first degree relation of the student and should be ordinarily residing abroad as an NRI. First degree relation would include real brother and sister over and above the mother-father.
4. If the student has no parents or near relatives, or taken as a ward by some other nearest relative such students also may be considered for admission provided the guardian has bonafide treated the student as a ward and such guardian shall file an affidavit indicating the interest shown in the affairs of the student and also his relationship with the student and such person also should be an NRI, and ordinarily residing abroad.

Following will be covered under this category:

- i. Real brother and sister of father i.e. real uncle and real aunt.
- ii. Real brother and sister of mother i.e. real maternal uncle and maternal aunt.
- iii. Father and mother of father i.e. grandfather and grandmother.
- iv. Father and mother of mother i.e. maternal grandfather and maternal grandmother.

Admission against seats reserved for NRI candidates will be made in the above manner in order of priority.

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