



Kolhan University, Chaibasa

कोल्हान विश्वविद्यालय, चाईबासा



Ph. D. Regulation 2020

(Revised as per Ministry of Human Resource Development, UGC New Delhi, Notification 5th May, 2016, (Minimum Standards and Procedure for award of Ph. D. Degrees) Regulation - 2016 & subsequent amendments.

Choice Based Credit System (CBCS)

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1. Procedure for Award of Doctor of Philosophy (Ph. D.) Degree:

Ordinance 1:

1.1 The Degree of Doctor of Philosophy (Ph. D.) may be conferred on a student subject to the following conditions:

a) Research work has been carried out at the University under the guidance of Supervisor(s) for at least three years after his/her date of enrollment on a topic duly approved by the post graduate research council (PGRC). Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

b) The Ph. D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University.

1.2 Notwithstanding the provision of Ordinance 1.1, a student registered for the degree of Doctor of Philosophy may be permitted to carry out part or whole of his/her research work outside the Institute in an industry, laboratory of other institute/university/research Centre duly approved for the purpose by the University.

Ordinance – 2:

2.1 The Ordinance conforms with University Grants Commission Gazette (Minimum Standards and Procedure for Award of Ph. D. Degrees) Regulations, 2016.

2.2 Award of degrees to candidates registered for the Ph. D. programme on or after July 11, 2009 till the date of July 2016, shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of Ph. D. Degree) Regulation, 2009.

2.3 If the Ph. D. degree is awarded by a Foreign University, the University considering such a degree shall refer the issue to a Standing Committee constituted for the purpose or determining the equivalence of the degree awarded by the foreign University.

2. General Guidelines

1. A Department of a Faculty or a Centre of the University can conduct research programmes for the award of Ph. D. degree.
2. The Post Graduate Research Council (PGRC) of the respective Faculty shall organize the research studies leading to the degree of Doctor of Philosophy under the general guidance of the Academic Council.
3. The University Research Council (URC) will advise the PGRC.
4. The Departmental Research Committee (DRC) shall supervise all academic matters related to the Ph. D. degree.

3. Composition and Functions of the University Research Council (URC), PGRC and Departmental Research Committee (DRC):

Tenure of all the below mentioned committee will be of two years.

1. **University Research Council (URC)**- The University Research Council shall ensure uniform implementation of the Ordinance and provide advice on procedural and related matters.

The composition of the University Research Council are as follows:

- (i) Chairperson: Honorable Vice-Chancellor
- (ii) Convener: Pro Vice-Chancellor
- (iii) Deans of all the Academic Faculties.

2. **Post Graduate Research Council (PGRC)** - Each Faculty that offers Ph. D. programme shall have a Post Graduate Research Council. The registration of students by each Department of the Faculty shall require ratification by the respective PGRC. The records of registration and the progress of research work done by the Ph. D. students shall be maintained by the PGRC.

All members of the PGRC must be qualified to be Supervisors.

The composition of PGRC for a faculty shall be as follows:

- a) Chairperson : Honorable Vice-Chancellor
- b) Co-Chairperson : Pro-Vice Chancellor
- c) Convener : Dean of the Faculty
- d) Heads of all Departments under the Faculty
- e) One Professor from each Department
- f) One Associate Professor from each Department
- g) One Assistant Professor from each Department
- h) One Associate Professor from each subject amongst teachers from colleges, if applicable.

The selection under category (d), (e), (f) and (g) above shall be by rotation as per seniority or research contribution.

For single department faculty, instead of (e), (f) and (g) above, all the faculty member of PG department should be the member of PGRC.

3. Departmental Research Committee (DRC) - Each Department and Centre offering Ph. D. Programme shall have a Departmental Research Committee (DRC).

All members of the DRC must be qualified to be Supervisors.

The Dean of the respective faculty will approve the Committee.

The DRC of Department/Centre shall comprise the following:

- a) Head of the Department
- b) All the faculty member of PG Department
- c) One Associate Professor and one Assistant Professor from the colleges. The members shall be chosen by rotation as per research contribution after the tenure of 2 years term.

Unless otherwise provided, half of the members of the PGRC and DRC shall form the quorum.

The meetings of the DRC and the PGRC may be held at least once every three months. It may be held earlier, depending on the urgency of individual cases.

4. Eligibility:

1. Master's degree or equivalent professional degree with at least 55 % marks in aggregate or its grade 'B' in the UGC 7-point scale or an equivalent grade.

Explanation of Equivalent Professional Degree:

Example:

Mathematics: Master's degree in Mathematical Sciences/ Physical Sciences/MCA/M. Sc. (IT)/ or BE / B Tech or equivalent degree in any discipline or Graduates of 4-year Bachelor of Science programmes.

Life Science: Master's or equivalent degree in any branch of Physical, Chemical and Life Sciences or Bachelor's degree in any branch of Medicine/ Bio- Medical/Chemical Engineering/ Technology/ Agriculture/ Veterinary Science/Pharmacy or Graduates of 4-year Bachelor of Physical, Chemical and Life Science programmes.

Physics: M. Sc. or equivalent degree in Physical Sciences/ Mathematical Sciences/ Computational Science /Chemical Sciences/ Biotechnology or BE / B Tech or equivalent degree in any discipline or Graduates of 4-year Bachelor of Science programmes.

Commerce & Management: M. Com./MBA/ MIB/MHROD/MFC/MBA(IB)/MBA(HRD), from a recognized university.

Similarly bright & motivated scholars are encouraged, through proper course mapping for each subject, in the pattern of IISc, IITs, DU, etc., with valid National Level Test or Ph. D. Entrance Test.

2. Candidates who have cleared the M. Phil / M. Tech./M. E./M. S./M. D. course work with at least 55% marks in aggregate; or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale in a grading system) and have successfully completed the M. Phil./ M. Tech./M. S. Degree shall be eligible to work towards the Ph. D.

A relaxation of 5%, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (Non-Creamy Layer)/differently-abled and other categories of candidates as decided by the Commission from time to time.

5. Procedure for Admission:

1. As per UGC Regulations 2016. the University shall admit Ph. D. students through two stage process:

Stage – I : Kolhan University Ph. D. Entrance Test (KUPET) conducted every year at the level of the University in the beginning of every academic session (June-July).

Stage – II : Interview

2. KUPET: Syllabus & Pattern Similar to **CSIR/UGC NET**.
3. As per UGC Regulation 2016, the University shall notify well in advance on its website and through advertisement in at least two (2) national newspapers, of which at least one National and one in the regional language, the number of seats for admission, subject/discipline wise distribution or available seats, criteria for admission, procedure for admission, examination centre (s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
4. The Head of the Department shall consult the faculty members and college teachers, who are recognized to be Supervisor as per UGC Regulation 2016, regarding the number of vacant seats available with each member in that Academic year. Each prospective Supervisor may decide the number of seats that he/she may like to fill in a particular year, within his/her maximum permissible strength and inform the Head of Department accordingly.
5. Eligible College teachers will send their willingness to supervise Ph. D. students along with Curricular Vitae and list of publications to the Head. The Head will ensure that information from the Department faculty and college teachers in this regard is available before the announcement of vacant seats.

5.1 Exemption from Ph. D. entrance test (KUPET):

In general all candidates with Masters or equivalent degree must appear in a written entrance examination conducted by the University in order to be eligible for interview. Based on the performance in the written test, which is the qualifying exam, the short listed candidates shall appear for an interview.

Candidates fulfilling one of the following criteria shall be exempted from Ph. D. entrance test (KUPET):

- (i) Completed an M. Phil./ M. Tech /M. D/M. E/M. Pharm /M. Arch. or equivalent Degree from any other recognized Universities in India as per the UGC guidelines from time to time.
- (ii) Qualified in GATE / SET / NET /JEST Examination / teacher fellowship holder.
- (iii) Scholarship holder of National apex bodies as DST/ UGC/ CSIR / ICAR / ICMR / DBT/NBHM/MOTA/AYUSH.
- (iii) holds regular appointment as lecturer (after probation period or confirmation) in the University Departments/Colleges of this university, or any Govt. University / Colleges, who's appointment has been made through Statuary Govt. Bodies.
- (iv) Holds the post of scientist in any National level Research Laboratory and has published at least one research papers in the refereed journals.
- (v) Foreign nationals holding research visa issued as per the guidelines of HRD, Ministry of the Government of India, provided other eligibility conditions are met.
- (vi) Candidates who have qualified UGC-NET / UGC-CSIR NET / DBT-JRF/AYUSH/ICMR-JRF, DST-INSPIRE or equivalent national level examination/fellowship (as identified by DRC)/ GATE/JEST/NBHM teacher fellowship holder may directly appear for interview.
- (vii) Teachers, who are in service in the Kolhan University, may directly appear for interview.
- (viii) Candidates holding Junior Research fellowships or equivalent research positions in a projects, satisfying the minimum eligibility conditions (subject to selection by duly constituted committee as per the University norms for research projects) may also appear directly for interview.
- (ix) Scientists/professionals working at R&D institutes of the Government of India/State Government may directly appear for interview /e-interview, subject to fulfilling minimum eligibility criteria (as mentioned in Section 4).

5.2 Exemption from Pre-Ph. D. Course Work :

1. All the candidates who are having M. Phil. / M. Tech/ M. D/ M. S/ M. Des. or equivalent degree are exempted from Course work. However, they have to prepare the synopsis & make the presentation.

2. If a candidate has already completed the Pre-Ph. D. Course work or post PG Scientist training program or equivalent post PG training program of duration one year (two semester) at any Govt. University & Centrally Funded Institutions / Research Institution, may also be exempted from course work, with the approval of DRC.

3. All those candidate who are exempted from the Ph. D. entrance test as well as Ph. D. Coursework, may submit their application along with synopsis directly, throughout the year. After this a DRC meeting /e-meeting for Synopsis presentation may be organized within one month, after satisfactory presentation, application should be processed for the Ph. D. registration.

6 Student status

The Status of the students admitted to the Ph. D. programme shall be classified under any one of the following categories:

a) University Research Scholars (URS): Full time university research scholar, who are not getting fellowship from any other organization viz. JRF/SRF by UGC/AICTE/CSIR/ MHRD.

b) Govt./Semi Govt. Fellowship Awardees (CSIR, UGC, DAE, DST, DBT, AYUSH / NBHM, ICAR etc.): These candidates are considered for financial support from Govt./Semi Govt. schemes. The admission procedure and other requirements are same as applicable to University Research Scholars. These research scholars shall be considered as Externally funded students.

c) Sponsored Candidates (SP): These candidates are sponsored by recognized R&D organization for doing research work in the University on full time basis. Candidates are expected to be released for full time research work at the University for a minimum period of three years. They will not receive any financial support from the University.

d) Self-Financed (Indian/Foreign)/Study Leave (SF):

i) Indian: This category refers to persons with experience and with good track record to join the Ph. D. programme. They are admitted along with the regular research students through the usual admission procedure but they would not get any financial support from the University.

ii) Foreign: These students are admitted through Embassy of the respective Govts. after getting approval from the Ministry of External Affairs and no objection certificate from the Ministry of Human Resources Development, Department of Education, Govt. of India.

iii) Study Leave: This category refers to candidates who are released from governmental or educational institutions on study leave for a period of not less than three years for doing research work at the Institute.

e) University Faculty: This category refers to candidates who are regular employees of the University with more than 3 years of services. They shall be admitted to the Ph. D. programme if they possess requisite qualifications. They are expected to work for their Ph. D. programme, after fulfilling their normal duties, as part time candidate.

f) Project Staff (PS): This category refers to candidates who are working on various sponsored projects undertaken by the University and admitted to the Ph. D. programme, if the duration of the Project at the time of admission is around 3 years. They are expected to work for their Ph. D. programme after fulfilling their normal duties.

g) External candidates (Sponsored/Self-financed) (EX):

These candidates will be allowed to register for Ph. D. with a supervisor from the University (Internal) and / or a cosupervisor from their parent organization (External, if necessary) where they will be doing the research work. They shall produce sponsorship certificate/no objection certificate from the parent organization along with the application for admission.

h) College Teacher (CT): Candidates from Colleges/ Educational Institutes carrying out Research work during weekends, holidays and vacations at University.

i) The University will decide the competence of the candidates along with the regular candidates at the time of the admission.

ii) No objection certificate from the college/university (where the candidate is working) stating that the college/university has no objection for the student to work for the Ph.D. degree at Kolhan University.

iii) Place of work is Kolhan University, even though he/she may be carrying out part of work at his/her college/institution.

iv) External supervisor is optional based on the recommendations from the supervisor/s and DRC (Departmental Research Committee).

v) Candidates should be available to the supervisor during weekends, holidays and vacations.

7. Admission Calendar

a) The admissions to the Ph. D. programmes may be made the beginning of July -August i.e. odd semester. Following time line may be followed :

Tentative Week / Month	Procedure
3 rd week April	Head letter to each faculty regarding their willingness and available vacancy of Ph. D. Students.
1 st Week May	Meeting of PGRC regarding final availability of seats / vacancy & process of KUPET
~ 15 th May	Meeting of URC for Notification of KUPET
~30 th June	KUPET Written Test
~7 th July	Publication of Result of Written Test & Schedule of Interviews
~10-20 July	Interviews
~ 22 nd July	Final Merit List
~25-30 July	Document Verification, Admission & Enrollment / Registration No.
1 st Aug to 31 st December	Coursework
January 1-15	Coursework Exam & Result
January 15-30	Thesis Proposal Presentations in front of DRC (One day for Each Department)
February 5 th	PGRC
February 15 th	Final Registration Slip generation, which includes the Topic / Title, Supervisor's Name.

b) For the scholars exempted from course work, the DRC may be convened within one month of the submission of application form. The process will be open throughout the year. On the basis

of the recommendations of DRC, the Dean may put it in the PGRC. The process of generation of registration slip should not be more than one month of DRC and all together two months of the submission of application form.

8 Selection of subject & topics :

1. The allied subjects for admission to Ph. D. Programme in a particular Department shall be decided by the DRC of the respective Department in consultation with faculty members who have advertised for vacancies, based on their specific requirements. The list of allied subjects duly approved by the Ph. D. Committee/DRC may be submitted to the respective PGRC for approval, after which it may be displayed on the website of the Department.

2. No candidate shall be eligible to register for the Ph. D. programme if he/she is already registered for any full-time programme of study in any University/Institution.

3. Foreign nationals fulfilling the eligibility criteria may be registered for Ph. D. over and above the maximum admissible strength. However, at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the Department.

4. Foreign nationals must provide evidence of language competence suited to the Department they wish to join. Foreign nationals are exempted from entrance test and interview. They may be admitted based on their research proposal, subject to fulfilling the minimum eligibility criteria. The decision regarding the same rests with the DRC subject to approval from PGRC for the Ph. D.

5. Faculty of Management Studies may short list candidates CAT may directly appear in interview for Ph. D.

9. Enrollment Number & Registration:

1. Enrollment & Registration Number: After the publication of Final Merit List, all the candidate has to get admission along with registration within a week or before the commencement of Course work. The enrollment number should be generated within a week of the commencement of coursework. This will be treated as the registration number & admit card for the Course work, without the topic & Supervisor's name. After generating this number all the

scholars may get the Joining report in the Ph. D. coursework, so that he/she may get fellowship from their respective funding agencies.

After accomplishment of coursework, synopsis presentation / thesis proposal, and recommendation of DRC and PGRC, the registration slip should be generated with the Ph. D. title, supervisor's name & date of registration, as the date of synopsis presentation / thesis proposal.

The process of generating the final registration slip should not be more than one month of the synopsis presentation.

2. The Department shall maintain a list of all the Ph. D. registered research scholars on its website. The list shall include the name of each of the registered candidates, topic of his/her research, name of his/her supervisor/co-supervisor and date of enrollment/registration.

10. Course Work:

1. As per UGC Regulations 2016, the credit assigned to the Ph. D. course work shall be a minimum of 08 credits and a maximum of 16 credits. The course work shall be treated as prerequisite for Ph. D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work. etc. Other courses shall be advanced level courses preparing the students for Ph. D. degree.

3. All courses prescribed for the Ph. D. programme coursework shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. These courses shall be duly approved by the DRC and PGRC.

4. The Department where the research scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee for the research scholar.

5. The courses of first paper "**Research Methodology & Subject specified Computational Technique**" and third paper "**Research & Publication Ethics (RPE) – Compulsory by UGC**"

can be conducted Faculty wise or independently by the each department, depending on the availability of faculty members & syllabus.

6. Advance course related to the research work will be decided before the commencement of the coursework by DRC and reported to Dean Faculty of Science.

Tentative Coursework for Ph. D. Course Work :

Sl. No.	Course	Paper Code	Credit	Contact Hour	Marks
(i)	Research Methodology & Subject specified Computational Technique	PhD-CC101	04 CREDIT	60	100
(ii)	Advance Course related to his research work	PhD-EC102	04 CREDIT	60	100
(iii)	Research & Publication Ethics (RPE) – Compulsory by UGC	PhD-UGCRPE104	02 CREDIT	30	50
(iv)	Study Project & Seminar & Synopsis	PhD-SP103	02 CREDIT	30	50
	Total Credit		12 Credit	240	300

7. For B. Tech. or BS (4 years program), additional 12 credit course work are required, which may be common to PG courses & related to his research area, as decide by DRC & evaluated separately as the other Ph. D. Coursework.

8. The Coursework for each scholar / all the scholar will be finalize in the DRC meeting with Dean Faculty of Science, in month of July after completing the selection procedure.

9. The credits of the coursework shall be transferable between the Departments of the University and inter-university, subject to their acceptance by the DRC.

11. Eligibility for Ph. D. Supervisor & Number of Scholars:

1. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University/College with a Ph. D. degree and at least two research publications in refereed journals may be recognized as a Supervisor.

2. Only a full-time regular teacher of Department/College of the University can act as a Supervisor.

3. However, if the University has MoU with certain Central Govt. / State Govt / reputed private Research & Development Laboratories / research Institutes, their Research Faculty members / Scientists possessing the similar eligibility as laid down for Kolhan University (above para 11.1), may be considered as the Supervisor and / or co-supervisor for the University.

4. However, Co-Supervisor can be allowed in the areas of mutual expertise, from same / other Department/Colleges/ other Universities/ other related institutions with the approval of the Research Advisory Committee.

5. The maximum number of students who may be supervised at any given point of time by a Professor, an Associate Professor, Assistant Professor are as follows:

- Professors: 8 Ph. D.
- Associate professor: 6 Ph. D.
- Assistant Professor: 4 Ph. D.

6. However, the Honorable Vice-Chancellor & PGRC may relax the norm in extraordinary circumstance.

- Those associate professor, who are fulfilling the minimum eligibility criteria for Professor as per UGC norm, may be allowed to take research scholars (Ph. D.) as many as Professor.
- Those assistant professor, who are fulfilling the minimum eligibility criteria for Associate Professor / Professor as per UGC norm, may be allowed to take research scholars (Ph. D.) as many as Associate Professor / Professor, respectively.

12. Allocation of Supervisor:

1. Applicants will be given, at the time of selection, the details of various research topics/areas proposed by various faculty members for Ph. D. programmes in the respective department, so that the applicant will have an opportunity to discuss those topics/areas with the respective faculty members and thereafter, indicate their choice in order of preference.

The allocation of Supervisor for a selected research scholar shall be decided by the DRC depending on the number of research scholars per Supervisor, the available specialization among the Supervisors and research interests of the research scholar, as indicated by them at the time of interview.

2. In case of topics which are of inter-disciplinary nature and where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Supervisor from the Department/College itself, who shall be known as the Supervisor, and a Co-Supervisor from outside the Department.

3. Similarly, if the research topic is such that the expertise of two faculty members from same department are required, then the two faculty members may be considered as supervisor and co-supervisor, depending on their involvement and mutual consent.

4. In case of relocation of a Ph. D. research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which she/he intends to relocate, provided all other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/Supervisor from any funding agency. The research scholar will, however, give due credit to the parent guide and the part of research, already done. The transfer of research data is applicable only if it is an independent project of the research scholar. In cases where the work being carried out is supported by a project secured by the parent institution/ Supervisor, the research data/ material will remain with the parent institution/supervisor.

5. In a Department where teachers are retiring, leaving or are proceeding on long leave on deputation or where unforeseen circumstances have necessitated change of Supervisor, the DRC

shall appoint Supervisor(s)/Co-Supervisor(s) as supernumerary allotment. This may be approved by the respective PGRC.

6. In cases where the Supervisor has three or less years before retirement, a Co-Supervisor from within the University shall be mandatory. Such Co-Supervisor(s) must be in active service at the time of submission of thesis. Those appointed as Supervisor shall continue to guide the particular research scholar as Co-supervisor after retirement and the Co-supervisor will become Supervisor in that particular case. Fresh Supervision/Co-Supervision is not permitted after retirement.

6. Faculty members on deputation/long leave for more than a year may not be included in the list of proposed Supervisors in a Department and in determining the number of vacant seats.

7. The DRC, on the recommendation of the Supervisor, may appoint scholars of eminence who may be residing in India or abroad, as Co-Supervisor(s).

8. The recommendation of the DRC regarding the appointment of Supervisor(s) shall be approved by the respective PGRC.

9. Each Supervisor is entitled to take a fresh research scholar after submission of the thesis of his/her previously allotted research scholar, based on maximum permissible number for that faculty member.

13. Research Advisory Committee:

I. There shall be a Research Advisory Committee for every research scholar, duly approved by the DRC. The Supervisor of the research scholar shall be the Convener of this Committee. The Committee will have at least three members, with at least one faculty member other than the Supervisor from the Department. This Committee shall have the following responsibilities:

- a. To review the research proposal and finalize the topic of research.
- b. 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.
- c. To periodically review and assist in the progress of the research work of the research scholar.

2. The research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports with the comments of the Research Advisory Committee shall be submitted to the DRC with a copy to the research scholar.

3. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to comply with these corrective measures, the Research Advisory Committee may recommend to the DRC with specific reasons for cancellation of the registration of the research scholar.

14. Teaching Assistantship / Assignments:

As a part of training each Ph. D. Scholar may be allowed to engage **8 Hour per week** teaching assignments from 2nd Semester till the submission of thesis, for Laboratory & Tutorial Courses, with the designation “**Teaching Assistant**” & will get separate Certificate for it from Head & Dean of the Faculty. The teaching assignments will be in the respective PG Department. However, in special circumstances, the scholar may be assigned teaching assignment in its constituent colleges with the permission of Head & RAC.

Further the provision of Teaching Research Fellowship may be initiated to attract bright motivated full time scholars.

Financial Assistance to research Scholar :

1. Research scholars who have cleared national Level examinations with JRF or equivalent shall get financial assistance from the concerned funding agency.

2. Research scholars who are working in projects as JRF and SRF shall get financial assistance from the designated projects.

3. Research scholars, who do not have any financial assistance, may be awarded Non-NET fellowships with the approval of Govt. of Jharkhand. In this regard a proposal should be sent to the Govt. for the provision of Teaching Assistantship. The University, depending on the grant

available from UGC / State Govt., will determine the number of fellowships under this category annually.

4. Any financial assistance will not be provided where the research scholar is availing paid study leave.

5. Foreign research scholars must show proof of financial support for the duration of the Ph. D. enrollment.

15. Progress Monitoring

After the completion of six months, the progress of the research work will be evaluated by a Research Advisory Committee (RAC), DRC for all candidates. Each Department may organize a one day / two day seminar, depending on number of research scholars, in the month of January and August for organizing the progress seminar of each scholars.

16. Leave

1. Any leave of more than thirty days from research work would require prior intimation and approval of the DRC and the PGRC. This period shall be counted in the total duration for submission of dissertation/ thesis.

2. On the recommendation of the Supervisor, RAC and the DRC, the PGRC may permit the research scholar to be away from the Kolhan University to pursue research related to Ph. D. work for not more than two semesters in continuation, after completion of the coursework.

3. Women scholars may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph. D. for up to 240 days. This period shall not be counted in the total duration for submission of Ph. D. thesis.

4. The Supervisor must report absence from research work by research scholar due to illness, maternity leave or other circumstances to the RAC, DRC and PGRC.

5. Negligence of research work or any other acts of indiscipline must be recorded and reported to the RAC, RDC and the concerned PGRC. On receipt of a complaint, the DRC & PGRC may take appropriate action against the research scholar, including cancellation of his/her registration.

5. In exceptional cases, a research scholar may be allowed to de-register from the Ph.D. programme after successful completion of minimum duration of three years on the recommendation of the DRC and the approval of the PGRC. The research scholar shall re-register within a period of three years. The Ph. D. thesis should be submitted within such a period that the period of initial registration and re-registration does not exceed the duration of the Ph. D. programme.

17. Duration of Ph. D. Programme:

1. As per UGC Regulations 2016, Ph. D. programme shall be for a minimum duration of three years from the date of registration, including coursework and up to a maximum of six years.
2. Women candidate and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph. D. in the maximum duration.
4. As per UGC Regulations, 2016, extension beyond the above limits will be governed by relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned

17.1 Extension in duration of Ph. D. programme:

- a. For Ph. D. scholars, beyond a period of six years, a six-month extension can be granted by the Board of Research Studies on a written justification for the delay by the research scholar. The request of the research scholar has to be recommended by the Supervisor, RAC and DRC of the respective Department.
- b. Only in exceptional cases, with specific recommendations and justification from the Supervisor, RAC, DRC and PGRC, the Vice Chancellor may recommend extension beyond six and half years in case of Ph. D. scholars.

18. Publication Requirement:

A Ph. D. research scholar shall publish:

1. **at least one (1) research paper in a refereed SCI / UGC CARE List journal**
2. **two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication.**

They must attach evidence for the above in the form of presentation certificates and/or reprints.

19. THESIS SUBMISSION

19.1 Pre-Ph. D. Synopsis Seminar: Prior to the submission of the Ph. D. synopsis and thesis, a comprehensive internal assessment of the research work shall be made by the DRC.

a) RAC shall assess the work through a pre-Ph. D. synopsis seminar. The student can submit the Ph. D. synopsis only if the RAC is satisfied about the quality of the work for submission as Ph. D. thesis. If required, minor modification in the title of thesis may be permitted by PGRC, on the recommendation of DRC.

b) Details of the pre-Ph. D. synopsis seminar shall be adequately notified by Chairman, DRC to enable interested faculty and students to attend the same.

c) The DRC shall forward the report of the Pre-Ph. D. synopsis seminar to the PGRC.

19.2 Submission of Synopsis and Thesis

a) The student shall submit 4 copies of the synopsis and 4 copies of the thesis, with soft/spiral binding and printed on both the sides on high quality (100 gsm) paper, to the DRC in the specified format. In case the thesis is not submitted in the specified period, the student may be asked to present another pre-synopsis seminar.

b) The three copies (04) of the synopsis (in the approved format) shall be submitted to the office of concerned Dean through DRC with the following certificates.

(I) Certificate from the Chairman, DRC that the pre-synopsis seminar has been completed satisfactorily.

(ii) Certificate from the Research Supervisor(s) states (1) that there is a prima facie case for consideration of the thesis, (2) that the thesis does not contain any work which has been previously submitted for the award or any degree/diploma of the same Institution where the work was carried out, or to any other Institution, (3) attesting to the originality of the work, vouching that there is no plagiarism (the Institute Rules for plagiarism applicable) and (4) the extent of collaboration, if any.

c) Students should also submit electronic copy of the synopsis in form of PDF format.

- d) The thesis shall be written in the approved format.
- e) Along with the thesis, the student shall submit the requisite forms containing the authorization from the Research Supervisor(s) for submission of the thesis.
- f) A certificate of no dues in the prescribed format has to be produced by the scholar at the time of receipt of DRC.

19.3 Format for Synopsis and Thesis

The length of a synopsis shall be one thousand to four thousand words including tables and figures, on A4 size papers typed in one and half space.

The general thesis guidelines as:

- **SIZE OF PAPER:** A4 size be used, no restriction is placed on drawings and maps.
- **LAYOUT OF SCRIPT:** Typescript should appear on both side, lines: at least one-and-a-half spaced. Footnotes, quotations, references and photographic captions may be single spaced. Where appropriate, these should contain lists giving the locations of figures and illustrations.

- **FONT SIZE:**

Title Page	18-22
Headings / subheadings	14-20
Text	10-12
Footnotes	8-10

Footnotes be given on the same page where reference is quoted

- **TYPE STYLE:** Times New Roman / Arial / Courier New / Universe
- **MARGINS.:** At least 1 -11/2 inches (3.17-3.81cm) on the left-hand side, 3/4 - 1 inch (2 - 2.54cm) at the top and bottom of the page, and about 1/2 – 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-centre or top right 1/2 inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

FOLLOWING IS THE PREFERABLE LAYOUT OF THE THESIS:

- Title Page
- Abstract / Summary
- Acknowledgments
- Abbreviations not described in the text
- Contents
- List of Tables (where applicable)
- List of Figures (where applicable)

❖ Introduction (including outline of the thesis)

❖ Review of Literature (including research gaps and research objectives)

Research contribution

➤ Material and Methods

➤ Results: May comprised of one chapter or a number of chapters depending upon the subject matter/ requirements

➤ Discussion (including Conclusion/s, Recommendation/s where applicable)

❖ References / Bibliography / Literature cited (must be uniform throughout the thesis, and specific to the respective discipline)

➤ Appendices (where applicable)

➤ Any other information specific to the respective discipline

- **TITLE PAGE:** All thesis must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the Department in which the author has worked or the Faculty to which the work is being presented, and the month and year of submission.
- **PUBLISHED WORK:** List of publications from the thesis be included as appendix.

20. Evaluation and Assessment:

1 . Prior to submission of the thesis, the research scholar shall make a pre- Ph. D. presentation in the Department, before the Research Advisory Committee, wherever applicable, which shall also be open to all faculty members and other students. The feedback and comments obtained from

them may be suitably incorporated in the draft dissertation/ thesis in consultation with the Research Advisory Committee.

2. The research scholar shall submit the thesis after pre- Ph.D. presentation within a period of six months.

3. In case of issues related to Intellectual Property Rights, necessary patents shall be filed before disclosure in seminar.

4. The University shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic unethical practices. Each dissertation/thesis will go through a Plagiarism Check that will be verified by the University Librarian / Coordinator, Library Committee, before submission. The certificate of verification given by the library has to be submitted along with the thesis at the time of thesis submission in the Examination Branch. The thesis has to be submitted within 30 days from the date of plagiarism check.

5. The thesis must be a piece of original research work characterized either by the discovery or new facts, or by a fresh interpretation of facts or theories. In either case, it should show the research scholar's capacity for critical examination and judgment. It must be satisfactory as far as its language and presentation are concerned.

6. The research scholar may incorporate in the thesis the contents of any work published by him/her on the subject during the course of his/her Ph. D. and shall indicate the same in the thesis. If any content of the published work has been incorporated in the thesis of one of the authors, then the same content cannot be included by any of the other authors for award or any degree or diploma.

7. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, faculty members of the Department, other research scholars and other interested experts/ researchers. The Viva-voce examination may be conducted in online mode on through video conferencing platform Skype/Meet etc.

8. For submission of Ph. D. thesis, the abstract of the thesis including Table of Contents must be forwarded by the Supervisor to the Head of the Department for consideration by the DRC. The Head of the Department shall convene a meeting of the DRC within one month of submission of

the abstract with Supervisor of the thesis as an invitee with the panel of six external examiners, who shall be eminent scholars and specialists in the area of the thesis, normally not more than one from the same Department of a particular University/Institute. A person working in the same laboratory(ies)/Institution(s) where Research Scholar is employed cannot, however, be appointed as External Examiner for evaluating the Thesis of that Research Scholar. Further no person can be appointed as External Examiner from Laboratory/Institution to which the Joint supervisor(s) of the Research Scholar belongs. The concerned PGRC shall review the recommendations of the DRC and forward them to the Examination Branch within one month of the submission of the thesis. In order to avoid delay, the Chairman of the respective PGRC may approve the panel of examiners duly recommended by the concerned DRC and report the same, in the next meeting or PGRC.

9. The Ph. D. thesis submitted by a research scholar shall be evaluated by his/her Supervisor, and at least two external examiners, who are/were not in employment of the University. It is expected that those who have retired from the Kolhan University, may not be appointed as external examiners. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

10. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. The Head of the Department shall countersign these certificates for submission of the Ph. D. thesis. In case of re-submission, the same procedure may be followed. The research scholar shall also attach a Student Approval Form in the format provided by the UGC for hosting and distributing their thesis in digital format in “shodhganga, or any other server designated for this purpose by UGC.

11. The research scholar shall submit four double-sided typed and printed softbound copies of the Ph .D. thesis to the Examination Branch of the University. The soft copy of the Ph. D. thesis

must be submitted in specified media (CD/DVD) in specified formats (Open Office/MS office Document Format, Tex. Latex or other standard Format) that are convertible to pdf file. The pdf file of the thesis may be sent to examiners via email.

12. The Examination Department may send all communication to the examiners viz. request for consent, sending of Ph. D. thesis for evaluation and receive report/s electronically through e-mail.

13. The examiners may (i) recommend that the degree be awarded; (ii) recommend that the degree be awarded subject to corrections/revision being made in consultation with the Supervisor before viva voce: (iii) ask for resubmission of the thesis or (iv) reject the thesis.

14. Anonymous reports of the examiners should be shared with the research scholar only for the purpose of revision only.

15. As per UGC Regulations 2016, the public viva-voce of the research scholar to defend the dissertation shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of one of the the external examiner of the evaluation reports of the external examiner in case of Ph. D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

16. For any cases that need special consideration, a Special Committee consisting of the Vice-Chancellor/Pro-Vice-Chancellor, Chairperson of Research Council, Controller of Examinations. Chairman of the concerned PGRC, Head of the concerned Department, the Supervisor(s) of the candidate, and three Senior Faculty Members of the Kolhan University nominated by the Vice-Chancellor, preferably from the same faculty, may be referred to for a decision in the matter.

17. The public viva voce of the research scholar to defend the Ph.D. thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for the conduct of the viva voce examination.

18. The open viva voce by the research scholar may also be done through Skype or any other such Video conferencing web application, if required.

19. If the thesis has undergone revision after external evaluation, the soft copies & two hard copies, corrected of the final Version of the Ph. D. thesis. after revision, must be re-submitted to the Examination Office (One copy for Central Library). In order to ensure that the soft copy is complete and exact replica of the print version accepted for award of Ph. D., the Department Supervisor/ Head must authenticate the soft copy submitted by the scholar.

20. In Central Library, a separate KU thesis section, faculty & department wise should be created for the general access to the students, scholars & faculty members.

21. Following successful completion of the evaluation process and the announcement of the award of the Ph. D, the University shall submit an electronic copy of the Ph. D. thesis to the Examination Department to be submitted to INFLIBNET for hosting the same to make it accessible to all Institutions/Colleges.

22. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph. D. thesis within a period of six months from the date of submission of Ph. D. thesis.

23. Prior to the actual award of the degree in convocation, the University may issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations 2016.

24. Provided that the Ph. D. programmes in the Faculty of Medical Sciences, shall be governed by the relevant Regulations of the Medical Council of India, as amended from time to time.

21. Brief Summary of Minimum Standards and Procedure for Award of Ph. D. Degrees, as per UGC Regulations 2016 and its adoption by the Academic Council for Ph. D. students admitted from 2020-21 onward

Sl. No.	Content Items	Proposed Resolution
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		Ph. D.
1.	Eligibility criteria for admission	<p>1. Master's degree or equivalent professional degree with at least 55% marks in aggregate or its grade 'B' in the UGC 7-point scale or an equivalent grade.</p> <p>Note : Equivalent Professional Degree: Example: Mathematics: Master's degree in Mathematical Sciences/ Physical Sciences or BE / B Tech or equivalent degree in any discipline or Graduates of 4-year Bachelor of Science programmes. Life Science: Master's or equivalent degree in any branch of Science or Bachelor's degree in any branch of Medicine/ Engineering/ Technology/ Agriculture/Veterinary Science/Pharmacy or Graduates of 4-year Bachelor of Science programmes. Physics: M.Sc or equivalent degree in Physical Sciences/ Mathematical Sciences/ Chemical Sciences/ Biotechnology or BE/B.Tech or equivalent degree in any discipline or Graduates of 4-year Bachelor of Science programmes.</p> <p>Similar bright & motivated scholars are encouraged, through proper course mapping for each subject, in the pattern of IISc, IITs, DU, etc., with valid National Level Test or Ph. D. Entrance Test.</p> <p>2) Candidates who have cleared the M.Phil / M.Tech./M. S./ course work with at least 55% marks in aggregate; or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale in a grading system) and have successfully completed the M. Phil./ M.Tech./M.S. Degree shall be eligible to work towards the Ph. D.</p> <p>A relaxation of 5%, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (Non-Creamy Layer)/differently-abled and other categories of candidates as decided by the Commission from time to time.</p>
2.	Duration of	For PhD: Min. duration : 3 years (including course work)

	<p>the Programme</p>	<p>Max duration: 6 years Under 4.4: Max duration for women & PWD: 16 Semesters or 8 years No extension is required till 6 years of registration. For women & PWD: Additional relaxation of 2 years i.e. upto 8 years from the date of admission. Candidates will have to apply for the extension period beyond 6 years upto 8 years and shall have to do semester registration.</p>
<p>3.</p>	<p>Procedure for Admission</p>	<p>Admission to Ph. D. students shall be through an Entrance Test conducted by the Kolhan University with UGC/CSIR NET Exam pattern & syllabus followed by Personal Interview. Entrance Test for those students who qualify in UGC-NET (including JRF) / UGC- CSIR NET (including JRF) /SLET/GATE/DBT/AYUSH/NBHM, teacher fellowship holders, any other national level fellowship holder (DST, UGC, DAE etc.) or those who have obtained an M. Phil degree. On the basis of Marks obtained in Entrance test a Merit list will be prepared as per the reservation rule of Govt. of Jharkhand followed by Kolhan University for admission. Candidates appearing in the entrance test will be called for interview as per the merit list prepared as above. The final selection for admission for M. Phil/Ph. D. will be based on the performance in Entrance and interview. The Department may give some weightage within the interview marks like any appropriate fellowships, gold medals and distinctions as decided by the respective Admission Committees for the academic year which will be put on website. All members of the Admission Committee including SC/ST/OBC representative (except co-opted members) will award marks to all candidates. ‘Department Research Committee’ (DRC), will be called as the Departmental Admission Committee & PGRC will look after the admission related issues for entire faculty in KU. All faculty members are eligible to serve as members of the Admission Committee subject to the condition that their dependents/relatives are not</p>

		<p>appearing in the Entrance Exam for admissions to their Dept./Centre. The Chairperson, Admission Committee will take an undertaking from all members in this regard.</p> <p>Admission, whether regular, part-time or external, will be through same modes of admission as above.</p> <p>The Schedule of entire process are as follows:</p> <ol style="list-style-type: none"> 1. Entrance Exam : July 1st week. 2. Result of Entrance Exam: 15th July. 3. Interview from July 20. 4. Final Result : 28 July. 5. Admission in Aug. 1st week. 6. Course Commencement / Orientation : 7th Aug / next working Day.
4.	Allocation of Supervisor	<p>Only full-time regular faculty shall be Supervisors.</p> <p>The Departmental Research Committee/ is to ensure allotment of supervisors to all Ph. D. candidates within one month of admission, duly notifying the Controller of Examinations. The Department Committee besides constituting the Research Advisory Committee (RAC) and identifying broad areas of research, will also assess requests for change of supervisor, etc.</p> <p>Faculty:</p> <ol style="list-style-type: none"> 1. must have more than 3 years of service for superannuation to be a supervisor; 2. must have more than 1 year of remaining service to be a Co-supervisor; 3. must have a Ph. D or equivalent degree to be a Supervisor; 4. Joining the university through Direct Recruitment or promoted under CAS on or after 20-3-2017 should also fulfill the criterion of the required number of publications in the refereed journals of UGC, as mentioned in the para 6.1 of UGC Regulations, 2016 to be eligible to be supervisors. <p>Re-employed/Contract faculty cannot be Supervisors/ Co-supervisors.</p> <p>Only full-time, regular Faculty/Scientists of External Centres/ Universities may</p>

	<p>serve as Co-Supervisors, subject to fulfilling the eligibility criteria stated in paras 6.1 and 6.5 of the UGC Regulations 2016.</p> <p>Only full-time, regular Faculty/Scientists of External Centres/ Universities may serve as Supervisors as per the MoU with the University, subject to fulfilling the eligibility criteria stated in paras 6.1 and 6.5 of the UGC Regulations 2016. Superannuating faculty, after guiding a student for 3 years or more, may decide whether they wish to continue as supervisors. If such is not the case, the Dean/ Head shall make alternate arrangements to allot a Supervisor to the student under intimation to the Research Council..</p> <p>If a faculty proceeds on long leave/sabbatical/study leave/EL or resigns etc. then Dean/Head shall make alternate arrangements under intimation to the Department.</p> <p>The maximum number of students who may be supervised at any given point of time by a Professor, an Associate Professor, Assistant Professor are as follows:</p> <ul style="list-style-type: none"> • Professors: 8 Ph.D. • Associate professor: 6 Ph.D. • Assistant Professor: 4 Ph.D. <p>However, the Honorable Vice-Chancellor & PGRC may relax the norm in extraordinary circumstance.</p> <ul style="list-style-type: none"> • Those associate professor, who are fulfilling the minimum eligibility criteria for Professor as per UGC norm, may be allowed to take research scholars (Ph. D.) as many as Professor. • Those assistant professor, who are fulfilling the minimum eligibility criteria for Associate Professor / Professor as per UGC norm, may be allowed to take research scholars (Ph. D.) as many as Associate Professor / Professor, respectively. <p>De-registered/re-registered (prior to 2017-18 batch) and regular Ph D students (until submission of their theses) will be counted against the quota available with the faculty.</p>
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		<p>In case of relocation of an Ph. D. Women scholars are allowed to relocate to another institution, provided they have secured the seat in the other institution through a proper/regular admission process. The scholar due applicant should obtain a “No-Objection” certificate from the Kolhan University, through proper channel permitting her to transfer research data and should give due or otherwise. credit to the Supervisor and the Kolhan University, in her thesis/dissertation.</p>
5.	Course work	<p>Course work for Ph. D. will be of 12-14 credits.</p> <p>During the course work, the students are expected to meet the attendance requirements as mandated by the Kolhan University.</p> <p>Course work is to be completed in one year after taking admission, failing which the student’s admission in the programme will stand cancelled.</p> <p>The Academic Units should offer the courses in the odd semester (July – December)</p> <p>Failure to complete the course work within two year means that the students have to leave the programme.</p> <p>In course work for Ph. D, the pass percentage is 55% or a CGPA of 6.0.</p> <p>To continue the Ph. D further, a candidate should acquire a CGPA of 6.0 in all course work taken together.</p> <p>In the Ph. D coursework, the Results and Grade sheets will only carry Pass/Fail results.</p> <p>Grading for Ph. D. Course Work :</p> <p>80 < 100 A+</p> <p>75 < 80 A</p> <p>65 < 75 B+</p> <p>60 < 65 B</p> <p>55 < 60 C</p> <p>Grade sheet will be issued for the course work done.</p> <p>The Ph.D. course work may be exempted, if a student is admitted after</p>

		completion of M.Phil. / M. Tech. in the same subject/area (with 12-14 credits including the course on Research Methodology) on recommendation by Research Advisory Committee (RAC) of the Department subject to fulfilling the other requirements. The request of exemption should be made in the 1 st semester of his admission only. An order shall be issued on the recommendation of RAC, Head, & Dean of the concern faculty, this regard from office of Controller of Examinations.
6.	Research Advisory Committee (Earlier Doctoral Research Committee)	<p>RAC for Ph.D.</p> <p>Supervisor/s+ 2 members</p> <p>Supervisor to be Convener.</p> <p>The RAC will meet every semester and send its recommendations for all candidates in terms of their work in progress. The RAC will also report cases of irregularity/unsatisfactory performance and absenteeism to the Controller of Examinations through Head/ Dean. RAC recommendation is essential for semester registration/extension.</p>
7.	Research Publication	<p>Ph.D. scholars must publish</p> <ol style="list-style-type: none"> 1. at least one (1) research paper in a refereed SCI / UGC CARE List journal 2. two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication. They must attach evidence for the above in the form of presentation certificates and/or reprints.
8.	Evaluation and Assessment Methods, minimum standards/	<p>The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, employed outside the Institution/College where the research was undertaken The viva-voce examination shall be conducted by the Research Supervisor and at least one of the two external examiners.</p>

	<p>credits for award of the degree</p>	
		<p>The External Examiners for the Ph. D. thesis should be of the level of Associate Professor/ equivalent and above. If the external examiner Ph. D thesis declares the work as “unsatisfactory” (rejected), the thesis may be sent to next examiner. If the second report also declares the work as “unsatisfactory” (rejected) then the thesis stands rejected.</p> <p>In case an examiner suggests that corrections (typographical, grammatical etc.) have to be carried out, the supervisors are to ensure the corrections are incorporated and that the theses are error free. Copies (both hard and soft) are to be submitted at the time of viva-voce and these are to be forwarded to Controller of Examination’s office.</p>
<p>Presentations and Publications</p>		<p>To adopt appropriate methods to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.</p> <p>The evaluation of all Ph D theses in the University:</p> <ul style="list-style-type: none"> • The panel of examiners submitted by the Supervisor and approved by the RAC should necessarily contain the name, address, web-link of the examiner (or brief CV of the examiner), phone No., mobile No. and email address. In the absence of any of the above, the panel will not be processed and will be returned to the Dean of the Faculty. <p>The dissertation/thesis should be sent along with the details of the student’s course work done/ publications/ papers presented and plagiarism report for processing, in the correct formats.</p> <p>The Supervisors/ Co-supervisors (if any) shall submit their reports within 15 days of submission of the Ph. D thesis. The examiners in the panel of examiners shall be of the level of Associate Professor or equivalent and above</p>

		only. The examiners should be willing to examine the thesis. The following time schedule will be followed for evaluation of PhD Thesis.		
		Email of synopsis	15 days' time	Reminder after 10 days and wait for 5 days. If no response, CE's office to contact the alternate examiner automatically.
		Sending of thesis	6 weeks' time	Gentle reminders after 4 th week and 5 th week, alerting the examiner about the last date, and regular reminders after 6 weeks. CE's office to contact the examiner and expedite the process if the report is not received by the end of 7 weeks.
		After receiving viva-voce report	One week to declare the result and issuing of Provisional Certificate.	One week to declare the result and issuing of Provisional Certificate.
		<p>The Deans/ Heads/ Supervisors should fix the date of viva-voce (of Ph. D.) within a week of receiving the reports and inform the Controller of Examination's office.</p> <p>The Supervisors should not contact the external examiners and confidentiality should be maintained. In case of any breach of confidentiality the evaluation may be canceled.</p> <p>The Supervisors should not put pressure on the CE's office for getting the reports from the external examiners before the duration given to the examiner is over. However, the CE's office shall try to get the reports at the earliest as</p>		

		per the schedule and declare the results within the maximum period of six months, but preferably within 3 months from submission. They must attach evidence for the above in the form of presentation certificates and/or reprints.
9.	Depository with INFLIBNET	Following successful completion of the evaluation process and before the announcement of the award of the Ph. D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D. thesis to INFLIBNET. Prior to the actual award of the degree, the degree-awarding Institution shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.
10.	Fee Structure	Rs. 5000 / Semester for course work, at the time of Admission for Registration & Course Work Rs. 10,000 at the time of Thesis submission for the Evaluation of Ph. D. Thesis.
11.	Teaching Assignment	As a part of training each Ph. D. Scholar may be allowed to engage 8 Hour per week teaching assignments from 2 nd / 3 rd Semester till the submission of thesis, for Laboratory & Tutorial Courses, with the designation “Teaching Assistant” & will get separate Certificate for it From Head & Dean of the Faculty. The teaching assignments will be in the respective PG Department. However, in special circumstances, the scholar may be assigned teaching assignment in its constituent colleges with the permission of Head & RAC. Further the provision of Teaching Research Fellowship may be initiated for attracting bright motivated full time scholars.

For further details please refer to the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil./Ph. D Degrees) Regulations, 2016 available at [https://www.ugc.ac.in/pdfnews/4952604_UCG-\(M.Phil.-Ph.DDEGREES\)REGULATIONS,-2016.pdf](https://www.ugc.ac.in/pdfnews/4952604_UCG-(M.Phil.-Ph.DDEGREES)REGULATIONS,-2016.pdf)

Reference :

1. UGC M. Phil. / Ph. D Regulation 2016.

[https://www.ugc.ac.in/pdfnews/4952604_UGC-\(M.PHIL.-PH.DDEGREES\)REGULATIONS,-2016.pdf](https://www.ugc.ac.in/pdfnews/4952604_UGC-(M.PHIL.-PH.DDEGREES)REGULATIONS,-2016.pdf)

2. Delhi University M. Phil / Ph. D. Regulation 2017.
3. University of Hyderabad M. Phil / Ph. D. Regulation.
4. Ordinance Rules and regulations for Ph.D Degree 2018, SLIET.
