

Jiwaji University, Gwalior

Ordinance No.11

DOCTOR OF PHILOSOPHY

This Ordinance has been prepared keeping in view the “University Grants Commission (minimum standards and procedure for award of Ph.D. degree), Regulation, 2009”

Availability of seats

1. The number of seats available for admission to Ph.D. programme shall be decided and notified by the University on its website and/or by advertisement in the month of May/June every year.

Notes:- (1) The number of seats shall be decided on the following basis:-

- (i) A supervisor shall not have at any point of time, more than eight Ph.D + scholars.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.
- (iii) Number of seats available for admission shall be notified for each research centre and for each available subject

- (2) It shall be mentioned in the notification that more seats may become available after six months, i.e., in the month of December, when the left over candidates of the notification shall be considered for admission at the first instant.

Minimum qualifications

2. A candidate for the degree of Doctor of Philosophy/ in a subject must, at the time of application, hold a Master’s degree in that subject with at least 55% marks or an equivalent grade or M.Phil. degree of the University or any other University incorporated by any law for the time being in force and recognized by the University.

Provided that for SC/ST candidates, 50% marks are required instead of 55%.

Provided further that a candidate who has at least 7 years of experience of research/teaching with at least 5 papers published in standard research journals, may be permitted to get registered for Ph.D. degree, upto minimum 50% marks at the a Master’s degree.

Application

3. In response to the notification of the University, candidates desirous of seeking admission to Ph.D programme should apply on the prescribed application form before the notified last date, which will inter alia contain the following details.

- (i) Name of the preferred research centre.
- (ii) Name of the preferred supervisor with designation and address.
- (iii) Name of the preferred co-supervisor, if any, with designation and address.
- (iv) Proposed tentative title of the Ph.D. thesis.
- (v) Place of residence during the period of doing research for Ph.D. degree (This must be in the jurisdiction of the University).
- (vi) Certificate of qualifying the UGC/CSIR (JRF) examination/SLET/GATE, if any.
- (vii) Certificate of passing M.Phil. in the concerned subject as a pre-Ph.D. requirement, if any.
- (viii) Letter granting teacher fellowship, if any.
- (ix) Consent of the supervisor, co-supervisor, if any, and the Head of the research centre.

Procedure for admission

4. (1) The admissions shall be made by the University, through an Admission Committee, consisting of:-
- (i) One of the Deans of faculty - Chairman.
 - (ii) One of the Professors of University Teaching Departments.
 - (iii) One of the Principals of affiliated colleges.

The above members shall be nominated for a year by the Kulpati before the process of admission starts. The committee may be assisted by a suitable number of teaching and non-teaching staff of the University.

- (2) The functions of the Admission Committee shall be as follows:-
- (i) To prepare panel of names of paper-setters in various subjects and submit them to the University.
 - (ii) To arrange for entrance test.
 - (iii) To arrange for interview.
 - (iv) To announce the names of candidates admitted along with subject, place of research work, name of supervisor and tentative title of the thesis.
 - (v) To resolve related problems, if any.
- (3) All candidates shall be admitted through an entrance test conducted by the University.
- (4) Admissions shall be made twice in an academic session. Firstly, the admission process shall be completed before 14th August or the last date of admission decided by the University for the post-graduate courses. Secondly, the left over candidates shall be considered for admission in November/December so that the second admission process is completed before 30th December. If there are no left over candidates in a subjects and seats have become available, then fresh applications may be invited by a notification. The same procedure shall be adopted for these applicants as was adopted for the admitted candidates.

Entrance test

5. The entrance test shall be normally conducted in the month of July, the date and place of which shall be announced in the notification by the University.

The entrance test shall be conducted for each subject separately. It will comprise of one objective type paper having 100 questions of 100 marks and/or essay-type paper having 10 questions of 100 marks, covering all the compulsory papers of the postgraduate course in that subjects. The duration of each paper shall be of three hours. There will be no negative marking. A merit list shall be prepared on the basis of this examination and shall be declared as the result of the entrance examination by the Registrar. The candidates shall be considered for admission according to merit.

Interview

6. (1) Each student shall have to appear for an interview to be held in the month of July. The interview board shall consist of the following members :-
- (i) Dean of faculty-Chairman.
 - (ii) Head of the University teaching Department in the subject.
 - (iii) All the recognized supervisors in the University Teaching Department in the subject.
 - (iv) One of the recognized supervisors in the subject from affiliated colleges, to be nominated by the Kulpati.

Two members shall complete the quorum. If the dean of faculty is not available the Kulpati may appoint Professor of any University Teaching Department as chairman.

- (2) The interview shall be conducted in the University Teaching Department in the subject. For subject, in which there is no University Teaching Department, the interview shall be conducted at a place in the University premise, fixed by the University for this purpose.
- (3) The candidates shall be called for interview according to merit list of the entrance examination.
- (4) At the time of interview the candidates are expected to discuss their research interest/area, choice of supervisors and co-supervisors, if any, and the tentative title of the thesis.
- (5) The interview board shall finalize the list of the names of the candidates admitted to the Ph.D. programme in the concerned subject.
 - (a) The candidates will be admitted according to merit list of the entrance examination.
 - (b) As far as possible, the interview board shall allot the preferred place of research work and the preferred supervisor and co-supervisor given by the candidate in his/her application and shall also approve the tentative title of the thesis proposed by the candidate. Preference given by a candidate may be changed if seat is not available with the preferred supervisor. The candidate may, however, be allowed to take another chance in November/December if he/she does not want to change the preferences, in the first instant.
- (6) While finalizing admissions, the interview board shall keep into consideration, the number of available seats and the reservation policy of the state government for post-graduate courses.
- (7) The admission process must be completed by 14th of August every year, or the last date for admission decided by the University for the post-graduate courses.
- (8) A waiting list of the left over candidates shall be prepared and announced. They will be considered for admission in the month of November/December on the seats which have become available by that time. The same procedure interview shall be followed again for making admissions of the candidates in the waiting list. Even if seats remain vacant after this procedure, then new applicants shall be considered as per para 4(3).

Fees

7. After the candidate has been admitted to the course according to the above mention, he/she shall pay the fees as follows :
 - (a) Registration fee for Ph.D. programme is to be paid to the University.
 - (b) The following is the first installment of fees payable to the research centre:
 - (i) Tuition fee for six month
 - (ii) Library fee for six months
 - (iii) Library caution money payable once only and refundable
 - (iv) Laboratory fee for six months (for research scholars where laboratory work is involved)
 - (v) Laboratory caution money payable once only and refundable.
 - (vi) Identity card fee.
 - (c) The first installment of University Library fee along with caution money shall be as follows:
 - (i) University Library fee for six months
 - (ii) University Library caution money payable once only and refundable.

The fees mentioned in para (b) and (c) above will be as prescribed by the University from time to time.

Provided that the teachers of the University and teachers under the U.G.C. scheme of teachers fellowship will not be required to pay fees as in para 2(a).

The other installments of the fees shall be paid every six months till the student submits the Ph.D. thesis.

Course work

8. (1) After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester. The course work shall be treated as pre-Ph.D. preparation. It shall include.
 - (a) A course on research methodology which may include quantitative methods and computer applications.
 - (b) A review of the published research in the relevant field.
- (2) University examination in one single paper based on the course work shall be held at the same time when the first semester examinations are held.

The paper shall be common to all students. It shall be based on the course mentioned in para (1) (a) above.

Passing marks shall be 36%
- (3) The review presented by the candidate in typed form shall be examined by the supervisor. It will carry 100 marks. Passing marks shall be 50.
- (4) A candidate shall be declared to have successfully completed the course if
 - (i) He/she has passed in the University examination as mentioned above.
 - (ii) He/she has obtained 50 or above marks in the review.

Synopsis

9. After successful completion of Pre-Ph.D. course work mentioned above, the candidate shall be eligible to submit a synopsis (as per **Appendix I**) of his proposed research work alongwith the title of thesis (finally decided by the candidate) duly forwarded by the supervisor and Head of the institution where the candidate is working. The synopsis has to be submitted in seven copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy.

The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:

- (i) Kulpati or his nominee - Chairman.
- (ii) Dean of the Faculty concerned.
- (iii) Head of the University Teaching Department of the subject.
- (iv) One Professor or in the case of non-availability of Professor, one Reader of University Teaching Department or in the case of non-availability of these, one Professor of college affiliated to the University, actively engaged in research, to be nominated by the Kulpati.
- (v) One external subject expert of the rank of University Professor to be appointed by the Kulpati, ordinarily out of a panel of 5 experts given by the Dean of the Faculty concerned. The term of the members under clause (ii), (iv) and (v) shall be coterminous with term of the Dean of the Faculty concerned.

External expert and two other members shall form the quorum.

- Note – (1) On the request of the supervisor, Kulpati may permit him to be present as an observer during the oral presentation of his candidate.
- (2) No T.A. and D.A. shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

Research Degree Committee

10. (i) The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year preferably in February and October. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor, submitted under section 13(b)(iv) of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/co-supervisor. The Committee shall also prepare a list of approved supervisors/co-supervisors along-with their specializations as per provisions of this Ordinance. This list shall be available with the Registrar.
- (ii) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s, if any, and place of research work, the candidate shall be registered for Ph.D. degree from the date on which the candidate deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at the time of admission, and this date will be the “date of registration” of the candidate. The letter of registration shall be issued by the Registrar and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.
- (iii) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- (iv) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in seven copies) as revised by him incorporating the changes suggested by the RDC within 3 months time. The Dean of the Faculty shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- (v) If the RDC decides that major revision is required in the synopsis and/or the oral presentation was also found to be unsatisfactory then the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.
- (vi) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

Subject

11. A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master’s degree.

Provided that the subject must be one of the subjects included in the Statute of the list of subjects of the University and teaching must be going on in the subject in University Teaching Department/college affiliated to the University, which has been recognized as a research centre.

Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. In such cases the candidate may also be permitted to work under one or two co-supervisors, alongwith the supervisor.

Provided further that whether a subject in allied or not to the subject in which the candidate has done a Master’s degree shall be decided by the Academic Council.

Research Centre

12. A candidate shall pursue his research at the institution from where his/her synopsis has been forwarded under section 9 of the Ordinance.

A candidate may pursue his research work for Ph.D. degree in the University Teaching Departments in the subject concerned or in a college affiliated to this University, where post-graduate classes are held in the subject concerned. The candidate may also be allowed by RDC to pursue research work at a research institute recognized for this purpose by the Academic Council of the University.

Provided that a candidate permitted to work in a research establishment recognized by the University shall be required to take at least one co-supervisor along-with the supervisor. One of them should be the teacher of the University and the other a teacher/scholar/director of the institution where candidate is actually working.

Provided also that a candidate may be permitted to carry out his research work in a research institution recognized by the University for the purpose, under the supervision of a teacher/scholars/director of the institution who may or may not be the co-supervisor of the candidate. No fee has to be paid by an institution to the University for recognition as a research centre.

Supervisor/Co-supervisor

13. (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:

(i) A Professor/Reader in a University Teaching Department or in a college affiliated to the University who has obtained a doctorate/ degree in the subject and has published at least five research papers on the concerned subject in standard research journals.

OR

(ii) A Lecturer/Assistant Professor of a University Teaching Department or college affiliated to the University who has obtained a doctorate/ degree in the subject and has published at least five papers on the concerned subject in standard research journals and has at least five years teaching experience after Ph.D.

OR

(iii) A non-teacher/scholar/Director working in a research institute/ organization/ establishment, recognized by the University as a research centre, who has obtained a doctorate/ degree in the subject and has published at least five research papers on the concerned subject in standard research journals and has at least five years research experience after Ph.D.

- (b) A recognized supervisor who fails to publish any research paper on the concerned subject over a duration of five years shall not be eligible to enroll any new candidate under his supervision.

(i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their super-annuation.

(ii) Provided also that the teacher in any college, which has been now affiliated to this University under section 55 of the Act and who has been recognized as supervisor/co-supervisor earlier by the concerned University, shall continue to be recognized as supervisor/co-supervisor.

(iii) Provided further that a person who is himself registered for Ph.D. degree of any University shall not be eligible to act as supervisor/co-supervisor or member of any committee mentioned in this Ordinance.

- (iv) A person who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed proforma, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

Period for submission of thesis

14. (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati, if he/she applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.

Provided also that after the expiry of five years from the date of registration, the Kulpati may permit a candidate to get re-registration on the same topic on payment of a re-registration fee as prescribed by the University. The condition of minimum period of 24 months and attendance shall not apply to such re-registered candidate for submission of the thesis. For re-registration, approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after nine years from the date of original registration. After this period if a candidate desires to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) The candidate possessing M. Phil degree or a teacher with 5 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months as provided in Section 8 (a) of this Ordinance.
- (c) The candidate shall put in at least 200 days attendance with the supervisor. The relevant declaration by the candidate (**Appendix-5**) and the certificate of the supervisor (**Appendix-6**) must be given in the beginning of the thesis.

Change of supervisor

15. Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the committee constituted by the Kulpati for this purpose. No change in the topic of research will be permitted due to change of supervisor.

Six monthly report

16. The University shall obtain every six months a record of attendance, receipt of fees paid and progress report of the work of the Research Scholar from his supervisor as per **Appendix-2**. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and candidate fails to deposit fees, the Kulpati may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

Summary of thesis and appointment of examiners

17. (a) The candidate shall submit six copies of the summary of the thesis together with a list of research papers published, and/or communicated for publication, if any, through his supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.

- (b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader of University Teaching Department or college Professor, from outside the jurisdiction of the University. At least half of the names should be from outside the state. Names may also be from outside the country.

Provided that the panel of examiners shall be obtained from the Head, University Teaching Department of the Subject concerned, in case the candidate is related to the supervisor. *

- (c) On the receipt of the panel of examiners from the supervisor and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject concerned. The Committee considering the panel, submitted by the supervisor/Head, University Teaching Department, prepare a panel of six names to act as examiners. At least half of the names should be from outside the state. Names may also be from outside the country. No name should be belonging to the jurisdiction of the University.
- (d) The Kulpati shall appoint two examiners out of the panel submitted by the Examination Committee. Provided that the Kulpati may add any name to the panel, if he feels necessary. At least one of the examiners shall be from outside the state. One of the examiners may even be from outside the country. No examiner should be appointed belonging to the jurisdiction of the University. The consent of examiners shall be obtained by sending them the summary and list of publications if any.

Note:- In a case foreign examiner is appointed by the Kulpati, the thesis shall be sent by AIR-MAIL.

Submission of thesis

18. (1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall make a pre-Ph.D. presentation, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in **Appendix-3**. The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- (2) Prior to the submission of Ph.D. thesis, the candidate shall publish at least one research paper in a referred journal in which the candidate is the sole author or if there are co-authors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him, if any, shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e., pre-print) shall be appended inside the thesis at the end.
- (3) The finalized thesis shall be type set on a computer using a standard software like MS-Word. It shall then be type-written only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
- (4) The candidate shall submit the thesis to the University as follows:
- (i) Three hard bound copies of the thesis, and
 - (ii) Soft copy in the form of CD (in two copies). The thesis shall also be sent by e-mail to the University just before submission in the University office.
- (5) In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.
- (a) The thesis should be forwarded by the Head of the UTD/college/institution where the candidate was registered. (**Appendix-4**)

- (b) The thesis must be accompanied by a declaration from the candidate as per **(Appendix-5)** that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of clause 8 of the Ordinance.
 - (c) The certificate from the Supervisor together with co-supervisors, if any, as per **Appendix-6** that the thesis fulfills the requirements of the Ordinance relating to the Ph.D. degree of the University.
- Note :-
- (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee.
 - (ii) The “no dues certificates” from the place of work and the University library must be submitted along with the thesis.

Evaluation of thesis and viva-voce examination

19. On receipt of the thesis, required fee and “no dues certificates”, the thesis shall be sent to the two examiners who have already consented as per para 11 of the Ordinance.
20. The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
 - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate’s capacity for critical examination and sound judgement.
 - (b) It must be satisfactory in point of language and presentation of the subject matter.
21. The examiners shall categorically recommend in the prescribed Proforma (**Appendix-7**) acceptance, revision or rejection of the thesis altogether. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiners report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions he wishes to be asked at the viva-voce examination.
22.
 - (a) The examiners may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
 - (b) The Kulpati may recall the thesis from an examiner who fails to send the reports within three months of the date of dispatch of the thesis or such other date as may be extended by the Kulpati and appoint another examiner from the panels of examiners.
23.
 - (a) In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision the thesis shall be rejected.
 - (b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of examiners.
 - (c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners by the Kulpati, without the reports of earlier examiners. The third examiner shall be asked to give his/her opinion and his opinion shall be final.
 - (d) In case both the examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, third examiner accept the thesis for the award of the Ph.D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the supervisor, co-supervisor (if any) and one of the two examiners (selected by the Kulpati) who have accepted the thesis for the award of the Ph.D. degree. Provided that Kulpati shall appoint Head, University Teaching Department or any Professor of University Teaching Department in the subject concerned to act as viva-voce examiner, in place of the supervisor, in case the candidate is related to the supervisor.

- (e) The supervisor and the Head, University Teaching Department in the subject concerned, shall be communicated the name of the external examiner appointed by Kulpati to conduct the viva-voce examination. The supervisor will correspond with the external examiner and will communicate the date of viva-voce examination to the Registrar. The date so fixed for the viva-voce examination will be informed to the candidate and all other concerned by the Registrar. Provided that in special circumstance Kulpati may appoint alternate vivavoce examiner from the panels of examiners, if both the external examiners are not in a position to conduct the viva-voce examination.
 - (f) The viva-voce examination shall be conducted at the University Teaching Department in the subject or at any place in the University premise fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar on the University Notice Board at least a week in advance so that all interested persons may attend the viva-voce examination. Viva-voce examination shall be fixed on a working day and in working hours of the University Teaching Departments. At the time of viva-voce examination, the Board of Examiners shall be provided the reports of examiners which shall be returned along-with the report of viva-voce examination, to the Registrar.
 - (g) The candidate shall present the work embodied in the thesis before the Board of Examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work, the Board shall ask question together with those questions which have been given along-with examiners' reports. Others in the audience can also ask questions and the candidate shall openly defend his research work. He shall, however, reply only those questions which are permitted by the external examiner. Attendance of all those present shall be recorded by taking their signature on a sheet of paper which will be attached to the report of viva-voce examination.
 - (h) In case the recommendation of the viva-voce examiners differs from that of the thesis examiner or there is a difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected. Such candidates would be required to pay an additional prescribed fee for second viva-voce examination. New external examiner for second viva-voce examination may be appointed by the Kuplati from the panels of examiners, if considered necessary.
24. If the examiners recommend that the candidate be asked to revise/improve his thesis, the Kulpati shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners' reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. One copy of the thesis shall also be returned to the candidate.

In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission, but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/has carried out the work.

The resubmitted three copies of the thesis must make clear mention that it is a revised version.

The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 23 and one of the examiners recommends again for revision and the other accepts the thesis for award then the thesis shall be sent to the third examiner. If the third examiner rejects or recommends for revision the thesis shall stand rejected. If he accepts for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of clause 23 of the Ordinance.

In case a candidate who has been asked to revise the thesis under clause 23, the revised thesis shall be sent to the two examiners who had recommended revision. It will not be sent to that examiner who had already approved the original thesis. If one of the examiners recommends again

for revision and the other accepts the thesis for award even then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of clause 23 of the Ordinance.

If the revised thesis is required to be revised again i.e. second time, it shall automatically stand rejected.

Number of candidates with a supervisor

25. Maximum number of research candidates that can be registered and allowed to pursue research work under a supervisor or co-supervisor at any particular time shall be eight only.

Appearing in other examinations

26. No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, computer courses).

Publication of thesis

27. The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

Award of Ph.D.

28. After the viva-voce examination, the recommendations of the examiners shall be placed before to the Executive Council for the award of Ph.D. degree to the candidate. After the approval of the Executive Council, notification shall be issued by the Registrar announcing the award of the Ph.D. degree to the candidate. A provisional certificate shall be issued by him certifying to the effect that the Ph.D. degree has been awarded in accordance with the provisions of the UGC (minimum standards and procedure for awards of M.Phil/Ph.D. degree) Regulation, 2009 (**Appendix-8**). In no case the Ph.D. degree shall be awarded in anticipation of the approval of the Executive Council.

Submission of thesis to UGC

29. (1) Following the notification issued by the Registrar of the award of Ph.D. degree, the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.
- (2) The University shall also display the thesis on its Website.
- (3) One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out, the third will be returned to the supervisor.

Repts of examiners

30. After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The reports will not disclose the identity of the examiners.

Withdrawal of degree

31. On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree as per Act & Statute of the University.

* The term relations shall include father, mother, wife, husband, daughter, son, grandson, granddaughter, brother, sister nephew, niece grandnephew/niece, uncle, aunty, son in law, sister in law, father in law, mother in law and the first cousin.

PROFORMA FOR SYNOPSIS (Para – 9)

1. Title of the thesis
2. Introduction : Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work.
7. Bibliography in standard format.
8. List of published papers of the candidate.

Signature of the Supervisor

Date

Signature of the Candidate

Date

Signature of Co-supervisor(if any)

Date.....

CONFIDENTIAL PROGRESS REPORT (Para – 16)

Six monthly progress report of the research work done for the period

from.....to.....of the research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D. Degree
4. Name of the Supervisor.
5. Name of co-supervisor (if any)

Description of the guidance on the topic

Period with dates the Candidates has been with the guide for research work.
(It may also indicate the date of leave availed by the candidate during the above period.)

Remarks of the supervisor on the work done by the candidate on topic.

Fees paid vide receipt No.....date.....

Signature of the Supervisor

Date

Address :.....

Place.....

.....

.....

**REQUEST FOR PRE-PH.D./ PRESENTATION BASED ON
DRAFT THESIS { Para-18 (1)}**

The Registrar
Jiwaji University,
Gwalior

Sub : Request for making Pre-Ph.D. presentation based on draft thesis.

Ref : Ph.D. registration letter no.detail.....

Sir,

With reference to above, the details of my Ph.D. thesis are given below :-

1. Name of the candidate
2. Name of supervisor and Co-supervisors
3. Subject
4. Place of Work
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. presentation.

Kindly arrange for the same.

Date.....

(Signature of the candidate)

Place.....

Name and Address

(Signature of the Supervisor)

Name and Address

FORWARDING LETTER OF HEAD OF INSTITUTION { Para-18 (5)(a) }

The Ph.D. thesis entitled.....
.....
submitted by Shri/Smt/Ku.....
under the supervision of

is forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

(Signature of Head of institution)
(where the candidate was registered
for Ph. D./ degree)

Date.....

Place.....

Name

Seal.....

DECLARATION BY THE CANDIDATE {Para-18 (5)(b)}

I declare that the thesis entitled
.....
is my own work conducted under the supervision of Dr.....
(Supervisor/Co-supervisor) at.....
(Centre).....
approved by Research Degree Committee. I have put in more than 200 days of attendance with
supervisor.

I further declare that to the best of my knowledge, the thesis does not contain any part
of any work which has been submitted for the award of any degree either in this University or
in any other University without proper citation.

Signature of the candidate

Date.....

Place.....

CERTIFICATE OF THE SUPERVISOR { Para-18 (5)(c) }

CERTIFICATE

This is to certify that the work entitled
is a piece of research work done by Shri/Smt./Ku.....
under my/our guidance and supervision for the degree of Doctor of Philosophy/ of
University.....(M.P.) India. I certify that the candidate has put
in an attendance of more than 200 days with me.

To the best of my knowledge and belief the thesis:

- (i) Embodies the work of the candidate himself/herself:
- (ii) Has duly been completed:
- (iii) Fulfills the requirement of the Ordinance relating to the Ph.D. degree of the
University: and
- (iv) Is upto the standard both in respect of contents and language for being referred
to the examiner.

Signature of the Co-supervisor

Signature of the Supervisor

Date.....

Date.....

EXAMINERS REPORT ON PH. D./ THESIS (Para-21)

Title of thesis.....

.....

Name of candidate Shri/Smt./Ku.....

.....

Subject.....Faculty.....

- | | Yes | No |
|---|-----|----|
| 1. The thesis is recommended for the award of Ph.D. degree. | | |
| 2. The thesis be revised on the Lines detailed below | | |
| 3. The thesis be rejected | | |

Please write Yes/No, as the case may be.

DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

- (a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

Date

Place.....

(Signature of the Examiner)

Full name & Address

.....

.....

.....

PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. {Para-28}

JIWAJI UNIVERSITY, GWALIOIR

CERTIFICATE

This is to certify that vide notification no
datedof this University, the Executive Council has decided that the degree of
Ph.D. in(subject) be awarded to
The title of Ph.D. thesis is
.....
.....

The Ph.D. degree has been awarded in compliance of the “University Grants
Commission (minimum standards and procedure for award of M.Phil./Ph.D. degree)
Regulation, 2009”.

Registrar

Ujjain

Date.....