



# MOHANLAL SUKHADIA UNIVERSITY UDAIPUR

## REGULATIONS RELATING TO THE AWARD OF M.Phil / Ph. D. DEGREE

*(Amended w.e.f. 7<sup>th</sup> September 2009)*

### 1. General

- (a) The degree of Doctor of Philosophy shall be abbreviated as Ph. D.
- (b) The degree of Master of Philosophy shall be abbreviated as M.Phil
- (c) The degree of Ph. D. shall be approved and granted by the Academic Council on the recommendation of the Post-Graduate Research Board (hereinafter referred to as PGRB) on original research work in the subject recognized for research by the university

### 2. Procedure for Admission in M. Phil / Ph. D.

- (a) A candidate desirous of seeking admission to Ph. D. programme of the university should have secured a minimum of 55% marks in post-graduate examination conducted by a recognized university or examination conducted by professional bodies leading to CA, CS, ICWA, PGDM approved by AICTE, New Delhi shall be eligible to appear in the entrance test as stipulated in 2 (b) below. A relaxation of 5% marks at PG level to the SC/ST and physically handicapped students shall be given.
- (b) There shall be a university level entrance test for admission to the Ph. D. programme. Those who have qualified UGC/CSIR NET(JRF) examination/ SET/GATE (with a valid score)/Teacher Research Fellowship holder or candidates who have passed a M.Phil. course with a minimum of 55% marks from ML Sukhadia University, Udaipur or M.Phil. of any other University recognized by ML Sukhadia University where admission to M.Phil. has been through an entrance examination shall be exempted from entrance test for Ph. D. programme. Entrance test shall be held twice in an academic session depending upon vacancies for Ph. D. programme. The syllabus and the

nature of the entrance test for Ph. D. programme shall be in line with the UGC/CSIR NET /SET examination.

- (c) Candidates who qualify in the Ph. D. entrance test and the candidates exempted from entrance test shall have to face an interview to be organized by Dean, Post Graduate Studies. At the time of interview, doctoral candidates are expected to discuss their research interest/s.
- (d) Only a pre-determined number of students shall be admitted to the Ph. D. programme. The university shall pay due attention to the reservation policy in granting such admission.
- (e) A candidate shall be permitted for admission/registration in a faculty in which he/she has obtained Master's degree. However, in the case of interfaculty research problems, he./she may opt a supervisor from the other faculty recognized by the PGRB.
- (f) A candidate interested in applying for Ph. D. registration will be required to obtain Ph. D. Registration form by downloading it from the university website or get it from the office of the Dean, PG Studies by paying Rs 500/-. The candidate will have to fill the form marked "Application form for Ph. D. Entrance Examination" and submit the same along with supporting documents and mark sheets to the Dean, PG Studies on or before prescribed last date. A crossed demand draft for Rs 500/- in favour of the "DEAN, PG STUDIES, MLSU, UDAIPUR" payable at Udaipur must be attached with the application form downloaded from university website. Remaining part of the application form must be preserved by the candidate for submitting Ph. D. registration form after completion of admission formalities. Application form not accompanied by the prescribed fee will be rejected.
- (g) The Dean, PG studies will conduct entrance examination for admission to M.Phil programme by issuing an advertisement in the beginning of every academic year. Candidates who qualify in the entrance test shall have to face an interview. Based on the performance of the candidate in the entrance examination and interview, admission will be made. Reservation policy approved by the University will be followed in the M. Phil admission.

### **3. Ph. D. Registration**

- (a) A Post Graduate Research Board consisting of the following will be constituted for each subject as follows:
  - 1. Vice-Chancellor Chairman
  - 2. Chairman, Faculty concerned Member
  - 3. Senior most Professor in subject concerned Member

4.	Head of the Department concerned	Member
5.	External subject expert	Member
6.	Supervisor	Member
7.	Dean, P.G. Studies	Member Secretary

All matters relating to registration and award of M.Phil/Ph. D. will be determined and implemented by the PGRB. The PGRB is empowered to give the approval for recognition of supervisor as well as the centre/department/college/institute of research for Ph. D. etc.

A candidate pursuing Ph. D. degree shall apply to the Dean, Post-Graduate studies through the Supervisor, Head of the Department and Chairman of the concerned faculty on a prescribed form submitting the following with the application:

- (i) his/her qualification and experience with self attested photocopies of all mark-sheets and certificates duly verified from the original by the Head of the Department.
  - (ii) subject on which he/she proposes to work for his/her Ph. D. thesis;
  - (iii) the department and institution where he/she proposes to carry out the investigation;
  - (iv) eight copies of duly approved outline of the proposed research work;
  - (v) a certificate from the supervisor that the facilities for work are available and the number of research scholars already working with him are as per rules.
  - (vi) a certificate of "No Objection" from the employer in case of in-service candidate, or a certificate by the candidate stating that he/she is not employed anywhere, duly verified by the supervisor.
- (b) The application of registration complete in all respect will be submitted along with a registration fee of Rs 2500/- in the form of a crossed demand draft in favour of "Comptroller, MLSU, Udaipur" payable at Udaipur to the Head of the concerned university department on any working day for onward transmission to Dean, Post-Graduate Studies.
  - (c) The candidate applying for registration of Ph. D. degree will have to defend the proposed work before the PGRB. Improvement, alteration and modifications suggested by the board in the synopsis must be incorporated and the revised synopsis be submitted within 15 days to the Dean, P.G. Studies.
  - (d) If the outline of the proposed research work is approved, the Dean, P.G. Studies shall notify the candidate concerned regarding approval of outline of work and ask to register in the institution where he plans to work. The

candidate shall intimate the date of his/her joining the research through the Supervisor, Head of the Department and Chairman of the concerned Faculty.

The Dean, P.G. Studies will also report the registration of the candidate to the PGRB.

- (e) The date of registration shall be the date on which the synopsis is submitted in the office of Dean, PG Studies, after completing all the formalities of admission. The candidate will deposit his/her fee in the college concerned along with joining report to be received through proper channel within one month from the date of issue of registration letter. If the candidate does not join the research within one month from the date of issue of letter, his/her registration will automatically be cancelled.
- (f) A candidate may be permitted by the PGRB on the recommendation of the supervisor who has approved the outline, to modify or limit the scope of his /her thesis at least one year prior to the submission of his/her thesis. In case there is a complete change in the topic of research, the candidate will have to put in a minimum of two years after the change is approved.
- (g) No candidate registered for the Ph. D. degree shall be allowed to take up any other university examination /course except a part-time diploma/certificate course.

#### **4. Eligibility Criteria for M. Phil / Ph. D. Supervisor**

The eligibility criteria to become M. Phil / Ph. D supervisor are as follows:

- (i) A regularly appointed teacher in the university teaching department/ affiliated college with post-graduate department who holds the degree of Ph. D. and five years post-graduate teaching/ research experience (excluding his Ph. D. research period) along with published work in reputed and recognized national/international journals to his credit.

OR

An eminent scholar who is recognized by the PGRB

OR

A person employed in an approved institution fulfilling prescribed qualifications as above.

(ii) A retired teacher may be permitted to continue to guide Ph.D. students already registered under him/her before retirement.

(b) Maximum number of Ph.D and M.Phil scholars permitted at any given time under a supervisor will be as follows:

Designation of the Supervisor	Maximum number of scholars permitted at a given time		
	Ph.D	M.Phil	Ph.D (in the departments where M.Phil is not offered)
Professor	8	5	10
Associate Professor	6	5	07
Assistant Professor	4	5	05

## **5. Allocation of Supervisor/Co-supervisor**

- (a) The allocation of the supervisor for a selected student shall be decided by the Department in a formal manner depending on the number of seats available with faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during the interview by the student. The allotment/allocation of supervisor shall not be left to the individual student or teacher
- (b) The process of admission for Ph. D. shall begin by issue of a notification in the leading news papers and on the university website by the Dean, Post-Graduate Studies giving number of available seats for Ph. D. programmes and the date of entrance examination.
- (c) For work involving inter-disciplinary approach, the PGRB may appoint a Co-Supervisor on the recommendation of the supervisor.
- (d) In case the supervisor is away from the university or leaves the university, he/she may be permitted to continue to guide students already registered under him/her supervision provided:

- (i) A co-supervisor is appointed in consultation with supervisor concerned.
- (ii) The student has completed major portion of the research work and is likely to submit the thesis within a year.
- (e) A candidate may be permitted to change the supervisor in consultation with the first supervisor. However, the candidate will be allowed to submit the Ph. D. thesis only after completion of six months period of research under the new supervisor. In case of inter-disciplinary subjects where the new supervisor is from a sister department, Ph.D submission will require minimum one year research work under the new supervisor
- (f) No person will be allowed to guide his/her close relations. In case, no other member of the department is an approved supervisor, the matter will be referred to PGRB.
- (g) In case of death of supervisor, the new supervisor will be appointed out of approved supervisors from the department concerned, on the request of the candidate. In such cases, the seat allotted will be super-numery.
- (h) An approved supervisor will continue to guide even if he is transferred to a degree college affiliated to this university. A teacher in a degree college affiliated to this university may also be approved as supervisor, provided he/she fulfils the requirement of a supervisor. However, a supervisor will not be permitted to register any new candidate if he is transferred to a college, outside the jurisdiction of this university.

## **6. Approved Institution**

- (a) The approved institution for carrying out M.Phil/Ph. D. work shall be the departments of the university or college affiliated to the university or institutions under MOU with university and recognized for post-graduate study and research in the branch of study concerned. Research affiliation fee for affiliated college/institutions will be Rs 20,000/- and fee for inspection shall be Rs 10,000/-. The approval for research affiliation will be granted only after considering inspection report of a committee consisting of Chairman of the faculty concerned, Head of the Department concerned and Nominee of the Vice-Chancellor. Affiliation of the college/institution will be reviewed once in every three years after considering report of the inspection committee. The college/institution will be required to pay the inspection fee of Rs 10,000/- for every inspection conducted by the Dean PG Studies. The inspection committee will inspect the research facilities including library and laboratory facilities available in the college/institution for research in the specific area. .

- (b) During the course of his/her Ph. D. research work, a candidate with the approval of the Post Graduate Research Board and on the recommendation of the supervisor may spend not more than one year in an institution, approved for this purpose, outside the university in connection with his/her research.
- (c) In regard to subject for which the research facilities are not available within the university, the Post-Graduate Research Board may recognize on individual merit, research institutions or departments of all India character and the teachers or officers employed therein for the purpose of enabling students or teachers of this university to pursue research in such institutes or departments with a view to qualify for the degree of Ph. D.

## **7. Course Work and Progression**

- (a) After having been admitted to the Ph. D. programme, each student shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as pre-PhD preparation. It shall include two papers. One shall be on research methodology which shall include quantitative methods and computer applications. The other one shall be an intensive review of available literature/research techniques relating to the proposed research area of the Ph.D scholar. The paper on research methodology will be conducted jointly by the Department concerned and the University Computer Centre as per a syllabus approved by PGRB utilizing the hardware and software resources available with the centre whereas the department will conduct the second course on review of literature/research techniques as per course outline approved by the PGRB. Registered candidate for Ph. D. will be required to successfully complete the course work by passing both the papers securing at least 50% marks in an examination conducted on each of the papers by the department concerned. The course work will be offered on self sufficiency basis to the Ph. D. scholars. If found necessary, the course may be carried out by doctoral candidates in sister departments /institutes either within or outside the university for which due credit will be given to them. Registered research students with M.Phil degree from ML Sukhadia University will be exempted from the course work. Candidates having M.Phil degree from other universities may be exempted from the course work provided the PGRB is satisfied with the course contents of the M.Phil course passed by the candidate and his/her knowledge in various topics of the prescribed course work.
- (b) Detailed progress report will be called for by the supervisor from the research scholar after every six months and record to this effect will be maintained and forwarded to the Dean, P.G. Studies by him. The supervisor will also notify the candidate to present the progress of research work in the department as per

para 9(b). He / She will also serve a notice to the candidate after four years that a period of only one year is left for submitting the thesis.

- (c) The Department/College concerned will conduct the M.Phil course as per approved syllabus of the university.

## **8. Requirement For submitting Ph. D. Thesis**

- (a) The candidate shall pursue the course of study and also pass the language test, if any, prescribed by the supervisor at the time of registration and approved by the Post-Graduate Research Board before the candidate can be allowed to submit the Ph. D. thesis.
- (b) The candidate must have at least one research paper published/accepted in a refereed research journal before submission of the thesis and has also to present a pre-submission seminar before the Departmental Committee.
- (c) The minimum period required to submit the Ph. D. thesis is two years from the date of registration provided that the candidate has put in attendance of at least 200 days at the approved institution/department.
- (d) In case a candidate fails to submit his/her thesis within 5 years from the date of the registration, he/she may in special circumstances on the recommendation of the supervisor and duly forwarded by the HOD and Chairman of the Faculty concerned, be permitted an extension of one year (ie. sixth year) by the Dean, P.G. Studies on payment of Rs. 3000/- at the university office. The Vice-Chancellor is authorized to grant an extension up to one more year period (ie seventh year) for submitting the Ph. D. thesis on payment of Rs. 5000/- at university office, after which the registration shall automatically stand cancelled.
- (e) The registered candidate will be required to deposit fees on an annual basis. A grace period of 15 days will be granted for depositing the annual fee after which the candidate will be required to pay a fine of Rs 500/- per month. If the candidate fails to deposit the fee with fine within a period of six months from the prescribed date, Ph. D. registration will stand cancelled automatically.
- (g) A candidate shall submit through proper channel four printed or typed copies of his Ph. D. thesis, which shall comply with the following conditions :
  - (i) It must be a piece of research work characterized by the discovery of facts or by fresh approach towards the interpretation of facts or theories or an applied work of great significance. In either case, it shall evince the capacity of the candidate for critical examination and independent



judgment. It should also be satisfactory so far as its literary presentation is concerned.

- (ii) The major portion of the work presented in the thesis is done after registration in this university.
- (h) The Ph. D. thesis can be written either in English or Hindi (written in Devnagari script). When the subject matter of thesis relates to a modern Indian language, thesis may be written in that language.
- (i) Candidates submitting the thesis for the University degree is required to follow the following aspects regarding paper size, text layout etc., except in special cases in which Head of the Department is satisfied that it will not be possible to comply with the requirements of these rules :-

a) Size of the paper should be A4/ quarter, 210mm x 295mm (8.5" x 11.5") except for maps, drawing, graphs on which no restriction is placed.

b) The text should be typed on both sides of the paper leaving a margin of 4 cm on left hand side and 3 cm on right hand side as well as 3 cm at the top and 3 cm at the bottom.

c) The text should be typed in 1.5 line spacing using normal typeface / electronic typing/ PC word processing in 12 font size of Arial/ Times New Roman; Fancy fonts should be avoided for text writing. For scripts other than Roman (Devnagri, Urdu, etc.) comparable font size should be used.

d) Optimal length of the thesis should be kept between 200-350 pages. However, in the faculty of science it can be less.

- ii) Likewise, cover layout should also be specified. Affiliation of the supervisor could be added but it should not contain administrative designation like Head of the Department/ Dean, etc.

- iii) Candidates should submit thesis in the following specific colors on cover page

Faculty of Science : Light Blue

Faculty of Commerce : Cream

Faculty of Management : Maroon

Faculty of Social Sciences : Light Green

Faculty of Humanities : White

Faculty of Education : Pink

(Including Physical Education)

Faculty of Law : Black

Faculty of Engineering : Gray

- iv) The format of cover and title page of the thesis will be as per the enclosure B-1
- vi) The candidate should submit an abstract of the thesis not exceeding 300 words with key words and title page in printed form as well as in soft copy which shall be sent to the examiner by post/e-mail for seeking consent on prescribed form for evaluation of the thesis. Consent sent by an examiner by e-mail to the Dean, PG studies will be accepted provided the same is as per the prescribed format.
- (j) Following certificates shall be submitted along with the thesis :
  - (i) Certificate of fulfillment of residential requirement by the candidate duly signed by the supervisor.(Appendix - A-2)
  - (ii) 'No Dues Certificate' from the Head of Institution where the research work was done.
  - (iii) A Declaration by the candidate regarding originality of the research work should be given on A4 sheet (to be attached with the thesis) and on a non-judicial stamp paper costing Rs 100/- attested by a notary as per format given in Appendix.
  - (iv) Research papers published by the candidate relevant to the research work reported in the thesis.
- (k) A candidate shall deposit the thesis examination fee of Rs. 7500/- (Rupees Seven thousand five hundred ) in the form of a crossed demand draft in favour of Comptroller, MLSU, Udaipur along with the Ph. D. thesis in the office of the Dean, PG Studies.

## **9. Evaluation and Assessment Methods**

- (a) Upon successful completion of the course work, the student shall undertake research work and produce a draft thesis within a minimum period of two years. The Ph. D. Scholar shall put in attendance of at least 200 days in an attendance register kept with the supervisor.
- (b) Each student pursuing PhD research work shall have to

- i. submit a progress report every six months through supervisor to the Dean, PG Studies;
  - ii. make a presentation after completion of every year before the departmental committee about the work done;
- (c) Prior to the submission of the thesis, each student shall make a pre-Ph. D. Presentation in the Department that may be open to all faculty members and research scholars. Feedback received after such presentation may be incorporated into the draft thesis only with the consent of the supervisor.
- (d) Ph. D. candidates shall publish one research paper in a refereed journal, before the submission of the thesis for evaluation, and produce evidence for the same in the form of acceptance letter or the reprint.
- (e) The thesis produced by the Ph. D. scholar shall be evaluated by at least two experts, out of which at least one shall be from outside the State. Two months before the submission of the thesis, the supervisor shall submit a panel of examiners to the Dean, PG Studies in a prescribed Performa along with an abstract of the thesis (both hard & soft copy) as given by the Ph. D. scholar. The Dean, PG Studies shall recommend it to the Vice Chancellor for appointment of two experts out of a panel of six examiners submitted by the supervisor. Out of the six examiners at least three shall be university professors. However, no examiner may be kept in the panel who is less than the rank of Associate Professor. Out of the six examiners, at least three examiners should be from institutions located in different states of the country to reflect all India character of the panel of experts.

The examiners shall examine the thesis and shall submit their reports in a prescribed Performa independently within 2 months of the receipt of the same by them.

- (g) (i) If all the examiners unanimously recommend acceptance of the thesis, viva-voce examination of the candidate shall be arranged. The report of the external examiners will be sent to the supervisor well in advance of the viva-voce examination.
- (ii) If both examiners express their inability to conduct viva-voce examination due to any reason, on satisfaction of the Dean, PG Studies, a third examiner may be appointed out of the panel to conduct the viva-voce.
- (iii) The viva-voce examination (to be conducted by two examiners including the supervisor) shall be held in all cases through a formal presentation by the candidate which shall be open to the teachers and research

scholars from the university departments and the affiliated colleges, who may attend the viva-voce examination as observers at their own expense. Open discussion may be encouraged after completion of the formal viva-voce by the examiner.

- (iv) If the performance of the candidate at the viva-voce examination is not satisfactory, he/she may be permitted to reappear for the viva-voce examination within six months on payment of prescribed fee of Rs. 5000/-. When an examiner offers some specific comments which need change or modification in the text, it should be done before the second viva-voce is held.
- (v) If there is a divergence of opinion, the report of the examiners will be circulated to one another with a view to bring unanimity. If unanimity is not achieved, the thesis will be referred to a third examiner out of the panel submitted by the supervisor and the decision of the majority of the three external examiners shall be final.
- (vi) A candidate is permitted to resubmit the thesis in a revised form on payment of all the prescribed fees not earlier than six months and not later than two years. The revised thesis shall be referred to those examiners who recommended revision, for their opinion.
- (vii) For any matter not covered by the above rules decision of the PGRB shall be final.
- (h) The reports on the thesis and the viva-voce examination will be placed before the Vice-Chancellor for approval
- (i) The report of the examiners may be supplied to the supervisor / candidate concerned on written request after the conferment of the degree by the Board of Management against a prescribed fee of Rs 500/-
- (j) Immediately after completion of the Viva-Voce examination, a soft copy of the thesis in MS Word format (which will be converted to a PDF format by the University Computer Centre) to the University Computer Centre for depositing the thesis in the repository of UGC INFLIBNET Centre, Ahmedabad and publishing on the University website. A Digital Object Index number issued by the University Computer Centre on a prescribed format must be submitted by the candidate while applying for provisional degree. The provisional degree will be issued only after seven days from the date of submission of soft copy in the University Computer Centre.

Various fees to be charged for Ph. D. registration, thesis examination, etc. are as under:

1. Application form fee including fee for entrance examination : Rs 500/-
2. Ph. D. registration fee : Rs. 2500/-
3. Extension fee for one year period (sixth Year) : Rs. 3000/-
4. Last extension (seventh year) : Rs 5000/-
5. Ph. D. thesis examination fee : Rs. 7500/-

Format for outline of proposed research work, declaration by the candidate and certificate by the supervisor, thesis title page in English and Hindi are enclosed as A-1,A-2 B-1(in English), B-2(in Hindi) and C. Revised Ph. D. Registration Form is also enclosed.

Enclosure format A-1,A-2, B-1 and C are to be kept with candidate for future use.

- (k) The examination for M.Phil programme will be conducted by the University as per the prescribed rules.