

2016



**HEMCHANDRACHARYA
NORTH GUJARAT
UNIVERSITY**

w.e.f. June 2016.

[PH. D. ORDINANCES]

Ordinances pertaining to admission, registration of students pursuing research leading to award of degree of Doctor of Philosophy and rules and regulations for recognition as supervisor of doctoral research for a “teacher” working in Department or any affiliated college of the Hemchandracharya North Gujarat University, Patan.

Ph. D. Ordinances

O. Ph. D. 1 General

- 1.1 Hemchandracharya North Gujarat University, Patan, awards the degree of Master of Philosophy (M. Phil.) and Doctor of Philosophy (Ph.D.) in all faculties, to a candidate who has successfully completed the stipulated programme of research.
- 1.2 A candidate to be awarded Ph. D. degree has to submit a thesis in English except for research in social science and humanities embodying the findings of his/her original research carried out under this programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.
- 1.3 Before submitting final thesis, the student has to submit his/her synopsis in English or in the concerned language. In case the candidate submits his/her thesis in any language other than English, he/she has to submit the abstract/summary of the thesis in the English language.
- 1.4 A candidate becomes eligible for the award of the Ph. D. degree after fulfilling all the academic requirements prescribed by the University.
- 1.5 The Ph. D. degree shall be awarded in the discipline of the Faculty in which the student is registered for the Ph. D. programme. The title of the thesis and subject shall be mentioned in the notification.

O. Ph.D. 2

A candidate shall be registered for Ph. D. degree in the Faculty in which he/she has obtained Master's Degree with at least 55% or equivalent grade in UGC's 7 point scale system (or an equivalent grade/CGPA in a point scale wherever grading system is followed) from Hemchandracharya North Gujarat University, Patan, or any other University recognized by the U.G.C. Relaxation of 5% shall be granted to the candidates from SC/ST/OBC categories.

Provided further that :

- (a) a candidate in the Faculty of either Arts, Education, Commerce, Rural Studies or Social Studies, who has taken his Master's degree in Economics, accountancy, may be registered for the Ph. D. degree, in the respective faculty,

- (b) a candidate who has obtained the degree of Master of Engineering with Electronics and Telecommunication as one of the subjects of this University or of any other University recognized as equivalent thereto, may be registered for Ph. D. degree in the Science Faculty in the same subject. The final decision of registration of such candidate shall be decided by the equivalence committee constituted by the BUTR from time to time.
- (c) Bachelor degree holders who have passed the final examination of the institute of Chartered Accountants of India may be registered for the Ph. D. degree in commerce (Accountancy).

O. Ph. D. 3 Procedure for Admission

- 3.1 A candidate shall be admitted through an entrance test conducted by the University.
- 3.2 (a) Those students who have cleared NET/SET examination are exempted from the Ph. D. entrance test maximally for a period of Three Years. Thereafter, they have to appear for the entrance test.

(b) Those students who have cleared M. Phil. as per UGC regulation-2009 are exempted from the Ph. D entrance test.
- 3.3 Students who are appearing in the final semester university examination shall be allowed to sit in the Ph. D. entrance examination.
- 3.4 For allotment of students and identifying proper guides (depending upon the expertise of the guide and area of interest of student) there shall be a four member committee chaired by the head of the university department of the concerned subject. Decision of the committee shall be final in this matter.
 - a) Dean of the concerned faculty
 - b) Head of the department of the concerned subject
 - c) Two members nominated by the Vice chancellor from the subject concerned of which one may be from other university of the state.
- 3.5 The reservation for various categories shall be as per the State Government policy implemented from time to time.

- 3.6 The number of seats (subject-wise) for M. Phil. / Ph. D. shall be decided well in advance and notified with the subject on the University web site or by an advertisement for the entrance test.
- 3.8 The university shall also notify the list of supervisors and their respective area of interest/expertise.
- 3.9 The University shall inform the successful candidates to fulfill the other formalities.
- 3.9 The final merit list for admission shall be prepared considering the following:

a) Those who are exempted from Ph.D. Entrance examination

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|--|----------|
| i) Bachelor Degree (Last two semesters /last year based) | 25 marks |
| ii) Master Degree based | 35 marks |
| iii) NET/SET/M. Phil. | 10 Marks |
| iv) Viva- Voce Score | 30 marks |

b) Those who are not exempted and appeared in Ph.D. Entrance examination

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|--|----------|
| i) Bachelor Degree (Last two semesters /last year based) | 25 marks |
| ii) Master Degree based | 35 marks |
| iii) Entrance Exam | 10 Marks |
| iv) Viva- Voce Score | 30 marks |

- 3.10 Those students who have cleared UGC-CSIR (JRF) examination are exempted from entrance and they should be registered immediately and also treated as supernumery to the concerned teacher and would be adjusted to the maximum limit of that teacher as an when any student of that teacher submit his/her thesis

O. Ph. D. 4 Entrance Test

The entrance test shall be of Multiple Choice Questions (MCQ) only. The MCQ test structure shall consist of **TWO sections**:

In **First** Section, 50 MCQs of 100 marks will be asked. Each question will carry 02 marks. This section will constitute questions related to

English proficiency, reasoning ability and basic computer skills, General knowledge etc.

In **Second** Section, 50 MCQs of 100 marks will be asked from concerned subjects. Syllabus for this section will be notified on the University web site well in advance.

Passing standard of the written entrance examination shall be 50% aggregate of both sections.

Candidates having cleared the written entrance test (First and second sections) will be required to take an oral viva-voce of 30 marks conducted by the concerned university department. It will be compulsory for all candidates (including the candidates who have cleared Net/SET etc. or passed M. Phil. with entrance tests after 2009) to take oral viva-voce examination.

4(a) Entrance Examination/viva-voce Committee:

All Heads of the respective departments of the university and the chairpersons of the Boards of Studies of subjects of which there is no university Department established so far and two faculty members nominated by V.C. from the university department or college in the concerned subject will be the members of the committee.

- The Interview/viva voce shall also consider the following aspects, viz.
- Whether,
- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the Institution/College;
- the proposed area of research can contribute to new/additional knowledge.

The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

4(b) **Course Work:**

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

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 the Ph.D. degree.

All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.

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

All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department during the initial one or two semesters.

A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

O. Ph. D. 5 Procedure for Registration

- 5.1 After successful completion of course work candidates will be allotted supervisors as per merit of the candidate, availability of seat and subject expertise of guide and area of interest of the student. If there is no vacancy with the proposed supervisor, the student will be registered with another supervisor available, provided the supervisor gives consent for the same as per his/her expertise in particular subject. There shall be no waiting list for any supervisor. If a student is unable to get a seat, he/she shall have to reappear for the test as and when declared. He/she shall be considered waiting candidate maximum for a period of six months from the date of declaration of the results of entrance test. After six months the wait list shall stand cancelled automatically.
- 5.2 Successful candidates shall have to apply for registration in the prescribed format with the research proposal prepared in consultation with the proposed supervisor. The Research and Development Committee (RDC) will recommend registration of a candidate for the Ph. D. Degree after screening the proposal.
- 5.3 The Research proposal shall be evaluated by the RDC consisting of :
- (a) Dean of the concerned faculty (Convener)
 - (b) Head of the Department concerned
 - (c) Ph. D. guide or two faculty members of the concerned department
 - (d) Not more than two Subject Expert from other University , nominated by the Vice Chancellor
- 5.4 The applicant shall be registered on such conditions and on such topics as may be suggested by the RDC and on payment of requisite fee and fulfilling other formalities.

O. Ph. D. 6 Fees Payable by the Research Scholars

The students declared eligible for admission will be admitted on payment of the fees prescribed by the Executive Council from time to time.

O. Ph. D. 7 Duration of the Programme:

- 7.2 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 7.3 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.
- 7.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women Candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

O. Ph. D. 8 Recognition of Ph. D. Guide

Recognition will be given in the faculties and in the respective subjects offered in the college or the University whose department is existing in the campus.

- 8.1 Professor (including Professor CAS) and Associate Professor(including Asso. Professor CAS) of this university become guide *ex officio*. They need to apply in writing for the allotment of the students.
- 8.2 The Executive Council on recommendation of BUTR shall recognize any teacher other than Professor/Associate Professor of the University Department or an affiliated PG college of the Hemchandracharya North Gujarat University as a Ph. D. guide.
- 8.3 University shall constitute a Committee with at least two subject experts (outside university area) on it to look into the fulfillment of the below mentioned criteria before giving recognition to Ph.D. supervisors.

Any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications as first author in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the

Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Only a full time regular teacher of the concerned University/Institution deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.

In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the 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 scholar will however give due credit to the parent guide and the institution for the part of research already done.

O. Ph.D. 9 Intake

A teacher shall not have, at any given time, more than the following number of research scholars :

Professor/ Principal of college with APG 10,000)	: 08 Ph. D. + 3 M. Phil.
Associate Professor / (Principal with APG 9000):	:06 Ph.D. + 2 M. Phil.
Assistant Professor	: 04 Ph. D. + 1 M. Phil.

O. Ph.D. 10 Cancellation of Registration:

The registration of a student is liable to be cancelled for any of the following reasons:

- (a) Consistent lack of progress in research.
- (b) Violation of discipline and rules of the Department (college).
- (c) Non-submission of the thesis within the stipulated period.
- (d) Non-conformity with the regulations of the programme.
- (e) Giving false information at the time of application / admission.

O. Ph.D. 11 Joint/Co-Guide:

In the event of a scholar pursuing a research programme on a topic with ramifications stretching to two or more disciplines, he/she may apply to work under the supervision of two guides not from the same discipline. The RDC (after scrutinizing the research proposal submitted by the candidate) will take the final decision.

O. Ph.D. 12 Guidance for Doctor of Philosophy

- 12.1 It shall not be obligatory for a candidate registered for the Ph.D. degree to reside in the same town where his teacher resides or works, unless the research work of the candidate concerned involves laboratory and / or field work. Provided that in the research work involving no laboratory and or field work the candidate concerned will be required to keep in close touch with his/her teacher and, he/she shall have to discuss his research problem at least twice in a term.
- 12.2 For the purpose of fulfilling the conditions of keeping academic terms required, the first term of the said stipulated terms, shall be counted as under:

- (a) If the topic of the thesis for Ph.D. is recommended by the RDC, and the same is approved by the University on any date during the first half of an academic term, that term shall be counted as the first term.
- (b) If the topic of the thesis for Ph.D. is approved by the Hemchandracharya North Gujarat University on any date during the second half of an academic term, the term following the said academic term shall be counted as the first term.

12.3 Attendance and Library and/or Laboratory or Field Work.

Research scholars shall attend their respective departments and/or laboratories according to the prearranged time-tables and the records of their attendance shall be maintained by the supervisor concerned and monitored by Head of Department.

O. Ph.D. 13 Period of Research Work

- 13.1 A student registered for the Ph.D. degree can submit the thesis after the completion of 3 (three) years i.e six terms of research work from the date of registration, but not later than 6 (six) years.
- 13.2 However, if a scholar fails to submit the thesis within 6 (six) years from the date of registration, he/she may be allowed with the permission of Vice Chancellor, an extension of one year which will be effective after the completion of the 6th year of registration (i.e. total 7 years). Thereafter, the registration stand automatically cancelled.
- 13.3 For extension of one year the scholar shall be required to submit an application through the Guide(s) justifying the need thereof by paying requisite extension fee.

O. Ph.D. 14 Progress Review

The candidate will have to present his/her progress in the research work in the concerned university department to the departmental research committee at the end of each term. Term fees shall not be accepted unless it is accompanied with progress report from respective guide.

O. Ph.D. 15 Submission of Thesis

- 15.1 Before submitting the thesis, the candidate shall forward it to the Registrar, through his guiding teacher, a statement giving the title and a synopsis of his/her thesis along with prescribed fee.

Before the submission, every candidate must have presented at least two research papers in national or international conference, and at least one paper must have published one research paper in a peer reviewed national or international journal.

These published and presented papers must be annexed in the thesis.

The thesis maybe submitted at any time during the year and shall be forwarded by the candidate through his/her guiding teacher but not later than six months of submission of synopsis. In case a candidate could not submit the thesis within six months of submission of synopsis, he/she shall have to pay the examination fee again.

- 15.2 Before final submission of the thesis, scholar has to make pre submission presentation to the faculty members, guide, research scholars, PG students and has to incorporate any genuine suggestion/s for improvement of the thesis and guide of the scholar has to certify the successful pre submission presentation which should be included in the thesis.

- 15.3 The scholar shall submit Four copies (Five copies in case of joint guides) of his/ her thesis. The thesis should embody the result of research and show evidence of originality, that is a declaration by the candidate that he/she has not practiced plagiarism for preparing the thesis. The thesis must also contain a declaration from the scholar to the effect that the thesis or part thereof was not submitted by him/her for any research degree to this University or any other University/Institution. The scholar shall also submit a soft copy of the thesis in PDF format. A separate PDF of the content, list of tables, list of figures (if any) each certificate, each chapter, bibliography and conclusion/summary.

- 15.4 A soft copy of the thesis (PDF format) must be forwarded to INFLIBNET and the same PDF format in CD must be forwarded to the UGC New Delhi. If the language used in the thesis is other than English, a

summary in English must be submitted along with the thesis and the same must be forwarded to the INFLIBNET and UGC.

15.5 The thesis must contain a certificate from the guide(s) stating that:

- (i) The scholar has fulfilled all requirements under above rules.
- (ii) The thesis is the result of the scholar's own investigation.
- (iii) A certificate forwarded by guide and head of the respective department stating successful pre submission presentation by the candidate.

O. Ph.D. 16 Evaluation of Ph.D. Thesis

Every thesis for Ph. D. degree shall be examined by three referees, and they shall be appointed in the manner indicated here below:

On recommendation of the Board of University Teaching and Research (BUTR), the Executive Council shall appoint a panel of three Examiners, one of whom shall be an internal referee; the University teacher guiding the candidate's work, and the other two must be external, one from outside the Gujarat State and one from within the state of Gujarat. The supervisor shall recommend a list of minimum of six referees(with their mobile numbers and email address) of the same area of study from which three shall be within the state and three shall be out of Gujarat.

Explanation:

- (a) External examiner shall mean any examiner other than guide(s), not in the University service/not belonging to institution of the candidate and the guide(s).
- (b) From the panel finalized as above the Vice-Chancellor shall select the Board of Examiners and the Registrar will take necessary steps for the evaluation of the thesis. In case of joint guides, either a combined report or two separate reports may be obtained.
- (c) The examiners on panel shall be sent invitation to evaluate the thesis through email in order to save time and requesting to communicate the

acceptance within ten days of receiving the invitation preferably through email.

- (d) Selected examiner shall be requested to submit his/her report within **one month** from the receipt of the thesis.
- (e) All the examiners appointed to evaluate the thesis shall be requested to send along with the report on the thesis, questions to be put to the scholar during the Viva-Voce and or practical examination.
- (f) If the thesis is suggested for re-submission after revision by any two examiners, the scholar will be allowed to re-submit the thesis after revision in the light of the comments of the examiners within **six months** on payment of half of the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendations will be considered along with the other report already received and will be processed.
- (g) If the thesis is rejected by any two examiners, it shall be rejected.
- (h) In special circumstances, if there is a need to change the referee, the Vice-Chancellor shall be the final authority.

O. Ph.D. 17 Viva-Voce and/or Practical Examination

- (a) There shall be a viva-voce examination of the candidate-submitting thesis for the degree of Ph.D. It shall be held at the University head quarter ***in person only***. If the examiner is unable to travel then the second examiner is to be called for the viva-voce examination. If both the examiners are unable to travel then under these circumstances, the vice chancellor may permit to conduct viva-voce at the place of either of the referee.
- (b) Generally, the external referee to be invited for viva-voce examination should be from the nearest destination to avoid extra financial burden of air fare to the university. The referee called shall be paid actual car fare.

- (c) The viva-voce should be open house meaning anyone who is interested from the concerned faculty may attend the same. The viva voce should be conducted strictly under CCTV surveillance.
- (d) If a candidate does not satisfy the examiners at the viva-voce examination only, he/she shall be re examined after a period of not less than three months, the candidate shall not be declared eligible for the degree unless all the Examiners unanimously declare him eligible for the degree.
- (e) In the event of re-examination of candidate at the viva-voce examination only who had failed to satisfy the examiner at the viva-voce examination, shall be required to send the examination form along with the payment of half of the original fee through his/her supervisor(s).

O. Ph.D. 18 Award of the Doctorate (Ph.D.) Degree

If the thesis is recommended for the award Ph. D. degree after successful Viva- Voce, the Registrar with the approval of the Vice-Chancellor shall notify the result.

A Certificate under the seal of the University and signed by the Registrar will be issued to each successful candidate.

For all other matters not covered above, the decision of the BUTR shall be final and binding.

After declaration of the PhD. Notification, the candidate has to upload his/her thesis on "SHODHGANGA" within 30 days only. The candidate submitting the thesis in the language other than English then he/she should upload the summary of the thesis in English.

Special provisions under initiative of the UGC

- (i) In case of relocation of an Ph. D woman scholar due to marriage or otherwise research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided a) all other conditions in these regulations are followed and b) the research work does not pertain to a project secured by the parent institution/supervisor from any funding

agency. The scholar will give credit to the parent guide and institution for the part of the research already done.

(ii) Award of degrees to candidates registered for the M. Phil. / Ph. D programme prior to July 11,2009 shall be governed by the provisions of the then existing Ordinances/ Bylaws/ regulations of the institution awarding the degrees and they shall be exempted from the requirement of the minimum eligibility condition of National Eligibility Test / State Eligibility Test/ State Eligibility Test for recruitment of Assistant Professor or equivalent positions in University/ colleges/institutions subject to the fulfillment of the following conditions:

(a) Ph. D degree of the candidate awarded in regular mode only;

(b) Evaluation of the Ph.D. thesis by at least two external examiners;

(c) Open Ph.D. viva voce of the candidate had been conducted.

(d) Candidate has two research publications from his/her Ph.D. work out of which at least one must be in a referred journal;

(e) Candidates has made at least two presentations in conferences/seminars, based on his/her Ph.D. work

(a) To (e) are to be certified by the Vice-Chancellor/ Pro-Vice-Chancellor /dean (Academic affairs) / Dean (University Instructions)

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