

**HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY  
PATAN- 384 265**

***Ph. D. ORDINANCES***

With Effect from Academic Year 2018-19



*Ordinances pertaining to admission, registration of students pursuing research leading to award of degree of Doctor of Philosophy. Also 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.*

Ordinance Governing Enrolment Of Candidates For Research Leading To  
Ph.D. In Various Faculties.

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ORDINANCE GOVERNING ENROLMENT OF CANDIDATES FOR RESEARCH LEADING TO Ph.D.IN VARIOUS FACULTIES.

***O. Ph. D. 1 GeneralRules.***

- 1.1 Hemchandracharya North Gujarat University, Patan, awards the degree of Doctor of Philosophy (Ph.D.) in all faculties, to a candidate who has successfully completed the stipulated norms for the 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 English language.
- 1.4 A candidate becomes eligible for the award of the Ph. D. Degree after fulfilling 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, subject and faculty shall be mentioned in the notification.
- 1.6 Application for enrolment of Ph.D. courses shall be invited once a year on the date notified by the University. A candidate may apply for admission to Ph.D. through an Entrance Test conducted by the University. The prescribed application form is obtainable from the University website notification ([www.ngu.ac.in/Ph.D. Programme](http://www.ngu.ac.in/Ph.D. Programme)). The application with necessary documents should be submitted by speed post or in person on or before the last date notified with payment of the prescribed fee through On-line payment only. The Application received after the last date and not accompanied by the prescribed fees will be summarily rejected. The candidate(s) shall apply online for admission on the prescribed application form available at the University website [www.ngu.ac.in](http://www.ngu.ac.in). Incomplete application form, in any way, shall not be entertained.
- 1.7 For academic year 2018-19, candidates willing to register for PhD course must appear for the entrance test conducted by the University except those who have

qualified UGC –NET/UGC-CSIR NET/SLET/GATE or have passed M.Phil. Programme as per UGC regulation 2009 from HNGU are exempted from entrance test.

From academic year 2019-20 and onwards the exemption shall be extended to those students who have cleared UGC –NET/UGC-CSIR NET/SLET/GATE or have passed M.Phil. Programme as per UGC regulation 2009 from HNGU within last three preceding years only.

1.8 The results of the Ph.D. entrance test/Merit list shall be valid for the current year only (academic year for which the advertisement is given) and it cannot be used for the admissions during subsequent year/s.

1.9 The University shall decide on an annual basis through their academic bodies, a predetermined and manageable number of Ph.D. scholars to be admitted, depending on the number of available seats of Research Guides and other academic and physical facilities. They shall follow the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities.

1.10 Looking to availability of Physical Facilities, Infrastructure ...etc each guide shall inform University regarding number of candidates he/she intends to register under his/her guidance in advance.

1.11 The University will notify well in advance through the University website and/ or through advertisement in newspapers, regarding the Ph.D. admission, procedure for admission and all other relevant information for the benefit of the candidates.

1.12 The admissions to Ph.D. course are subject to the State and the University Reservation policy wherever applicable.

1.13 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 Guide/co-Guide, and date of enrolment/registration.

1.14 The University shall conduct an Entrance Test with qualifying marks as 50% (a relaxation of 5% of marks to be allowed for those belonging to the SC/ST/OBC (non-creamy layer)/ Differently-abled categories of candidates as per the decision of the UGC from time to time). The syllabus for the Entrance Test shall consist of: (a). Research Methodology (50%) and (b). Subject-Specific (50%).

- 1.15 The number of seats (subject-wise) for 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.
- 1.16 The University shall also notify the list of supervisors and their respective area of interest/expertise.
- 1.17 The University shall inform the successful candidates to fulfil the other formalities.
- 1.18 The syllabus of examination for the entrance test shall be same as for UGC/CSIR NET Examination,
- 1.19 Each candidate shall take the entrance test in relevant area /field to the student's discipline.
- 1.20 Merely filling an application form does not entitle a candidate for admission. The admission is purely based on the entrance examination and interview, subject to fulfilling requisite criteria.
- 1.21 No refund of application fee is entitled, in case candidate fails to qualify in the merit list or is not considered due to incomplete or wrong details provided in the application.
- 1.22 Each students has to carry out his/her research work at his/her own risk.

**O. Ph.D. 2 ELIGIBILITY CRITERIA FOR ADMISSION TO Ph. D. PROGRAMME:**

- 2.1 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 [ngu.ac.in](http://ngu.ac.in) or on-line by paying on-line registration cum admission processing fee of payment of Rs800/-. 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 Admission Committee on or before prescribed last date. One copy 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. The entrance examination fees shall be Rs.800/- for all subjects, which shall be enhanced by a 10% increase every year and rounded off to a next 10/- rupees stage.
- 2.2 A candidate(s) seeking admission in Ph.D. must have Master's Degree in relevant subject with at least 55% marks (50 % for SC/ST/OBC-Non Creamy

Layer/ differently abled candidates having more than 40% disability) in aggregate or its equivalent grade in the UGC 7- point scale (or an equivalent grade in a point scale wherever the grading system is followed) in the subject chosen for research. Any fraction will not be rounded off for calculating the percentage for eligibility i.e. the eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

[Candidate in the Faculty of either Arts, Education, Commerce, Rural Studies or Social Studies, who has taken his/her Master's degree in Economics, accountancy, may be registered for the Ph. D. degree, in the respective faculty]

- 2.3 Seats: The State reservation policy shall be followed for admission in Ph.D. on the subject wise seats advertised.
- 2.4 Number of Seats: A research Supervisor/Co-supervisor who is Professor, at any given point of time, cannot guide more than 08 Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of 06 Ph.D. scholars and An Assistant Professor as Research Supervisor can guide up to a maximum of 04 Ph.D. scholars. In case of Co-Supervisor(s),  $\frac{1}{2}$  Ph.D. seat shall be taken into account for each Candidate(s) (internal or external) while counting, these seats and other allotted seats will be covered within the specified limit.
- 2.5 The seats once offered by the teacher concerned through Department will not be withdrawn after issuance of Admission Notice. However, if a teacher refuses to admit after the advertisement of seats and before the display of the provisional merit list, then the seats shall be deemed as withdrawn. In such cases, a teacher shall not be allowed to register any candidate in Ph.D. under his/her supervision in the next three years of his/her service.
- 2.6 Those students who have been awarded UGC-CSIR (JRF) or Inspire Fellowship in last or current year [whose fellowship is available] and students from foreign universities are exempted from the entrance test 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.

***A. Reservation of Seats:***

1. For the purpose of admission, the seats shall be reserved for the candidates who are from North Gujarat Domicile/Origin or passed the qualifying examinations from HNGU, falling under the following categories as per the proportion as-

1.1. Scheduled Castes: (SC) 7 %

1.2. Scheduled Tribes: (ST) 15%

1.3. Socially and Educationally Backward Classes (SEBC) 27%

2. A candidate seeking admission on reserved seat (SC/ST/SEBC) shall be required to produce a Certificate of Caste: Provided that the candidate belonging to Socially and Educationally Backward Classes shall be required to produce a valid certificate to the effect of non-inclusion in Creamy Layer in addition to the caste certificate.

3. No caste certificate shall be valid unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat.

4. No certificate to the effect of non-inclusion in Creamy Layer shall be valid, unless it is duly stamped, signed and issued by the authority empowered by the Government of Gujarat. Such certificate must have validity for the respective year.

5. If a candidate fails to submit the certificates as required within the stipulated time, his/her candidature shall be considered for admission under unreserved category.

6. If a candidate of reserved category gets admission on unreserved seat in order of merit, he/she may be given admission on the unreserved seat according to his/her preference.

7. The admission of a candidate of a reserved category on a reserved seat shall be valid subject to the verification of caste certificate issued by the authority empowered by the State Government in this behalf. In case the caste certificate is found invalid on verification, he/she shall not have right to claim his/her admission on reserved seat and if he/she has already been granted admission, such admission shall be cancelled. Admission of such candidate may be continued in case of availability of vacant unreserved seats, subject to the condition and eligibility of merit.

8. In accordance with the U.G.C. notification dated 27<sup>th</sup> August 2018, the HNG University will make possible efforts to fill most of the seats under SC/ST/OBC (Non Creamy Layer)/Differently Abled Categories. In case of any vacancy in these category, the Ph.D. admission committee will decide the need and norms; as and when needed and a special admission drive for those candidates who are already registered in the respective category will be carried out.

9. Reservation for Physically Disabled Candidates:

Three percent of the available seats in each category shall be reserved, in accordance with the provisions of the Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), for the persons with disability who can perform the academic activities in the respective program. A candidate with disability shall have to submit certificate of disability issued and duly signed by the Civil Surgeon.

Explanation: "person with disability" means a person suffering from not less than forty per cent of any disability as certified by a competent medical authority.

10. Distribution of Seats among Candidates of Hemchandracharya North Gujarat University and other Universities:

As per the PG rules of the University for the purpose of admission, the available seats shall be distributed based on the merit list as 95% seats of available seats for admission shall be reserved for the HNGU candidates who have passed qualifying examination from the HNGU; bifurcated as 55% of the 95% from the Entrance test conducted by HNGU and 45% of 95% from the exempted students and remaining 5% seats of available seats for admission shall be reserved for candidates who have passed qualifying examination from other Universities. For such Candidate who willing to register for PhD course shall have to appear for the entrance test conducted by the University in spite of having qualified UGC-NET/UGC-CSIR/NET/SLET/GATE or have passed M.Phil Programme and category reservations (ST/SC/SEBC/PH) shall not be extended to such candidates.

***O. Ph. D. 3 Procedure for Admission:***



3.1 Candidate intends to register for Ph. D. programme has to follow the admission procedure of the University.

3.2 The syllabi of entrance test for Ph.D. programme will be as per UGC guidelines i.e. 50% from Research Methodology followed in the subject and 50% subject specific. Syllabus for the Entrance Examination of Research Methodology shall be put on University website and Subject specific Questions shall be as per the UGC- CSIR NET Syllabus. The entrance test shall be of Multiple Choice Questions (MCQ) only. The MCQ test structure shall consist of 100 MCQs of 100 marks. Each question will carry 01 mark. The Research Methodology of 50 MCQs will constitute questions related to English Proficiency, Reasoning Ability, Basic Computer Skills; each of 5 questions– total 15 and 35 Questions of subject specific Research Methodology. The subject specific of 50 MCQs shall be asked from concerned subjects. The entrance examination Syllabus for both the parts will be notified on the University website. Passing standard of the entrance examination shall be 50% (45 % for SC/ST/OBC-Non Creamy Layer and Differently Abled candidates having more than 40% Disability)

3.3 The duration of the entrance test shall be 90 minutes. There shall be negative marking in the entrance test and  $\frac{1}{4}$ th (25%) of the marks allotted to the question shall be deducted for each wrong answer.

3.4 Interview/viva-voce shall be conducted by the University for Successful candidates of entrance test as well candidate who are exempted from the entrance test. In case, the number of candidates who qualify the entrance test/Exempted students happen to be more than the number of seats available in the respective category, then as per the available seats in various categories, reasonable numbers (as decided by the Admission Committee) shall be called for the interview/viva-voce to discuss their research interest/area through a presentation before a duly constituted University Ph.D. Admission Committee of the respective faculty.

3.5 The interview/viva voce will consider following aspects:

- (i) To evaluate the research aptitude of the applicants
- (ii) The candidate possesses the competence for the proposed research.
- (iii) The research work be suitably undertaken at the University/College.
- (iv) The proposed area of research can contribute to new knowledge.

3.6 Merit list shall be prepared by the Ph.D. Admission Committee after completion of the Viva-Voce as per the following criteria:

**(A) Successful candidates from Entrance Examinations: [55% students of 95% from HNGU and 5% from Other University ]**

70 % of Marks obtained in Entrance Test

30% Marks of Presentation cum Interview-Viva-Voce.

[Score of 30% bifurcated as:

5% of Bachelor Degree Marks; i.e. 5 Marks [last two semesters/last year]

5% of Master Degree Marks; i.e. 5 Marks [Grand Total]

20 Marks for Presentation cum Viva-Voce/Interview bifurcated as:

5 Marks for subject related Knowledge,

5 Marks for research aptitude,

5 Marks for presentations &

5 Marks for overall performance]

Total = 100 Marks

**(B) Exempted Candidates: [45% students of 95% from HNGU ]**

30 % Marks of Presentation cum Interview-Viva-Voce.

[Score of 30% bifurcated as:

5 % of Bachelor Degree Marks; i.e. 5 Marks [last two semesters/last year]

5 % of Master Degree Marks; i.e. 5 Marks [Grand Total]

20 Marks for Presentation cum Viva-Voce/Interview bifurcated as:

5 Marks for subject related Knowledge,

5 Marks for research aptitude,

5 Marks for presentations &

5 Marks for overall performance]

Total = 30 Marks

*Note:* The Admission Committee shall notify the schedule for the entrance test and presentation-cum-interview schedule. The Admission Committee shall facilitate to conduct of the entrance test, its evaluation also.

**3.7 Presentation-cum-Viva/Interview (20 Marks):**

(i) Presentation-cum-Interview shall normally be held after the declaration of the entrance examination results, as per schedule announced by the Admission Committee.

(ii) Each candidate called for the presentation-cum-interview shall be required to give a presentation, not exceeding 15 minutes, related to his proposed area of research the subject, and appear for interview before the Committee.

*The Committee: The committee will consist of four members:*

- (a) Head of the respective Departments of the university or the Chairpersons of the Board of Studies of Subjects of which there is no University Department established so far.
- (b) Three faculty members nominated by V.C. of whom one from the University approved guide and two may be from other Universities in the Concerned Subject.

3.8 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/ the Chairpersons of the Board of Studies of Subjects of which there is no University Department established so far
- c) Two Members nominated by the Vice Chancellor from the Subject Concerned.

***O. Ph.D. 4 List of Qualifying Candidates and Offer of Admission:***

- 4.1 Based on Merit List prepared by PhD Admission committee, offer of admission shall be made to the number of candidates equal to number of vacancies available in the area concerned, strictly on the merit basis.
- 4.2 Provisional admission shall be offered to the candidates, selected through the admission test and in accordance with the number of vacancies already declared by the university under different specializations.
- 4.3 The candidates who have been offered admission shall be asked to join within a stipulated time decided by the admission committee.
- 4.4 Each Ph.D. student shall prepare and submit his/her research proposal synopsis following its due approval by Research Advisory Committee to the BUTR. If needed, the RAC may modify the synopsis or refer it back to the BUTR for modification. If the RAC is satisfied and approved by BUTR the title of research will be approved.

4.5 Only thereafter, they may register as scholars and take up intensive research work under the guidance of a supervisor on a specific problem, for a minimum duration of three years including coursework. The research work is expected to result in new findings contributing to the knowledge in the chosen field. Doctoral research program gives an opportunity to scholars to demonstrate their analytical, innovative and independent thinking, leading to creativity and application of knowledge. Scholars are required to deliver seminars on their research progress regularly and publish their work. Finally, they shall be required to submit the thesis embodying their research findings for the award of the Ph.D. Degree.

***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. 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 Advisory Committee (RAC) 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 RAC consisting of :

(a) Dean of the Concerned Faculty (Convener, Ex-officio).

(b) Head of the Department Concerned/Chairman of Board of Studies of subjects of which there is no University Department. (Ex-officio)

(c) Two Ph. D. Guides of the concerned faculty/Subject nominated by the Vice-Chancellor.

(d) Not more than Two Subject Experts from Other University, nominated by the Vice Chancellor.

N.B.: At least, 50% of the members shall be required to be present in the meeting to form the quorum.

5.4 The applicant shall be registered on such conditions and on such topics as may be suggested by the RAC 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 University from time to time.

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

7.1 (a) Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. However, those candidate who are getting Fellowship /Scholarship from any Government/Semi-government/Public/Any-Funding-Agency for Ph.D. Programme shall have to submit their thesis within five years from the date of registration and in this case, he/she shall have to submit their Ph.D. work progress report every six months to the university compulsorily with all details of the scholarship. Guide/University will not recommended further for extension of scholarship beyond five years.

7.1 (b) Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the scholarship granting Institution concerned.

7.2 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 maximum 240 days. Woman candidate, who does not avail maternity leave will have to complete Ph.D. programme as per provisions for male candidates.

***O. Ph.D. 8 Course Work: Credit, duration, syllabus, minimum standards for completion, etc.***

8.1 The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

8.2 There shall be a compulsory Course Work of minimum 8 credits as a pre-requisite for the confirmation of registration of students admitted provisionally. The course work shall consist of one Course on research methodology and the remaining Course(s) shall be as prescribed by the Research Committee. *One course paper on Research Methodology*, which may include the basic components of research techniques, tools, format of article/ dissertation/thesis, different types of citations, plagiarism, IPR, quantitative methods, computer applications, etc. One subject-specific paper

may communication skills, seminar presentation, review of published research, field work and other activities specified in the Course Work. *Other courses shall be advanced level courses preparing the students for the Ph.D. degree.* Evaluation shall be done by the duly constituted committee.

- 8.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment method.
- 8.4 All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the University during the in first two semesters or as per the schedule decided by the university.
- 8.5 At the end of Ph.D. coursework examination, each 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.
- 8.6 The candidate should secure a minimum of 55% marks in each of the Ph.D. course-work examination. A candidate that fails to get minimum of 55% marks in Ph.D. Coursework examination shall have to reappear for the next examination of Ph.D. course-work conducted by the university.
- 8.7 There shall be 50% weightage for the Course Work examinations and 50% weightage shall be given as internal assessment on the basis of assignments/ presentations/projects and other research-based activities during the Ph.D. course-work as per decided by the duly constituted committee.

***O. Ph. D. 9 Recognition of Ph. D. Guide:***

- 9.1 Recognition will be given in the faculties and in the respective subjects offered in the University whose department is existing in the campus as: Professor (including Professor-CAS) and Associate Professor(including Associate Professor-CAS) of this university become guide ex officio. They need to apply in writing for the allotment of the students.
- 9.2 The 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.
- 9.3 As per the University existing norms the BUTR shall look into the fulfilment of the criteria before giving recognition to Ph.D. supervisors.

Only a full time regular teacher of the 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.

9.4 Except those covered in 9.1, all the other teachers will apply for Guide-ship with fees in the prescribed form and fulfils the prevailing norms. The BUTR will recommend those who fulfil the norms for final approval of Guide-ship.

***O. Ph.D. 10 Intake:***

Ph.D. Guide of the University shall not have, at any given time, more than the following number of research scholars:

Professor/ Principal of college (with AGP 10,000) : 08 Ph. D. + 3 M. Phil.

Associate Professor /Principal of college (with AGP 9000) :06 Ph.D. + 2 M. Phil.

Assistant Professor : 04 Ph. D. + 1 M. Phil.

***O. Ph.D. 11 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 or in between the entire duration of Ph.D. Work.

***O. Ph.D. 12 Joint/Co-Guide:***

12.1 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 RAC (after scrutinizing the research proposal submitted by the candidate) will take the final decision.

***O. Ph.D. 13 Guidance for Doctor of Philosophy:***

13.1 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.

13.2 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.

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

Research scholars shall have to 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. 14 Period of Research Work:***

14.1 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. .

14.2 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.

14.3 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. 15 Progress Review:***

15.1 The candidate will have to present his/her progress of 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. 16 Submission of Thesis:***

16.1 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 atleast two research papers in national or international conference, and atleast 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.

16.2 Prior to the submission of the thesis/dissertation, the scholar shall make a presentation in the respective university department in presence of HOD which shall also be open to all faculty members and other research scholars. The feedback/comments obtained from them and any genuine suggestion/s for the improvement may be suitably incorporated into the thesis/dissertation. Certificate for the successful pre-submission presentation from the HOD of respective department shall obtained and incorporated in the thesis.

16.3 University shall strictly follow the rules formed by the UGC, wide its letter no-F.1-18/2010(CPP-II) dated 1<sup>st</sup> September, 2017 regarding Plagiarism.

16.4 The scholar shall submit Four Copies (Five copies in case of joint guides) of his/ her thesis. Students are permitted to print their thesis on both the side of page with proper margin on both the sides. 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.

16.5 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.

16.5 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. 17 Evaluation of Ph.D. Thesis:***

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

There shall be 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 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 selected by the Vice-Chancellor shall be invited to evaluate the thesis and request to communicate the acceptance within ten days of receiving the invitation. (All communications are preferred by electronic media or mail to save time).
- (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 of the 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 both the external examiners, it shall be rejected.

(h) If the thesis is rejected by one external examiner and accepted by the other external examiner, the third external examiner will be appointed in place of examiner who rejected the thesis, by the Vice-Chancellor.

(i) In extra ordinary circumstances, if there is a need to change the referee, the Vice-Chancellor shall be the final authority.

***O.Ph.D. 18 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. The air fare is allowed with the prior permission of the Vice-Chancellor.

(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, 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. 19 Award of the Doctorate (Ph.D.) Degree:***

19.1 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.

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

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

19.4 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.

19.5 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 fulfilment 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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