

ORDINANCE NO. 47**Doctor of Philosophy (Ph.D.)****THE Ph.D. PROGRAMME**

These regulations will come into force with immediate effect. Nothing in these regulations shall be deemed to debar the University from amending these regulations and any other amended regulations, if any, and the same shall apply to all students who got enrolled/registered thereafter.

1. THE SALIENT FEATURES

- (1) Admission shall be mainly based on Entrance Test, Qualifying Examination percentage & interview, duly following merit cum reservation policy of M.P. Government.
- (2) Only the predetermined number of students shall be admitted to the programmes which may vary from year to year.
- (3) Allocation of guide for selected student shall be decided by the concerned Department in a formal manner depending upon a number of students per faculty member, the available specialization among the faculty guides and research interest of the students as indicated during interview by the students.
- (4) Research scholars will have to study the prescribed course work at the University which shall be treated as pre-Ph.D. Course.
- (5) Research work may be carried out either on full-time basis or on part-time basis.
- (6) Thesis shall be examined by the Board of Examiners consisting of at least two examiners out of which at least one can be from outside the state.
- (7) Ph.D. programmes shall not be conducted through distance education mode.
- (8) A candidate admitted to Ph.D. programme will not be allowed to convert his/her registration into M.Phil programme.

2. ELIGIBILITY

2.1 A candidate seeking admission to Ph.D. programme must satisfy the following requirements:

- (i) Master's degree in the concerned /allied subject (as determined by the departmental Research Board) with at least 55% marks or B+ grade at Master's Degree (SC/ST and physically challenged / disabled candidates will get 5% relaxation in post-graduation marks).

OR

- (ii) M.Phil/M.Litt. Degree with B+ or equivalent grade.

OR

- (iii) Master's Degree on the basis of staff-college, with at least 60% marks in the Master's degree.(Applicable in case of defense personnel)

OR

- (iv) Associate membership of Institute of chartered Accountants of India /Institute of Cost & works Accountant of India /Institute of Company Secretaries

OR

- (v) Equivalent on the basis of passing the respective examinations.

2.2 The candidate shall work for Ph.D. degree in a subject studied at the Master's level in the same or allied subject under an approved supervisor. However, He/she may be permitted after recommendations of the concerned Departmental Research Board to conduct research in a subject other than the one chosen for the Master's degree, provided it is of an interdisciplinary nature.

2.3 If the research topic is of interdisciplinary nature, the candidate with the consent of his guide may opt for a co-supervisor, who shall also be the approved supervisor of the university. However, the main responsibility of supervising the research work shall vest with the supervisor and the candidate shall finalize and submit the thesis through the supervisor only. A co-supervisor may also be allowed if the research methodology requires the association of another person in the interest of research.

Note: If a candidate is awarded grade in M.Phil, but the grading pattern of the M.Phil, awarding university is different from that applicable in Mandsaur University, then the

over all Grade Point Average (OGPA) of the candidate will be converted into percentage of marks applying the following formula.

$$\frac{\text{OGPA}}{\text{X}} \times 100$$

X

X= Total Points

If the percentage so obtained is 55% or more, Then the candidate's grade will be considered as B+ grade for the purpose of admission to Ph.D. programme.

3. ADMISSION PROCEDURE:

- 3.1 Applications for admission to Ph.D. Programmes commencing each year, shall be invited through an open advertisement, which can be twice a year in the prescribed form as laid down by the University.
- 3.2 The candidate shall apply for admission to the Ph.D. program in the prescribed form to Dean Research & Development.
- 3.3 The applications of the candidates shall be scrutinized by the Ph.D. Enrollment Committee headed by Dean Research & Development
- 3.4 Candidate shall be admitted on the basis of merit list prepared through Entrance Test marks, marks obtained in the qualifying examination and interview as per the guidelines framed by the university from time to time based on UGC (Minimum Standards and Procedure for award of Ph.D. degree) regulations 2009.
- 3.5 Every candidate interested in admission to the Ph.D. programme has to appear and qualify the entrance test as per prescribed syllabus, to be notified from time to time.

The candidate shall be admitted to Ph.D. programme either directly or after doing M.Phil.

(i) Direct Admission

Those candidates who qualify UGC-NET/ CSIR (JRF) Examination/SLET/GATE or are Teacher Fellowship holders or DST (INSPIRE)/ ICMR/ Any other National Agency Fellow or have Ph.D degree in any subject are exempted from appearing in entrance test. The selection of these candidates will be based on their performance in the interview as well as their overall Academic Merit.

(ii) Through M.Phil

For candidates seeking admission to Ph.D. programme after M. Phil course, following criteria will be applicable:

- a. Candidates who have obtained M.Phil. degree with minimum B+ grade or equivalent from Mandsaur university, Mandsaur or any other recognized university as a regular student and whose admission at the M.Phil level has been through entrance test, are exempted from appearing in the entrance test for Ph.D. programme.
- b. Candidates who have obtained M.Phil from other universities through Distance Education or had joined M.Phil without Entrance test will have to appear in the entrance test and qualify the test.

Note: The candidates who qualify the entrance test will be included in the pool of selected candidates for Ph.D. Their candidature will remain valid for two academic sessions i.e. up to the date of Ph.D. entrance test to be held after two years. A candidate having passed Ph.D. entrance test is required to do the course work of one semester (6 months duration) in the concerned subject in the University The Course work would include FOUR papers, to be decided by the Research Board for the respective subjects/ disciplines (out of four papers, one paper may be on "Subject Specific" Research Methodology). On completion of the course work, he/she will be assigned a supervisor.

3.6 Foreign students:

- (i) Foreign students sponsored by the Government of India agencies like ICCR, Ministry of HRD/ other Academic Exchange Programme Fellowships of govt. etc., and foreign students sponsored by their respective governments/Embassies, are exempted from appearing in the entrance test. They will be admitted against additional seats.

- (ii) Self financing foreign students shall have to appear and qualify the entrance test and course work.
- (iii) Students from all foreign non-English speaking countries must have passed TOEFL/IELTS or a test in English language for foreign Ph.D. candidates, designed by Mandsaur university, to attain the requisite competence in English Language,

4.0 ENTRANCE TEST AND SELECTION

4.1 ENTRANCE TEST:

- i. The entrance test shall have the following four components: (Total weightage 100 points)
 - a) General Awareness and Aptitude
 - b) Functional English Language
 - c) Research Methodology
 - d) Respective Subject Content Knowledge
- ii. The nature of the test shall be MCQ type. The component (a) shall have questions on testing (I) analytical ability, (ii) reasoning ability and (iii) general awareness and current affairs. Each sub-component shall have equal weightage. Questions in components (b) & (c) shall pertain to functional skills aiming at testing the basic knowledge of the candidate in the respective areas. Component (d) shall be based on the syllabus of 'core' courses/papers studied at the Master level in the concerned subject.
- iii. The question paper will be of 2 hour duration.

4.5 INTERVIEW

Candidates who successfully pass the entrance Test will be invited for personal interview. At the time of interview, candidates are expected to discuss their research interest/ area with the interview board. Interview is essential for the Ph.D programmes. It will be in the form of interaction.

4.3 SELECTION CRITERIA FOR ENROLMENT

- (a) The merit of candidates shall be made on the basis of entrance test, interview and academic attainment.
- (b) Only the pre determined number of students, based upon available approved research supervisors [with concerned specialization/ research interest] will be selected for admission to Ph.D and the list of successful candidates shall be released. The result of the test will remain valid for subsequent 2 consecutive years.

5.0 PROCEDURE FOR ENROLMENT FOR COURSEWORK

5.1 The eligible candidates can enroll themselves for Ph.D degree by filling up the Enrolment Form. The candidates who are required to do the Ph.D Course work as per rules will fill up the forms by the stipulated date in order to join the course work. The candidates who are exempted from doing the Ph.D course work as per rules can register themselves for Ph.D degree all the year by filling up the enrolment /form.

5.2 COURSE WORK FOR Ph.D PROGRAMME

The candidate qualifying the entrance test or those who are exempted from entrance test will have to Pass Ph.D course work before registration in the Ph.D programme of the university. However, they will have to choose supervisor be allotted from the university after completion of Ph.D course work.

(A) In case of M.Phil pass candidates , following conditions will be applicable for course work:

(I) Candidates who passed M.Phil degree with minimum B+ grade as regular student from Mandsaur University, Mandsaur or any other recognized university and have done equivalent course work in M.Phil programme are exempted from doing Ph.D course work for getting registered to Ph.D programme.

(II) Candidates who passed M.Phil degree through distance shall not be considered for exemption from entrance test.

(B) Course work will be exempted for those who have completed Ph.D degree in allied subject from any recognized university.

(C) If any candidate has done Ph.D course work from another recognized university/

Sister Departments / Institutes either in or outside the university, he/she can exempted from Ph.d. Course Work on the recommendation of following committee:

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| (a) Dean Research & Development | Chairperson |
| (b) Director of the Concerned School | |
| (c) Head of the department. If holding Ph.D. Degree | |
| (d) Senior most teacher of the department holding Ph.D. Degree | |

5.3 Structure and Duration of Ph.D. Course Work:

There shall be two models for M.Phil/ Ph.D. Course Work:

- a. Statistical Model, and
- b. Non- Statistical Model

a. Statistical Model will be applicable to the subjects as approved by URB:

The course work will consist of the following:

Paper 1 Research Methodology, Statistical Techniques and Computer Application in

Research	5 credits
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Paper2 Core/ Compulsory subjects of the Discipline	5 credits
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Paper 3 Elective paper of the Discipline	4 credits
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Paper 4 Seminar/ Power Point presentation	1 credits
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Total	15 credits
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b. Non- Statistical Model will be applicable to the subjects approved by URB:

The course work will consist of the following:

Paper 1 Research Methodology and Computer Application in Research	5 credits
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Paper2 Core/ Compulsory subjects of the Discipline	5 credits
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Paper 3 Elective paper of the Discipline	4 credits
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Paper 4 Seminar/ Power Point presentation	1 credits
Total	15 credits

The allocation of the subjects under Model-I or Model-II above may be changed/ decided by the Vice-Chancellor on the recommendation of concerned Departmental Research Board (DRB).

5.4 Attendance:

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

- i) Has been on the rolls of the Department throughout the semester preceding the examinations.
- ii) Has attended a minimum of 75% of the lectures delivered, seminars, interactive sessions, tutorials etc in each paper.
- iii) The shortage in the attendance of the lectures by the candidate can only be condoned as per rules made by the University from time to time.

5.5 Curriculum:

There will be four papers in the course work including a Seminar/ Power Point Presentation. Every student will have to take one elective paper out of a list of elective papers being offered by the Department. The elective papers will normally be offered to students by the department on the areas of interest of the candidates.

5.6 Medium of Instruction and Examination:

The medium of instruction and examination shall be English. For language subjects, the medium shall be the language concerned. For teaching of languages, the concerned language can be adopted as a medium of instruction/ examination and thesis.

5.7 Approval of syllabus:

Outline of test, syllabi and courses of reading shall be prepared and finalized by the concerned Departmental Research Committee. It will be approved by the Academic Council.

5.8 Continuous Assessment and Final University Examination:

In first semester of Ph.D 50% weightage will be given to internal assessment or sessional work and 50% weightage will be given to final University examination. Subsequent semesters are to be devoted for Research work leading to submission of dissertation/Thesis.

5.9 Eligibility for Ph.D. Course Work candidate to appear in University Examination

- a. A scholar is expected to have 100% percent attendance in each paper of the course work. However, a minimum of 75% attendance shall be mandatory for becoming eligible to appear in the end semester examinations. A maximum of 5% attendance may be condoned by Dean of the concerned faculty for valid reasons as per university rules.
- b. A scholar has to secure a minimum of 50% marks in end semester examination as well as internal assessments of each paper to pass the course.
- c. Candidates who fail to secure the minimum qualifying marks in the course work shall be given maximum two more chance to clear the back paper.
- d. If the candidate fails to qualify the course work, he/she will discontinue the programme.

5.10 Declaration of Results:

The Controller of Examination shall publish a list of candidates who have passed the Ph.D. Course Work examination and issue detailed marks certificate, indicating the marks obtained by the candidate separately in internal assessment (sessional work), and final University examination. No formal degree will be awarded to the candidate for passing the Course Work.

6 REGISTRATION FOR Ph.D.

Submission and Presentation of Synopsis for Ph.D. Registration.

- a) The candidate will submit his/her application for registration on the prescribed form within six months of enrolment if he candidate is exempted from doing Ph.D. Course work or within three months from the date of declaration of result of Ph.D. Course work, if the candidate has taken admission to Ph.D. Course work. This period may be extended up to a further period of three months on payment of prescribed fee. Copies of the Synopsis for registration for Ph.D. Degree will be provided to the member of Departmental Research Board in advance to the date of presentation of seminar. It is understood that all deficiencies/ improvements to be made in the synopsis will be settled in the meeting of Departmental Research Board.

The candidate will submit required number of hard copies of synopsis in prescribed format. The date of registration for Ph.D. Degree will be considered as the date of presenting the synopsis before the DRB or the date of passing of Ph.D. Course Work, whichever is later.

Note: The purpose of presentation of Synopsis for Ph.D. registration can also be done during the period of Ph.D. Course Work. But the department will forward the case of the registration of the student to the office of Dean Research and Development, only after the student passes the Ph.D.

Course Work. In that case, the date of registration for Ph.D. degree will be the date of passing of Ph.D. Course Work.

- a) i) The candidate shall be required to present synopsis pertaining to Registration on the topic of his/her study in the presence of Departmental Research Board to which other teachers of the Department/ Faculty and Research Supervisor of the candidate may also be invited.
- ii) Those candidates who are exempted from Ph.D. Course Work shall be registered for Ph.D. Degree from the date of Presentation of seminar before the Departmental Research Board.
- b) The Departmental Research Board while recommending registration of the candidate for consideration of University Research Board(URB) shall send a detailed note about the suitability of the topic and also the Research Methodology proposed by the candidate. The note shall include the names of the members of faculty present at the meeting, the

duration of the presentation, discussion and its final outcome. The Research Supervisor would be required to give specific comments on the synopsis submitted by the candidate. In case the Departmental Research Board does not approve the topic, the case will be referred to URB, giving detailed report with reasons thereof for its final decision. After the date of URB meeting is fixed and a cut off date is circulated by the Dean Research and Development to the Heads of the Department, no cases of resignation will normally be entertained in that scheduled meeting of URB.

- Application for Registration would normally be processed in the concerned department in all respects within a period of three weeks from the date of submission of application on the prescribed proforma. In case of any delay, the candidate can request Dean Research and Development for necessary action, who shall ensure that necessary formalities with regards to the processing of the application in the Research office viz., holding of the seminar and Departmental Research Board meeting are completed at the earliest. The candidate shall then submit the required number of copies of synopsis as approved by the Departmental Research Board to the office of the Dean, Research and Development for registration.

7 Eligibility and Appointment of Supervisor

1. On the recommendation of the Departmental Research Board, the supervisor of the candidate shall be allotted.
2. The supervisor must be a regular teacher/scientist of Mandsaur University holding Ph.D. degree and having published research work such as books or research papers in Research journals. He/She is also required to have evidence of carrying out some research work at present.

OR

The Academic Staff working in the central faculties of the Universities such as Library, Computer lab etc. with five years of research experience and who have doctoral degree in the relevant subject and at least three years of independent research experience after the Ph.D. degree & have evidence of published work.

3. The Vice Chancellor, at any time, on the recommendation of Departmental Research Board (DRB), shall be empowered to withdraw the supervisor of a research student. But

DRB can make such a recommendation only on the grounds of (a) moral turpitude and / or (b) plagiarism, and/or (C) any act harming the interest of the University/Students.

4. If necessary, Co-Supervisor may be appointed from within the same Department or of a different Department of the University or outside the University. However, a written justification for having a Co-Supervisor will accompany the application duly recommended by the Departmental Research Board. Only such expert may be proposed as Co-supervisor who has a Ph.D. and is holding a position not below the rank of a lecturer/assistant professor or an equivalent position in industry or research labs or other academic organization.

There can be maximum of two supervisors.

The doctors working in medical universities/colleges approved by MCI/DCI/Central Council of Indian System of Medicine, etc. and having the degree MS/MD/MDS/DM/MCH or equivalent and of the rank not below Assistant Professor or equivalent can also become Co-supervisors depending upon the need. As per the prevalent practice, other medical specialists can also be appointed as Co-supervisors under special circumstances. The following is the upper limit regarding the number of candidates who can be registered for Ph.D. degree with a supervisor/co-supervisor.

Lecturer/Assistant Professor	– 4
Reader/Associate Professor	– 6
Professional with Ph.D	
(10 year experience)	- 8
Professor	- 8

If a candidate is pursuing his research under a supervisor and has a co-supervisor too, then he would be counted as one half under the supervisor for the purpose of counting the number of candidates pursuing research under the concerned supervisor/co-supervisor.

Each supervisor may allowed by Vice-Chancellor as a special case to supervise one additional sponsored foreign student having valid research Visa for doing Ph.D. under the number of Ph.D. candidates, a few candidates of M.Phil. may also be given to a supervisor.

The supervisor can be appointed till the date of retirement or till the date of expiry of the re-employment and in exceptional cases even beyond that date.

- a) Provide further that no relative of the candidates such as wife, husband, son, daughter, sister, brother, wife's or husband's brother, sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand -son, grand-daughter, or such other person as might be deemed a close relation by the Vice-Chancellor shall be appointed as supervisor/co-supervisor. A certificate to this effect will be given by the supervisor/co-supervisor along with the application for enrollment.
- b) Normally request of the candidate regarding the choice of supervisor pr as a co-supervisor will be accepted. However , in case , the Departmental Research Board does not agree with it, then the Board's report along with the entire issue regarding the appointment of supervisor/Co-supervisor will be finally decided by the Vice- Chancellor.
- c) Request for change of the supervisor can be entertained only:
 - i) in case the supervisor has left the service of the university or by mutual consent of both supervisor and the candidate.
 - ii) in case of extreme hardship where it becomes almost impossible for a candidate to work with the existing supervisor and the Vice-Chancellor has satisfied himself in the matter.
 - iii) in both the above cases, the matter may be placed before Dean Research and Development.
 - iv) if a candidate wishes to change the supervisor before the expiry of two years after registration, he/she will submit an application to the Dean Research & Development through Head of the Department giving reasons thereof for such a change. This will be examined by a committee consisting of the following:
 - a) Dean Research & Development (Chairperson)
 - b) Dean of the Faculty/Director of the school
 - c) Head of the Department

d) Two professors to be nominated by the Vice-Chancellor.

If any one of the above is a supervisor or Co-supervisor, or proposed supervisor or Co-supervisor, he/she will not be a member of the above committee.

d) If a teacher proceeds on long leave of three or more than three years, he/she may not be allowed to act as a supervisor. However Ph.D. scholar who are already registered prior to proceeding on long leave may be allowed to continue provide a Co-supervisor is also appointed to supervisor the work of the candidate in the absence of the originally appointed supervisor.

8 TOPIC MODIFICATION

A candidate may within one year of his/her registration modify the title /scheme of his/her subjected with the approval of the Departmental Research Board. Provide that the URB may allow modification to be made in the scheme/ title of subject even after one year, if in the considered opinion of the board, the modification proposed does not involve any major change in the original scheme and scope of the subject.

9 REQUIREMENT DURING REGISTRATION

a. A candidate registered for Ph.D. degree shall be required to:

i) Deliver one seminar in each semester provide that the candidate has paid his/her annual fees and laboratory fee failing which annual presentation will not be allowed by the Head of the Department concerned.

ii) Submit six monthly progress reports. These reports shall be submitted to the office of the Dean, Research and Development through the Head of the Department latest by one month after completion of every semester. These report will include all the teaching engagements, surveys, tours, publications, research works etc. the supervisor of the candidate will give an assessment about the progress of candidate.

iii) In case of non-receipt of a progress report or irregular submission of reports, the matter shall be put before URB for necessary consideration and action.

iv) If a candidate wants to submit his/her thesis, he/she will give a pre- submission seminar one month before actual submission of the thesis. If pre submission seminar is presented by candidate he/she is not required to give annual seminar of that year. The presentations shall be organized by the Head of the Department. To these presentations, members of the Departmental Research Board, the supervisor of the candidate and the teachers of the departmental / faculty shall be invited. At least five faculty members of the Department/Faculty must be present during the presentation. In the Department, where the faculty strength is inadequate, the Dean Research and Development will nominate two or more faculty members from the same or allied faculty to complete the required quorum. A report of the presentation along with the comprehensive write up shall be sent to the Dean Research and Development. In case the presentation is not held, the matter shall be reported to URB through the Dean Research and Development.

b. A Ph.D. candidate residing in a foreign country shall have to be physically present before the Departmental Research Board during the presentation of the synopsis for his/her registration to and pre-submission presentation for Ph.D. degree. For all other purpose such as presentation of seminars, holding of viva-voce examination, etc. the candidate will have the option of facing the respective boards through video conferencing, in case the said facility is available.

10. FEE

All candidates will have to pay fees as prescribed by the University from time to time for various purposes for Ph.D. degree.

11 SUBMISSION OF THESIS:

11.1.1 A thesis to be presented by the candidate must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work such as developing and fabricating special

instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.

11.1.2 The candidate will not be permitted to submit his/her thesis for the degree unless his/her supervisor is satisfied that the thesis presented is worthy of presenting/submitting before the examiners for the evaluation for the award of the Ph.D. Degree. In case of an adverse report of the Supervisor, the candidate may make a representation to the Vice-Chancellor.

- 11.2.(a) Every candidate may inform the office of Dean Research and Development through a letter forwarded by his supervisor and the Head of the Department concerned that he/she intends to submit his/her thesis within a period of three months along with four hard and one soft copy of extended abstracts of the thesis. The office of Dean Research and Development would then process the application and take steps for the appointment of panel of Examiners and obtain acceptance from the concerned Examiners, before the expiry of three months.
- (b) A candidate shall submit the Ph.d. Thesis not later than three months from the date of presentation of pre-submission seminar.
- (c) In case of non-submission of thesis within the stipulated period, the candidate can seek extension of time from the Dean, Research and Development on payment of prescribed late fee.
- (d) A candidate is required to apply in writing to the Head of the Department that he/she is in a position to submit his/her thesis and give a pre-submission seminar. The Head of the Department will conduct such a seminar at the earliest but not later the 30 days from the date of application, the presentation is not organized within 30 days from the date of application, the candidate may approach Dean, Research and Development who will ensure that needful is done-without any further delay.
- (e) At the time of submission of Ph.D. thesis by the candidate, he/she will have to produce evidence of having at least one research paper published or accepted for publication in refereed journals/ patent related to his topic on which he has been registered for Ph.D. degree and out of the academic work included in the

thesis. At the time of submission of Ph.D. thesis by the candidate, a certificate will be submitted by the candidate that the thesis is a piece of original and bonafide research work of the candidate, no portion of the thesis is taken from any book or research paper without quoting the references to the book or research paper and no portion is copied or plagiarized from any book or research paper without proper reference.

- (f) A seminar certificate shall also be given by the supervisor/ co-supervisor as the case may be.
- (g) If there is a complaint by the External Examiner or by anyone else of plagiarism or copying of certain portions in the Ph.D thesis, such complaints will be examined by a committee consisting of;

- i. Dean Research & Development (Chairperson)
- ii. Dean of faculty /Director of the School
- iii. Concerned Head of the Department
- iv. Controller/ Additional Controller, Examinations
- v. Two Professors from the same of allied Faculty to be nominated by the Vice-Chancellor

If any one of the above members is a supervisor or co-supervisor, he will not be a member of the above committee.

If plagiarism or copying of any kind is established, the quantum of punishment depending upon the nature and extent of copying / plagiarism, to be recommended by the committee, can be any one or more of the following : -

- i. The candidate may be asked to revise and resubmit the Thesis after deleting the plagiarized/copied parts from the text of the thesis.
- ii The Thesis may be altogether rejected.
- iii The candidate may be debarred from appearing in any University examination for a period up to 5 years.

- (a) The candidate shall submit his/her thesis within three years from the date of approval of the subject o the thesis by the Departmental Research Board for Ph.D. Degree i.e. the date of registration.
- (b) The Candidate shall submit four hard copies and four CDs of the thesis to the thesis evaluation Cell.
- (c) The minimum period required for submission of thesis is two years after registration.
- (d) The Registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.
- (e) Heads of the Department while forwarding a Ph.D. thesis to the office of the dean Research and Development for evaluation will ensure that the candidate submits a copy of "No dues Certificate" complete in all respects which may include that of Department, Research Branch, Library, Hostel/Dean Students Welfare and Accounts Section. A Ph.D. Thesis not accompanied by the "No Dues Certificate" will not be accepted in the thesis section.

13 EXTENSION IN PERIOD/CONDONATION OF DELAY:

At least three months before the expiry of three years, a candidate seeking extension will submit a Comprehensive Progress Report of the work done by him, along with the required fee to the Head of the Department though the Supervisor. These cases will be forwarded to vice-Chancellor for approval. The extension can be granted only up to 2 years but one year at a time.

14 CONDONATION OF DELAY:

After four years, candidate can seek condonation of delay for sixth and seventh year from the Vice-Chancellor by paying the required fee. No extension or condonation of delay will be allowed after 7 years. In addition to the required fee for extension/condonation, a candidate shall have to pay the prescribed ate fees if the candidate does not apply for extension/ condonation within a month from the date of expiry of relevant time period. The late fee shall be (chargeable from one

month after the expiry of two years for the extension of 4th & 5th years and after the expiry of four years for the condonation of delay of fifth and sixth years. **The total period of submission of Ph.D. thesis, shall in no case exceed seven years.**

No extension/ condonation of delay for the submission of the thesis shall be allowed beyond the period of seven years. The same shall also apply to re-registration applications.

15 REGISTRATION WITH THE UNIVERSITY:

No candidate is allowed to appear in tow major examinations of this University simultaneously or to get himself/herself enrolled simultaneously in two Universities. Candidates are advised, in their own interest, to observe this rule strictly and not to appear in two or more than two major examination till their result for Ph.D Examination is declared. A copy of the Registration latter to be issued to the candidate will also be enclosed to the registration Branch Stating the registration no. if any, with which the candidate is already register with this University. It will be the duty of the registration Branch to guard against violation of this rule.

16 PUBLICATION:

The thesis dully approved shall only be published with the permission of Vice-Chancellor and on the recommendation of the thesis publication Committee, Provided that a request is made by the candidate within three year from the award of Ph.D. degree. Applications received after three years will not ordinarily be entertained.

17 PANEL OF EXAMINATION:

An examiner's panel committee (EPC) would submit a panel of minimum of six examiners', at least 50% of whom will be from within the state and 50% from outside the state including foreign countries the full particulars about their designation, area of specialization and address etc. for the evaluation of the thesis. The Vice-Chancellor will appoint two examiners from the panel and at least one of them will be from outside the state.

The person recommended for evaluation of the thesis should invariably be a Professor or of equivalent rank. If an Examiner of the rank of Professor is not available in a

subject, the Vice Chancellor be authorized to look into the matter and take appropriate action.

In case of retire person, their last designation shall be indicated without which the panel would be considered incomplete.

The examiner will be free to seek clarification on any matter from the candidate's supervisor or the co-supervisor through the Dean Research and Development. The Dean Research and Development will ensure the secrecy of examiner identity. The examiner after due evaluation of thesis will state in his/her report.

- a. Whether he /she recommends the award of the degree to the candidate after holding viva-voce examination.
- b. Whether he /she recommends resubmission of the thesis after revision. In case an examiner recommends revision of the thesis, he/she will also indicate the nature of changes required to be made in the thesis.
- c. Whether he /she recommends rejection of thesis.
- d. A list of questions he/she would like the candidate answer in the viva-voce examination is to be supplied in a separate cover.
- e. Whether he /she recommends that the thesis fit for publication or not. If fit for publication, then with or without changes. If with changes, the nature & extent of change be stated.

In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through the Dean Research and Development. If he so desire. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision /modification as finally suggested by the examiner before his / her case is processed further. It may be added that an examiner can recommend revision of thesis only once. If a second revision is recommended by the same external Examiner, then it will be treated as rejection of thesis. The candidate, who is required to resubmit the thesis, must do so within one year from the date of supply of comments of the examiner to him/her by the university irrespective of his/her submission of defense unless extension is especially granted by the vice-Chancellor. A re-submitted thesis will be examined by the examiner who had recommended resubmission unless he/she himself/herself is unable to do so or declines to do so.

In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis, with the permission of the Vice-chancellor, the thesis shall be referred to a third examiner to be appointed by the vice-Chancellor from out of the original panel of examiner. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who submit similar the recommendations shall be final. This procedure shall also be followed if the examiner who has suggests modification rejects the revised thesis. Each examiner shall be given one month's time for the evaluation of thesis.

In case of report from his/her is not received, he /she may be reminded telephonically. After the expiry of a period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the thesis back If in due course, the report is received from the first examiner, the report will not be considered.

18 VIVA-VOCE EXAMINATION:

- a. Except in the case of a thesis, which is rejected, Viva-Voce shall be held in accordance with the rules prescribed in this behalf by the university; An open viva-voce shall be conducted for candidates whom both examiners have recommended for the award of Ph.D. Degree.
- b. The Viva-Voce examination shall primarily be designed to test the understanding of the candidate of the subject matter of the thesis, including research methodology employed, results, conclusions arrived at the level of competence in the field of study. The candidate shall also clarify the point raised by the examiners if any, in their reports.
- c. The viva-voce examination will be of at least of 45 minutes duration and will be compulsory for all the candidates. This will normally be conducted at Mandsaur by one of the two external examiners who have evaluated the thesis.
- d. The Head of the Department and the supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the Head of the Department within one month of receipt of intimation about the same questions during viva-voce will be asked by the external examiner.
- e. There will be a presentation, preferably power point presentation by the candidate for about 20 minutes before the committee consisting of Dean of the Faculty, Head of the Department and supervisor/ Co-Supervisor of the candidate. The entire Department/Faculty will be invited to the viva-voce. The

Dean Research and Development if available will be Chairperson of the committee.

- f. The quorum for holding the viva-voce Examination will be three members, the examiners may send, if they so desire, along with their reports, questions for use by the board conducting the viva-voce (Oral) examination.

In case an external examiner is unable to conduct a viva-voce, a set of question will be obtained by the Dean Research and Development which will be conducted by an examiner (3rd Examiner) appointed by the vice-chancellor. A copy of the thesis will be sent to the 3rd Examiner.

The report about the performance of the candidate in the viva-voce examination shall be recommended by the external examiner(s) only.

After completion of the viva-voce examination, the chairperson of the viva-voce committee shall consolidate the recommendation for the award of Ph.D. Degree to the candidate.

19. DEPOSITORY WITH THE UNIVERSITY & UGC:

All Ph.D. Candidates shall have to submit four hard bound copies of their Ph.D. Thesis along with four separate CDs to the office of Dean Research and Development before the conduct of viva-voce examination through their supervisor and Head of the Department. The office of Dean Research and Development will send one CD to the University Library, one CD to UGC and one CD will be sent to University Computer center for uploading the Ph.D. Thesis on the University website, after the meeting of Research Award Committee and notification of the Ph.D. Degree by the university.

20 AWARDS OF DEGREES:

- a. If the two examiners of the thesis have recommended the award of the degree and the viva-voce examiner having satisfied himself/herself on the basis of performance of the candidate in the oral examination, that the candidate has written the thesis himself/herself, may recommend the award of the Ph.D. Degree to the Research Award committee (RAC).

The RAC would consider the report of the examiner who has conducted the viva-voce examination (the report in original will be laid on the table for arriving at a decision with regard to the award of the degree).

- b. A candidate whose thesis is "REJECTED" by the examiner, the registration will be cancelled & he/she may be registered again for the Ph.D. Degree on the same subject after he/she makes a written request to that effect.
- c. The result of Ph.D. Degree of a candidate is deemed to have been declared on the date of meeting of RAC where he/she is declared provisionally eligible for the award of degree which will be finally ratified by the academic council and approved by the vice-chancellor. The Registrar/Controller of examination shall publish the result.

21. SUPPLY OF REPORTS

The reports of the examiner may be supplied to the candidate after declaration of the result without disclosing the identity of the examiners. The Ph.D. thesis examiners should be communicated that in case of acceptance of the thesis for the award of the degree to the candidate the reports would be supplied to the candidate.

22. GENERAL CONTROL:

The department shall exercise disciplinary and general control over the research student and their work. Overall control will remain with Dean Research and Development.

23. COMMITTEES & BOARDS:

The composition of the committees and Boards at the department / faculty level shall be as given below;

1. DEPARTMENTAL RESEARCH BOARD (DRB)

The board shall consist of the following:

- a. Head of the department (Chairperson) who holds the Ph.D. degree or senior scientist with Ph.D. degree
 - b. All Professors in the subject, employed in Mandsaur University
 - c. Readers/Associate Professors and Lecturers/ Assistant Professors in the subject who hold Ph.D. degree
 - d. One/two teachers from allied /supporting departments to be nominated by the Dean, Academic affairs
 - e. At least one subject expert from with or outside the University.
 - f. Dean Research and Development (If present, he will be the chairperson).
- The proceedings of Development Research Board containing the Ph.D. course work will be placed before University research consideration and approval.

2. UNIVERSITY RESEARCH BOARD (URB)

It shall consist of the following:

- a. Vice-Chancellor (Chairperson)
- b. The Dean, Academic Affairs
- c. The Dean Research & Development
- d. The Dean of Faculties / Director of the Schools
- e. All Professors and the Head of University teaching departments. Provided that Professors/Heads from only such departments as are engaged in imparting Post Graduate instruction and doing research work shall be eligible for appointment as members.
- f. Two experts from outside the University to be nominated by the Vice Chancellor for two years
- g. The supervisor of a candidate whose synopsis is to be considered for approval in the meeting of University Research Board (URB) should be present in the conducted meeting of URB, if he/she is not a member of URB.

3. COMPREHENSIVE REPORT REVIEW COMMITTEE (CRRC)

- a. Dean of Faculty concerned (Chairperson)
- b. Head of Department who holds a Ph.D. degree / senior most faculty member holding Ph.D. degree.
- c. Supervisor and Co-supervisor, if any.
- d. Dean Research & Development (If present, he will be the chairperson)

4. EXAMINERS PANEL COMMITTEE (EPC)

- a. The Head of the Department (Chairperson) who holds a Ph.D. degree/ senior most faculty member holding Ph.D. degree.
- b. All Professors in the Department.
- c. If there is no Professor other than Head of the Department or the Head of the Department is a Reader/Associate Professor, a Professor from an allied Subject/Department to be nominated by Vice-Chancellor.
- d. Supervisor of the candidate/Co-Supervisor if any.
- e. Dean Research and Development (If present, he/she will be the Chairperson)
- f. Where the quorum is incomplete, Vice-Chancellor may nominate one or two Professor from allied subject/department.

5. SCREENING COMMITTEE

- a. Dean of the Faculty (Chairperson)
- b. Head of the Department who holds a Ph.D. degree/senior most faculty member holding Ph.D. degree.
- c. Supervisor of the Candidate / Co-Supervisor if any.
- d. One or Two Professors from within the Faculty to be nominated by the Vice-Chancellor
- e. Dean Research & Development (If present, he/she will be the Chairperson)
- f. Where quorum is incomplete, the Vice-Chancellor may nominate one or two Professors from relevant /allied subjects

6. RESEARCH AWARD COMMITTEE

- a. Vice-Chancellor (Chairperson)
- b. Dean, Academic (Affairs)

- c. Dean Research & Development
- d. Dean of the faculty/Director of the School
- e. All Heads of the Departments in the Faculty and one Professor from each department in the Faculty by rotation according to seniority for a term of two years.
- f. Concerned supervisor/Co-supervisor if any of the candidate.

7. THESIS PUBLICATION COMMITTEE

- a. Dean of the faculty (Chairperson)
- b. Head of the Dept who holds a Ph.D. degree / senior most faculty member holding Ph.D. degree
- c. Supervisor /Co-supervisor, if any.
- d. Dean Research and Development (If present, he/she will be the Chairperson)

Where the Dean of the Faculty or Head of the Department is the supervisor, the Vice-Chancellor would nominate one expert on the committee. In case the Dean of the Faculty, Head of the Department and Supervisor are the same, Vice-Chancellor will nominate two experts on the committee. Two members will form the quorum.

8. QUORUM:

The quorum for all the committees and the Boards provided herein, unless specifically stated otherwise in the text, shall be one third of the total strength with at least three person including chairman/convener. In such cases, where Supervisor/Head of the Department/Dean of Faculty is the same person, one or two persons may be nominated by the Vice-Chancellor to meet the quorum requirements.