

**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

**ORDINANCE 124 FOR THE AWARD OF THE DEGREE OF DOCTOR OF  
PHILOSOPHY (Ph.D.) OF THE UNIVERSITY**

In order to confer the degree of Doctor of Philosophy (Ph.D.) for the research work characterized by the discovery of facts or fresh approach towards the interpretation of facts or theories on an applied work of great significance, this ordinance is promulgated w.e.f. the academic session 2018-19 in the light of:

- MHRD notification 5<sup>th</sup> May 2016 University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D. Degrees) Regulations, 2016)
- The Gazette of India, July 5, 2016 and Letter No. DO No. F.1 (46) (C) RB/2015: 3281 dated 21.4.2017 Guidelines to be adopted for award of Ph.D. degree in state universities in Rajasthan.), and
- The Gazette of India, July 31, 2018 University Grants Commission: Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018

**O.124.1 Research Board**

**1.1** Creation of knowledge and its dissemination are the foremost duties of a University that are to be executed by its faculty of the Departments, colleges and Centres. The University will have a Research Board composed of the following:

1	Dean nominated by the Vice Chancellor	Chairman
2	Dean PG Studies	Member
3	Deans of the faculties	Member
4	Director Research	Member
5	Deputy/Asstt Registrar (Research)	Member secretary

**1.2** Research Board will have following functions:

- A. Identify and prepare a list of research areas that must address global as well as local issues related to the specializations of the faculty
- B. Promoting faculty members to add new aspects of enquiry and research in their areas of specialization
- C. Mapping future course of research in the University
- D. Suggesting means to improve the quality of the research work, and
- E. Planning and policy making for research
- F. Considering and deciding the mode of research work having special requirements

**O.124.2: Places where the research work can be pursued**

- 1 Ph.D. research work shall be carried out under the supervision of the registered research supervisors at a Research Centre recognized by the University. A research centre will be a PG Department at the University campus or a college affiliated to this University in its jurisdiction and also the institutes and college recognized by the

University Grants commission in consultation with the University concerned under clause (i) Section 2 of the UGC Act 1956. The later must fulfill the criteria given below.

2 Research Laboratories of Government of India/State Government along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations stipulated under sub-clause O.124.2.4 shall be considered eligible to be called a Research Centre.

3 Colleges meeting following criteria alone shall offer M.Phil./Ph.D. Programmes:

3.1 At least two Ph.D. qualified teachers/scientists/other academic staff in a Department running post graduate degree programme.

3.2 Exclusive research laboratories with sophisticated equipment with provision for adequate space per research scholar along with computer facilities and essential software and uninterrupted power and water supply in case of science and technology disciplines.

3.3 Earmarked library resources including latest books, Indian and International Journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and storing study and research materials.

3.4 Colleges may also access the required facilities of the neighboring Institutes/Colleges or of those Institutes/Colleges/R&D laboratories/Organizations which have the required facilities.

### **O.124.3: Eligibility and Registration Criteria for Research Supervisor**

Research work leading to the award of Ph.D. degree shall be carried out under the supervision of the registered research supervisor(s) of the University, either in the University Department/Institute/College or at research centres approved by the University.

#### **1. Eligibility for Supervisor**

The following shall be eligible for registration as Research Supervisor to supervise Ph.D.:

1.1 All faculty members who were recognized as Research Supervisors by this University for M.Phil./Ph.D. before the implementation of this regulation shall continue to act as Research Supervisors however, retired teachers registered as Supervisors will not be allotted any new candidate to register for Ph.D./M.Phil. after the implementation of this regulation.

1.2 Any regular Professor (including Librarian) of the University/affiliated College with at least five research publications in refereed journals and any regular Associate/Assistant Professor (including Deputy-/Assistant Librarian) of the University/affiliated college with a Ph.D. degree and at least two research publications 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.

1.3 Only a fulltime regular teacher (including librarian) of the concerned University Department/affiliated College can act as a registered Supervisor provided his/her selection has been done following government or University norms. The external supervisors are not allowed. However, Co-Supervisor may 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.

**1.4** No faculty member of the University and its affiliated Colleges shall act as a Supervisor for Ph.D./M.Phil. in Private Universities.

## **2 Registration of Research Supervisor**

**2.1** For registration as Research Supervisor, a teacher who fulfills abovementioned qualifications must apply to the Director, Research in the prescribed form obtainable from the research section of the University or is available on the University web site (**Appendix I**).

**2.2** The application in the prescribed format shall be considered and approved by a **Research Supervisor Registration Committee (RSRC)** consisting of the following:

- a) The Dean PG Studies
- b) The Dean of the Faculty concerned
- c) One expert nominated by the Vice-Chancellor
- d) The Director Research
- e) Deputy Registrar/Assistant Registrar, Research- Member Secretary

**2.3** No person shall be permitted to supervise the research work of his/her close relatives, i.e., spouse and blood relatives of self and spouse and son/daughters-in-law.

### **2.4 Research Supervisor at UG College**

**2.4.1** A registered supervisor posted to a college which does not run the graduate course in the faculty concerned may continue to supervise those scholars who are already registered with him/her at the colleges having PG classes in the subject concerned and she/he finds no difficulty in supervising them from the changed place. If a registered supervisor is subsequently transferred to a U.G. College affiliated to the MDS University, she/he may still be allotted fresh candidates, if the college fulfills the criteria O.124.2.4 except in the Faculty of science.

**2.4.2** A registered supervisor, awarded a research project having a position of a Junior Research Fellow, is allowed to get such a JRF registered for the Ph.D. degree, if the supervisor is posted in a U.G. College.

**2.4.3** Any registered Supervisor of the Faculty of Arts, Fine Arts, Social Science, Commerce, Management Studies, Science, Education (both science and non-science) and Law who leaves the University department or an affiliated college or is transferred to a UG College within its jurisdiction or outside the jurisdiction of MDS University shall continue to supervise those scholars who are already allotted/registered with him/her. Any such registered supervisor will continue to guide students registered with them but such scholars will be allotted Co-Supervisor at a research centre recognized by the University with the consent of the main supervisor.

### **2.5 For the Supervisor who left the University/college**

**2.5.1** In case, a registered supervisor leaves the University/College and/or is transferred to an affiliated college where research cannot be conducted then no new allotment of scholars will be made however, the supervisor shall be permitted to supervise those candidates who have already registered with him with the condition that he/she has obtained permission from the Director of Research for this purpose.

**2.5.2** The permission by the Director of Research shall be granted for the above, if the Supervisor has recommended a Co-Supervisor from the research centre where

she/he was registered and has obtained consent of such a Co-Supervisor. Such students shall not be counted as research student registered with the co-supervisor. In case of non-availability of a co-supervisor from the same subject, co-supervisor can be recommended from a related subject.

## **2.6 Provisions during long leave of Supervisor**

Any Supervisor going on long leave of more than 12 months will have to appoint a registered Supervisor as Co-Supervisor for all those Ph.D. students who have been working for more than 12 months and inform the same to the Director Research by sending a letter along with the letter of consent of the Co-Supervisor.

### **O.124.4 Limits of registration of Scholars and refusal to joining**

1. A registered research supervisor shall be entitled to get the research scholar registered up to the limit prescribed for registration before his/her superannuation.

1.1 The present limit is; for Professor -8 Ph.D. + 3 M.Phil., Associate Professor 6 Ph.D. + 2 M.Phil., Assistant Professor 4 Ph.D.+ 1 M.Phil. research scholars, respectively.

1.2 The above stated limit of registration for research scholars is maximum. A Supervisor in consultation with the Head of the Department is expected to inform the University each year regarding the number of vacancies for Ph.D. that can be accommodated with him/her on the basis of available infrastructure, in the format given at **Appendix II**.

1.3 Where a co-supervisor has been allotted, the candidate so registered with him shall not be counted in the prescribed quota of the Research Supervisor.

2. **Refusal by a Supervisor to allow the student to join:** Once Supervisor declares the number of vacancies of Ph.D. to be filled in a particular academic session, he/she will not be allowed to refuse to guide any candidate allotted by the RSAC. In case of refusal by the supervisor, on first offense: he/she may be warned and must not be allotted any student in the following academic session, and on second offense: his/her registration as Supervisor of research may be cancelled by the University.

### **O.124.5 Change of Supervisor**

1 In the event of death/prolonged sickness, resignation, suspension/termination or transfer of the supervisor, change of supervisor shall be considered by the Research Supervisor Allocation Committee (RSAC). The period of the research work done by the candidate under such supervisor shall be counted for purpose of the award of Ph.D. degree.

2 The demand of change of the Research Supervisor shall not be taken as a matter of right but in case, a candidate, who has joined the course after allotment of supervisor fails to get the supervisor changed, as per above procedure, the matter may be decided by the Vice-chancellor on the recommendations of the Grievance Redressal Committee.

### **O.124.6: Database of Research**

1 **Preparation of Database:** The University shall prepare a data base of the registered supervisors, their field of interest and the infrastructure available in the Department/College according to the format at **Appendix II** before sending the notification to the newspapers.

- 2 **Filling Data base Proforma:** The Head of the Departments or the Principals of the affiliated colleges concerned will get the proforma filled by each Supervisor to get information of number of students registered, the number of vacancies for Ph.D. depending on the infrastructure and facilities, broad area of research, research area for the prospective PhD students, brief summary of research activities and research facilities available and send the same to the Director Research for publication on the University Website and notice boards to ensure that the prospective research students are well informed about research activities of the Supervisors. The information may be published at least one week before the date of interview.
- 3 **Research Scholar database:** The University will maintain the list of all the M.Phil./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, Adhar number, date of enrolment/registration.

#### **O.124.7: Eligibility for admission to the degree of Doctor of Philosophy (Ph.D.)**

- 1A candidate seeking admission to the degree of Doctor of Philosophy (Ph.D.) must have obtained Master's degree with at least 55% marks at the postgraduate examination of the university or an equivalent examination recognized by university in the subject or any allied subject for pursuing research. Relaxation of 5% marks in the eligibility (Marks) will be given to the SC/ST and differently able candidates or categories decided by UGC or those who had obtained their Master's Degree prior to 19<sup>th</sup> September, 1991. This relaxation of 5% to above mentioned categories is applicable only on the qualifying marks without including the grace marks procedure.
- 2The Master's degree should have been obtained after taking the Bachelor's degree with full prescribed courses for the degree.
- 3Candidate who takes the B.A. degree of another statutory Indian University as an oriental candidate after passing a public examination in classical or modern Indian language prior to the M.A. degree will also be eligible for registration
- 4Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.
- 5A person whose M.Phil. dissertation has been evaluated and the *viva voce* is pending may be admitted to the Ph.D. programme of the same Institute.
- 6Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its homecountry or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

#### **O.124.8 Research Eligibility Test (RET)**

1. The Eligibility Test termed Research Eligibility Test (RET) will be held once in an academic session based on the availability of the seats with the registered research supervisors for which consent of each Supervisor shall be obtained indicating the number of research scholars they would be able to accommodate on the basis of infrastructure (Appendix II). A second test may be conducted if seats remain vacant after the first test. The Director Research shall issue a notification to this effect in two National and one Regional Newspaper published in Hindi and also on the University website mentioning the number of vacancies in each subject. The information must contain subject/discipline wise distribution of available seats, admission criteria and procedure and centre(s) of examination.
2. The admissions will be granted following State Reservation Policy.
3. **Application for the RET:** The candidate will have to apply in the application form and opt for the subject in which/heshe desires to conduct research.
- 3.1 **Interdisciplinary research:** In order to promote interdisciplinary research, the degree of Doctor of Philosophy shall be awarded in the Faculty. Thus, at the time of filling up the application form for the Research Eligibility Test (RET), a candidate is required to decide the faculty in which he/she desires to pursue research. He/she may therefore opt for any one of the following options and papers for the opted subject in the RET:
  - a) The subject of his/her qualifying examination.
  - b) Allied subject of his/her qualifying examination in the same faculty.
  - c) Different subject of his/her qualifying examination in a different faculty
- 3.2 In case of the option of b) or c) above, the matter of allocation of supervisor shall be considered by the RSAC of the subject which the candidate has opted.
- 3.3 In case of interdisciplinary research within same faculty the Supervisor may or may not opt or the RRC may recommend a Co-supervisor as per the need.
- 3.4 In case of the interdisciplinary research within two different faculties, the candidate will have to opt a Co-supervisor from relevant faculty.
4. **Exemption from the RET:** The following persons shall be exempted from appearance in the RET, however they will have to submit application form for admission to the Ph.D. programme after the appearance of the notification for the same:
  - 4.1 The candidate who has qualified NET/SLET/GATE/any other junior research fellowship eligibility examination conducted by a National agency or is a Teacher Fellowship holder or has qualified M.Phil. programme as per UGC Regulation 2009.
  - 4.2 The permanent teachers of the University/affiliated college recruited as per UGC norms.
  - 4.3 If number of RET exempted candidates is equal to or more than twice the number of vacancies, then the University may not conduct the Eligibility Test.
  - 4.4 The RET shall comprise of two papers of 100 marks each. The duration of each paper shall be one hour. Paper I shall be: General Paper on Teaching and Research Aptitude and Paper II shall be: the subject selected by the applicant. An applicant who does not appear in Paper I Shall not be allowed to appear in Paper II. Paper I and Paper II shall consist of 50 Multiple Choice Questions each. Each question shall carry 2 marks. There will be no negative marking.
  - 4.5 The questions for paper I and II shall be based on the syllabus of National Eligibility Test (NET) of UGC/CSIR in a particular subject selected by the applicant and may be revised from time to time on the recommendation of the Academic council.

**4.6 Marking Response for Question Papers:** The candidate will have to mark the response for questions of Paper I and II on the Optical Mark Reader (OMR) sheet provided along with test booklet.

**4.7 Criteria for Declaration of result:** The candidates who obtain following minimum marks separately in Paper-I, Paper II and aggregate marks in both the papers as given below shall be declared eligible for M.Phil. or Ph.D.:

Category	Minimum Passing Marks		Aggregate Passing Marks
	Paper I	Paper II	
<b>General and OBC (creamy layer)</b>	40%	40%	50%
<b>O.B.C. (Non-creamy layer)</b>	35%	35%	45%
<b>SC/ST/PH</b>	35%	35%	40%

**4.8** Candidate declared eligible shall be required to fill up an application form for the allotment of research supervisor (**Appendix III**) indicating there with the order of preference of his/her research interests, namely proposed research area and prospective supervisors.

**4.9** Merit list of candidates declared eligible in RET shall be formed by calculating an academic score giving weightage to the academic record such as Sr. Secondary, Graduation, Post Graduate, NET, SLET (SET), Fellowships (UGC/CISR) and Permanent Faculty (Higher Education College level) as given below:

S. No.	Qualifications	Weightage	Calculation
A	B	C	D
1	Sr. Secondary	10	D = (Marks obtained/ Maximum marks) x c
2	Graduation	10	
3	Post Graduation	30	
4	NET/SET	15	D = Weightage marks of the concerned criterion
5	Permanent Faculty selected as per UGC norms	15	
6	Fellowship (UGC/CSIR/Major funded Research Project)	20	

The consolidated score shall be calculated by adding scores of all rows in the table.

**4.10 Procedure of allocation/allotment of Research Supervisor:** The allotment/allocation of the Research Supervisor for eligible candidates shall be done by the Research Supervisor Allocation committee (RSAC) depending on the number of available seats per research supervisor in the subject keeping in view the research interest/area, facilities and infrastructure available at the research centre (the scholar- teacher ratio, laboratory, computer(d), library and such other facilities), specialization among the supervisors and the research interest of the student as indicated in the application form. Only pre-determined number of candidates may be considered for allotment in each subject. A person having less than two years to his/her retirement shall not be allotted a new research scholar, however he/she may be opted as Co-Supervisor. The Co-Supervisorship may continue till the completion of Ph.D. of the concerned student(s).

**4.11 Research Supervisor Allocation Committee (RSAC):** The Research Supervisor Allocation Committee (RSAC) shall consist of the following:

- i) Dean PG Studies
- ii) Dean of the Faculty
- iii) Director Research

iv) Deputy/Assistant Registrar-Member Secretary

**4.12 Meeting of RSAC:** The Director Research will fix up and notify the schedule of meetings of the subjects wise RSAC. The RSAC shall conduct its business as required at 4.10 above and shall make its recommendations. The recommendations of the RSAC shall be submitted by the Director Research for the approval of the Vice-Chancellor.

**4.13 Notifications of allotment of Supervisor and joining of Course work**

**4.13.1** After obtaining approval of the Vice Chancellor, the Director Research shall inform the candidates about their admission and the name of supervisor allotted and ask them to submit a joining report to the Dean, PG Studies. The candidate will be required to join by submitting the joining report along with Course work fee for Paper I (Rs. 5000/- in the form of crossed demand draft in the name of “Registrar, Maharshi Dayanand Saraswati University, Ajmer”), a copy of Adhar Card, Call Letter of the University, copies of the marksheet of the qualifying examination and degree/provisional degree certificate and copy of the document using which exemption from RET/course work is obtained. In service candidate shall be allowed to join only if they submit ‘No Objection Certificate; from their employer along with the joining report. If candidate fails to report within the prescribe time period i.e. 20 days from the date of notification, the allotment shall stand cancelled.

**4.13.2** Candidates already holding M.Phil. degree and admitted to the Ph.D. programme or those who have already completed the course work in M.Phil. from MDS University, Ajmer and have been permitted to proceed to the Ph.D. in integrated Course are exempted from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department. They will also be exempted from submitting the fee for the Course Work of Paper I.

**4.13.3** Within fifteen days of joining the Supervisor, a **Research Advisory Committee (RAC)** with a minimum of three members will be constituted by the Supervisor, who will be its convener. All members in RAC must be research supervisors registered with the University. The composition of RAC must be communicated by the Supervisor to the student, Head of the University teaching department/Principal of the College, concerned members of the RAC and the Director, Research. This Committee shall have following responsibilities:

- To review the research proposal and finalize the topic of research.
- To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do
- To periodically review and assist in the progress of the research work of the research scholar.
- To conduct pre-PhD presentation of the thesis and suggest improvements in the work, if any and recommend submission of the thesis for evaluation.
- To approve the thesis for submission towards evaluation by forwarding it

**O.124.9 Scheme of Course Work**

There shall be a compulsory course work of one semester (14 credits) of 6 months with three papers. It shall be the responsibility of the Director, Research to ensure completion of the course work within the prescribed time period. The scheme for the same is as per **Appendix IV**.

**O.124.10 Research Registration Committee**

1. There shall be a Research Registration Committee (RRC) in each subject consisting of the following:
  1. The Dean Post Graduate Studies
  2. The Dean of the faculty concerned
  3. One subject expert nominated by Vice Chancellor.
  4. Director (Research)
2. Following shall be the functions of the RRC:
  - 2.1 the candidate possesses the competence for the proposed research;
  - 2.2 the research work can be suitably undertaken at the Department/Centre/College;
  - 2.3 the proposed area of research can contribute to new/additional knowledge.
3. The meeting of the RRC shall be held at regular intervals throughout the year. Quorum will require presence of minimum three members including the Subject Expert.

#### **O.124.11 Registration of candidate for the Ph.D. degree and date of registration**

1. A candidate who has successfully completed the course work consisting of three papers will be eligible to prepare the synopsis in the format as per **Appendix V** of the research work in consultation with the supervisor. The synopsis has to be presented by the candidate before the Research Registration Committee within a period of three months after the completion of the course work along with an application form for registration where he/she will have to defend his/her proposal (**Appendix VI**). The Supervisor, if willing, may accompany the student bearing him-/herself the expenses on travel and stay. However, the facility of the University Guest House may be availed on the basis of availability of rooms.
2. The RRC may approve, propose modifications and ask resubmission and/or reject the synopsis.
3. After receiving approval of the synopsis by the RRC, the Research section will issue provisional registration letter asking the scholar to deposit the Admission fee as prescribed by the Department or College concerned for admission and also deposit the registration fee of Rs 6,000/- in the University (**Appendix VII**). If a candidate fails to deposit fee and to join the department/college within three months from the date of issue of provisional registration letter, the Director shall inform him/her to join within one month of the expiry of the earlier period on depositing penalty of Rs. 500/-. If the candidate fails to join within the prescribed period, his/her provisional registration would stand cancelled automatically.
4. After the candidate has submitted the prescribed fee, the Research Section will issue final registration letter including the date of Registration which shall be the date of the meeting of Research Registration Committee.

#### **O.124.12 Changes in the topic of Research**

Change in the topic of research may be considered once only in exceptional circumstances to be recorded in writing if the supervisor recommends for such change in the topic and the same is found to be necessary in the interest of research by the Research Registration Committee. The recommendations of the RRC shall be effective after the approval of the Vice Chancellor. Thesis can be submitted only after a passage of one year of the change of topic.

#### **O.124.13 Attendance and admissible period for Research**

1. The minimum time period for submission of the thesis shall not be earlier than three years including the time taken for the Course work and not later than six years. After completion of three years, the candidate shall be required to seek extension for two years by depositing a fee as per the fee schedule (**Appendix-VIII**).
2. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. And 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 M.Phil./ Ph.D. for up to 240 days.
3. After completion of maximum limit, the period shall not be extended except in exceptional circumstances where an extension of maximum one year may be permitted by the Vice-chancellor on recommendation of the supervisor routed through the Head of the University teaching Department/Principal of the affiliated college concerned. In case of grant of extension, the candidate is required to deposit a fee of Rs. 12,000/- for the sixth year.
4. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The Supervisor shall certify that the candidate has taken at least 100 days of guidance in 6 months. The six-monthly progress reports shall be submitted by the Supervisor to the Director Research and a copy of the same must be handed over to the research scholar (**Appendix IX**) to the Director, Research through the Head of the University teaching Department/Principal of the affiliated college concerned.
5. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the University with specific reasons for the cancellation of the registration of the research scholar.
6. The candidate shall not be entitled to take admission to any degree course as regular student during the period of the date of registration and the date of submission of the thesis.

#### **O.124.14: Relocation of married women candidates**

1. In case of relocation of an M.Phil./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 Supervisor and the institute for the part of research already done. Relocations shall be allowed on meeting following conditions:
  - 1.1 Permission of the Research Supervisor with whom the candidate is registered to relocate stating that there will be no IPR issues tagged to the work and neither institute where the candidate was registered nor the Supervisor has any objection vis a vis IPR issues.
  - 1.2 Availability of a Research Supervisor in the subject of expertise required for Ph.D. at the site desired in relocation
  - 1.3 Vacancy of Ph.D. seat with the new Supervisor opted for registration after transfer.
  - 1.4 Approval of the proposed Supervisor to guide the candidate.
  - 1.5 Parent Supervisor must be opted as Co-Supervisor after transfer to the new institute.

**O.124.15 Cancellation of Registration:** The registration shall be cancelled if,

1. A candidate does not garner 75% attendance during the course work or does not put up minimum days of attendance after research registration.
2. A candidate does not provide satisfactory yearly progress report through the supervisor regularly for two years.
3. A candidate fails to submit his thesis by the last date of completion of 5 years of the registration and does not apply for extension within three months after completion of five years.
4. A candidate fails to submit his/her thesis up to the expiry of the extended period of the registration.

#### **O.124.16 Pre-thesis submission seminar and Submission of Panel of Experts and Consent Process**

1. Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Department/Institute concerned which shall also be open to all faculty members and other research scholars. Therefore, adequate notification must be put up by the Supervisor so as to enable interested faculty members and students to attend the same. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
2. Three months before the submission of the thesis, the supervisor shall submit a panel (barring his/her close relative(s), if any) of at least Eight experts in the subject/area concerned. At least 50% of the panel shall be of the rank of Professor or equivalent from abroad/premier institutes like IITs/ICAR/CSIR Laboratories/ Central Universities/DRDO/NITs/IIMs/IITMs/IITs/or eminent scholars from outside the state. Associate Professors and Lecturers in Selections Grade in Colleges having 20 years of experience of PG teaching may also be included in the Panel of Experts (**Appendix X**). The Vice chancellor may, however ask for more names of experts for the panel and in exceptional cases may add names to the panel. In case the subject of research is such that adequate number of experts is not available within India, the panel may consist of two names of experts from foreign countries.
3. The Vice-Chancellor would then select and appoint two examiners from the panel as external examiners.

#### **O.124.17: Requirement for Submission of Thesis and Abstracts**

1. The language of the thesis shall be either Hindi and English except for the thesis submitted in the area of language such as English, Sanskrit, Urdu, Sindhi etc. and shall contain a critical account of the research work carried out by the research scholar. It shall be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge.
2. The research scholar must have published at least one paper in a refereed National/International journal and have presented two papers in any National/International Conference.
3. The thesis shall bear evidence of the research scholar's capacity to analyze and judge as well as his/her ability to carry out independent investigation, design or development. No part of

- the thesis or supplementary published work shall have been submitted earlier for the award of any other degree or diploma.
4. The University has agreed to the norms for plagiarism as depicted in the Gazette of India Notification dated 31-07-2018 titled “University Grants Commission: Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulations, 2018” thus the student and the Supervisor will have to abide by them (**Appendix XI**).
  5. The University will procure plagiarism detecting software and will make available its license to all its supervisors and the staff of the Directorate of Research. The Supervisors shall check all written material for plagiarism prior to the submission of synopsis, summary of the thesis and the thesis to the Research section along with the plagiarism report. However, the research section will confirm and generate the plagiarism report on its own after having received the thesis and its summary.
  6. The Research Scholar must submit an Undertaking and the Supervisor must give a certificate attesting to the originality of the work vouching that there is no plagiarism and that no part of the thesis or supplementary published work has been submitted earlier for the award of any other degree or diploma at any institution.
  7. After the thesis is complete the scholar shall submit 4 copies of summary of the work as well as four printed or type written copies in a bound cover of the color specified in **Appendix XII** along with certificate by the supervisor in the Proformaprovided in **Appendix XIII and XIV** and no dues certificate by the concerned Head of the University Department/Principal of the college concerned. The cover and title page of thesis will be as specified in the model (**Appendix XV**). The scholar shall also be required to submit four soft copies of the thesis on separate CDs in non-editable PDF format. Along with the thesis the candidate must also submit a copy of the certificates indicating successful completion of the course work. The thesis must include a copy of at least one paper published in a referred International/National journal and certificates of having presented papers in at least two International/National conferences attached at its end.

#### **O.124.18 Evaluation of the thesis, Appointment of examiners, Conduct of *viva-voce*, Award of the degree and Cancellation of registration**

1. The University must ensure that the entire process of evaluation of Ph.D. thesis is completed within a period of 6 months from the date of its submission.
2. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who must not be in the employment of the Institute/College where research has been carried out and of whom at least one examiner shall be from outside the country/Premier/out of state Institute. The *viva-voce* examination based among other things on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners and shall be open to be attended by the Members of the Research Advisory Committee, all the faculty members of the Department, other research scholars, students and other interested experts/researchers.
4. The thesis may be submitted for evaluation in soft binding to allow incorporation of corrections, if any suggested by the evaluators and must be hard bound before the date of

final *viva voce* examination. Failure of submission of bound copy shall lead to withholding the pre- degree certificate and the degree of the candidate.

**5.Appointment of Examiner:** The Panel of Experts provided by the Supervisor as per Ordinance 124.16 shall be submitted by the Director-Research to the Vice-Chancellor for appointment of two experts as examiners, with at least one from abroad/premier/outside the State institute to evaluate the thesis.

**6.Evaluation of Thesis**

6.1 The Director Research shall inform the Experts regarding their appointment as an examiner and send therewith a copy of the abstract submitted by the candidate to the examiner for giving consent to evaluate the thesis after perusing the abstract(**Appendix XVI**). The Director shall also inform the examiner that the consent must reach within one month's time failing which it will be presumed that he/she is not willing to evaluate the thesis and the Vice-chancellor will be requested to appoint another examiner.

6.2 After receipt of the consent of both the examiners, the Director-Research shall send the thesis to the respective examiners and the supervisor concerned (who will be internal examiner for this purpose) for evaluation requesting therewith that the thesis may be evaluated within a period of three months of its receipt. The Director shall also send along with the thesis the format of examiner's report as per **Appendix-XVII** and communicate her/him the amount to be paid as remuneration as specified in **Appendix-XVIII**.

6.3 On the recommendations of the examiners the University shall take a decision as per the table below:

S. No.	Recommendation of Examiner			Decision
	1	2	3	
1	Accept	Accept	Accept	Thesis accepted <sup>6.4</sup>
2	Reject	Reject	Reject	Thesis rejected
3	Revise	Reject	Reject	Thesis rejected
4	Accept	Accept	Reject	A <sup>6.5</sup>
5	Accept	Reject	Reject	B <sup>6.6</sup>
6	Accept	Revise	Reject	C <sup>6.7</sup>
7	Accept	Revise	Revise	
8	Revise	Revise	Revise	
9	Revise	Revise	Reject	
10	Accept	Accept	Revise	

6.4 If all the examiners recommend award of degree of Ph.D., the Director Research shall put up the reports before the Vice-Chancellor to appoint one of the two external examiners to conduct the *viva voce* examination of the candidate.

6.5 In case of recommendation of rejection of the thesis by one examiner, the thesis shall be sent to a fourth external examiner appointed by the vice-chancellor and the opinion of the fourth external examiner shall be final and binding.

6.6 If the thesis is recommended to be rejected by two examiners, the thesis will stand rejected however, the research scholar will be allowed to resubmit it within one year, provided the title of the thesis remains unchanged. Time shall be counted from the date on which the candidate is informed of the result and it will not be counted in the maximum period for the

submission of the thesis, i.e. five years from the date of registration. Following this the procedure for thesis evaluation will be repeated.

- 6.7** The candidate shall be required to carry out the modification and resubmit the thesis within a period of one year. Resubmitted thesis will be sent to the same examiner(s) for re-evaluation. However, if any examiner expresses inability to evaluate the thesis again, the Vice Chancellor may appoint another external examiner from the original panel suggested by the Supervisor or a new panel sought by the Vice-Chancellor. Thereafter the table above shall be followed for the final decision.
- 6.8** If one of the evaluation reports of the external examiner in case of Ph.D. thesis is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation/thesis to another external examiner out of the approved panel of examiners along with the report of the examiner whose evaluation report was unsatisfactory and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- 6.9** If both the external examiners recommend rejection of the thesis it will be rejected and the registration shall automatically stand cancelled.

## **7. Conduct of *viva-voce***

- 7.1** Notice for the *viva voce* shall be sent to the concerning Head of the teaching department of the University for display on the Notice Board. It must clearly state that all students, research scholars and faculty members can attend the same. The information regarding the conduction of *viva-voce* examination should also be given to the Dean of the Faculty concerned.
- 7.2** In case the University does not have a teaching department in the subject in which the Ph.D. thesis is submitted then the open *viva voce* must be conducted at a related department to be decided by the Director, research in consultation with the Vice Chancellor.
- 7.3** The *viva voce* shall be conducted jointly by the supervisor(s) and one external examiner, who must ask questions and seek clarification from the candidate. Based on the presentation of work and the defense of the thesis, the examiners shall submit their *viva-voce* report jointly to the University in the format provided in **Appendix-XIX**. The reports of the examiners will be finally placed before the Vice-Chancellor for acceptance.
- 7.4** If *viva-voce* report is unsatisfactory the *viva-voce* examination shall be held again within a period of 6 months from the date of first *viva voce* examination on payment of the requisite fee. At such second *viva voce* examination, the Vice-Chancellor if required, may appoint any other examiner from the panel. If the candidate fails to get satisfactory report in the second *viva-voce* examination, the thesis shall be rejected and his/her registration shall automatically stand cancelled.
- 8. Award of Degree:** The Degree of Doctor of Philosophy shall be awarded from the date of the approval of the Vice-Chancellor on the report of *viva-voce*. The degree (**Appendix-XX**) shall be released after passing the supplication of the grace by the University authorities. However, *in lieu* of the degree, a Provisional Degree Certificate as per **Appendix-XXI** shall be issued to the candidate.
- 8.1** The Director Research shall also issue a notification every month indicating the name and other details of the Scholars who have been issued the Provisional Certificate during that month. A copy of the notification shall also be uploaded on the University website and be sent to all concerned and to the Newsletter: University News (AIU).

**8.2** During the period between the of issue of the Provisional Certificate and conferment of the degree of Ph.D. to research scholar, if Provisional Certificate is lost or has been destroyed and the candidate has a real need for duplicate provisional certificate, it may be issued on production of an affidavit on a non-judicial stamp paper of Rs. 100/- by the applicant concerned along with an application to this effect and remittance of prescribed fee to the Registrar.

#### **O.124.18 Depository with INFLIBNET**

1. Following the successful completion of the evaluation process and announcement of the award of Ph.D. degree, the University shall submit a soft copy of the Ph.D. thesis to the University Coordinator INFLIBNET within a period of thirty days, for hosting the same on INFLIBNET accessible to all Institutions/Universities.
2. Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the degree has been awarded in accordance with the Minimum Standards and Procedure for Awards of Ph.D. degree of Maharshi Dayanand Saraswati University Ajmer according to the guidelines of UGC Regulation 2016.

**Note:** The provision of UGC (Minimum Standards for the award of Ph.D. and M.Phil. degree) Regulation 2016 shall not apply to a candidate who had applied for Ph.D. registration upto 9 September 2018.

#### **O.124.19: Intellectual Property Rights (IPR)**

Intellectual Property rights including publications of the research work carried out by the candidate under a supervisor recognized by the University, shall vest jointly in the Supervisor, the candidate, the college/University Teaching Department where the work was conducted and the University. The Patent rights related to research shall be dealt under the IP policy of the University.

#### **O.124.20: Grievance redressal**

A Grievance Redressal Committee (GRC) will dispose the grievances related to the registration, submission of the thesis, conduct of *viva-voce* examination etc. If there is any matter related to general policy framework of research in the University, the matter may be recommended to be placed before the Research Board.

1	Dean PG Studies	Member
2	Dean of the concerned faculty	Member
3	Director Research	Member
4	Deputy Registrar (Research)	Member secretary

#### **O.124.21 Incentives to the Research Scholars**

##### **1. Best Student Research work of the Year**

Any student who has been awarded Ph.D. in the concerned session till 30<sup>th</sup> March every year may apply for this award that must be scrutinized first by the research centre (affiliated College/University Teaching Department/Centre) and only one name must be forwarded to the Director, Research by the Principal/Head of the Department/Director of Centre for each

subject by 30<sup>th</sup> May every year along with brief biodata and abstract of the research work of the applicant. These applications will be scrutinized by a screening committee constituted by the Vice Chancellor on the basis of techniques/technology developed or impact that may be created on planning and policy processes/conceptual understanding of the subject, mechanisms deciphered, discoveries done (national and international), patents, software developed and the number of users, novelty of work, number of publications in journals having Thompson Reuter (ISI) Journal Impact Factor, Verifiable Citation index, H Index and I<sub>10</sub> index on google scholar. The best 10 students must be invited by the Director, Research to the University to present their work in the month of September every year. The work as well as presentation followed by discussion and comments must be evaluated by a committee of all Deans of the faculties and an expert nominated by the Vice Chancellor. Best three researchers selected must be awarded Rs. 10000/- each and a certificate for the purpose and the novelty, relevance and importance of the research work of each awarded student must be informed in brief to the audience during convocation, when these awards shall be given away. The quality of research work awarded must be really high thus if no suitable candidate is found then the committee may not recommend any name for the award. Recommendations of the Committees will be considered final. Remuneration for the screening and evaluation must be decided by the Vice Chancellor.

#### **O.124.22 Incentives to the Research Supervisors**

- 1. Research workload:** Two hours per week will be credited to the teaching load of each University teacher who has PhD student(s) (irrespective of the number) enrolled with him/her or is a Principal Investigator/Co-Investigator in a major Research Project funded by an external agency.
- 2. Participation in Conferences/Seminars/Symposia/Workshop/Training:** A maximum of Rs. 2 lakh every year or to the maximum limit of the Professional Faculty Fund earned by each Department till date, whichever is lower, may be utilized by the faculty members of the concerned teaching departments of the University for registration, accommodation, travel expenses and DA if a research paper is accepted for presentation in any International/National Conference/Seminar/Symposium or delivering lecture as resource person in any training/workshop. For which the application consisting details of expenditure expected must be sent to the Director Research along with the abstract of the paper to be presented and the acceptance of the organizer. The Director Research will place it for the consideration of a committee of Faculty Dean, Director, Research and Deputy/Assistant Registrar, Research. The Committee will confirm that the event is being organized either by a recognized University or by an established society in the area of subject of the Conference and not by an event organizer and then submit its recommendation to the Vice Chancellor. The applicant must submit the application and necessary documents at least one month before the date of commencement of his/her journey for the purpose. If permitted by the Vice Chancellor, the bills shall be reimbursed by the finance section. Affiliated colleges must also make provisions for such activities.
- 3. Research Grant:** A new budgethead, Research (for consumable, small equipment, fabrications and contingency) must be created for each department of the University with a sanction of Rs. 1 lakh for Departments in Science and Rs. 50,000/- for the departments in other faculties. The amount must be raised by 10% every year.
- 4. Rewarding Research:** Best Research Contributor of the University (Certificate and Rs. 25000/- award to be given at the time of Convocation where summary of contribution must

be informed) may be picked up in each faculty out of the teachers in the affiliated colleges as well as University teaching departments. This award must be given only once to any teacher. A teacher must be awarded only when the importance of his/her work is established on the basis of techniques/technology developed or policy changes adopted by district/state/national/international level, mechanisms deciphered, discoveries done (national and international), patents, software developed and the number of users, number of publications on journals having Thompson Reuter (ISI) Journal Impact Factor, Major funded Research projects handled, Citation index, H Index and I<sub>10</sub> index (verifiable on google scholar). Final selection must be done by the Research Board of the University. The winner must be asked to make a presentation of 30-45 min, one day before the Convocation that should be attended by all teachers, students and faculty of affiliated colleges of the city of Ajmer. The teacher concerned must be given TA/DA as per the University A&F norms.

## **APPENDICES:**

- I. Application Form for Registration as Research Supervisor.
- II. Proforma for the Registered Supervisor regarding vacancies and facilities available for the academic session
- III. Application Form for the Allotment of Research Supervisor.
- IV. Scheme and Syllabus for Course Work.
- V. Format for the Synopsis of Proposed Research Work
- VI. Application Form for Research Registration
- VII. Format for letter informing provisional registration of research and seeking deposition of fee
- VIII. Format for Declaration of Candidate for extension of maximum duration .
- IX. Half Yearly Progress Report.
- X. Format of Panel of Experts.
- XI. Norms for plagiarism
- XII. Colour Scheme for Cover of Thesis.
- XIII. Format for Certificate of the Supervisor to accompany the thesis.
- XIV. Format for Certificate to be given by the Supervisor in the thesis.
- XV. Model for Cover & title page of the Thesis.
- XVI. Format for letter to the Examiner for consent.
- XVII. Format for Examiner's Report on Thesis
- XVIII. Schedule of Remuneration/Honorarium to be paid.
- XIX. Format for Viva Voce report
- XX. Format of Degree of Ph.D.
- XXI. Format for Provisional Degree Certificate.
- XXII. Schedule of Various Fees.

### Abbreviations

CSIR Council of Scientific and Industrial Research

DoEn Department of Environment & forest

CSSR Council of Social Science Research

DST	Department of Science and Technology
IPR	Intellectual Property Right
RAC	Research Advisory Committee
RB	Research Board
RET	Research Eligibility Test
RRC	Research Registration Committee
RSRC	Research Supervisor Registration Committee
UGC	University Grants Commission
RSAC	Research Supervisor Allocation Committee

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

APPLICATION FORM FOR REGISTRATION AS RESEARCH SUPERVISOR

(Reference Ord. 124.3.2.1)

1. Name of the Applicant

In English (Capital Letters) Mr./Ms.....

In Hindi: श्री/सुश्री .....

2. Gender: Male/Female/Other Category: Gen/SC/ST/OBC/MBC

3. Father's Name.....Mother's Name.....

4. Address.....

5. Telephone No.: Basic.....Mobile.....

6. E-mail ID.....

7. Present Address of Posting.....

8. Nature of Appointment: Permanent/Temporary/Adhoc

9. Details of Doctoral Degree: Topic.....

Year of Award.....

Name of the University.....

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

10. Details of Subject desired to supervise Research:

Basic Subject.....

Allied Subject(s) in the Same Faculty:.....



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d. Participation in Conference in the area of Research work concerned

S. No.	Name of the conference	National/ International	Date & Venue	Title of Paper Presented	Copy of Certificate of Presentation attached Page No.

e. Details of patents filed/granted: .....

14. **No. of Candidates Supervised and awarded Ph.D. degree** .....

S. No.	Name of the student	Title of the thesis	Date of registration	Year of award of degree

15. **Details of Infrastructure available for research in the Department/College:**

S. No.		With the Department
1	Total Number of registered supervisors in the Department	
2	Number of computers available for research students	
3	Essential software	
4	Adequate equipment available (append list of equipment costing more than Rs. 1 lakh)*	
5	Annual budget for the consumable*	
6	Append the list of journals subscribed by the library related to the subject	
7	Uninterrupted power supply*	
8	Uninterrupted water supply*	

\*Applicable for science and technology subjects only

### Declaration/Undertaking

i. The information furnished in this form is true and correct to the best of my knowledge and if found incorrect at any time I shall bear the consequences what so ever be.

- ii. If, Registered as Research Supervisor, I shall abide by the rules, directions and orders of the University faithfully, failing which I shall be liable to the disciplinary action against me including cancellation of registration as Research Supervisor.
- iii. I am submitting a **Mock Synopsis** for assessing my capability of guiding research.
- iv. As Research Supervisor, I shall conduct teaching and evaluation of the Course Work assigned to the Supervisors

List of Enclosures:

- 1. Mock Synopsis
- 2.
- 3.

**Date:**

**Signature of the Applicant**

**No.....**

**Date:**

Forwarded to the Director Research, M.D.S. University, Ajmer for necessary action after verification of the information. It is assured that the Head of the Department/Principal of the College/Director of the Centre/Institute shall abide by the rules, directions and orders of the University regarding research and its conduction.

**Signature of the Principal/Head of the Department/Director of Centre/Institute with seal.**

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

PROFORMA TO BE FILLED IN BY THE SUPERVISOR REGARDING VACANCIES AND FACILITIES AVAILABLE FOR THE ACADEMIC SESSION.....

(To be sent to the Director Research, MDS University, Ajmer)  
(Reference Ord. 124.4.1.2)

1. Name of the Supervisor Mr./Ms. ....
2. Designation.....
3. Department.....
4. College, if applicable.....
4. Date of Birth.....
5. Address.....
6. Email ID.....
7. Telephone Nos. Residence.....Office.....Mobile.....
8. Details of Subjects for supervising Research:  
Basic Subject.....  
Allied Subject(s) in the Same Faculty:.....  
Allied Subject(s) in any Other Faculty:.....  
Specific Field(s) of Interest /Area(s) of Research:.....
10. Registration as Research Supervisor (Letter no. and date) (Enclose Copy)  
.....
11. Research Experience (Yrs).....
12. Brief Summary of Research (Activities including major research projects, research papers published, Patents filed/granted/participation in seminar/conferences/workshops etc.) Add separate sheet, if necessary.
14. State the titles of the research papers published by you in the referred peer journals in the concerned area.
15. No. of Candidates supervised and awarded Ph.D. degree .....

16. Number of Ph.D. Scholars presently allotted.....Registered.....Thesis submitted.....

17. Number of M.Phil. Students enrolled.....

**18. Number of students that may be allotted this year after considering necessary infrastructure and other support criteria as given below:**

S. No.		With the Supervisor	With the Department
1	Total Number of registered supervisors in the Department		
2	Number of scholars allotted for Ph.D. in the continuing session		
3	Number of scholars currently registered		
4	Number of scholars whose thesis has been submitted but evaluation is pending		
5	Number of M. Phil. students currently enrolled		
6	Number of computers available for research students		
7	Essential software		
8	Adequate equipment available (append list of equipment costing more than Rs. 1 lakh)*		
9	Annual budget for the consumable*		
10	Append the list of journals subscribed by the library related to the subject		
11	Uninterrupted power supply*		
12	Uninterrupted water supply*		

.....

**Signature of the Supervisor**

Forwarded with the comment that the Department/College/Centre has sufficient infrastructure to accommodate the number of Ph.D./M/Phil. Students as mentioned at point 18 above.

**Head of the University Department/Principal of College/Director of Centre**

**APPENDIX - III**

**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

**APPLICATION FORM FOR ALLOTMENT OF RESEARCH SUPERVISOR**

(Reference Ord. 124.4.8.)

1. **Name of the Applicant**  
**In English (Capital Letters)Mr./Ms.....**  
**In Hindi श्री/सुश्री .....**
2. **Gender:** Male/Female/Other      **Category-**SC/ST/Gen./OBC/Other
- 3.**Address.....**  
.....
4. **Telephone No.:** Basic.....**Mobile.....**
5. **E-mail ID.....**
6. **Father's Name.....Mother's Name.....**
7. **Subject in which RET is qualified .....**
8. **Subject desired to pursue research.....**
9. **Employed/Not Employed**



RET/NET/SET/GATE/ANY Other					
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12. Details of publication of article in the Peer reviewed Journal:

Title of Article	Name, Vol and Page number of Journal	Year	Impact Factor Thompson Reuter (ISI) Journal, if any	Author(s)	Remarks

13. Details of papers presented in National/International Conference/Seminar/Workshop:

Title of paper	Event presented	Where	Dates	Venue	Copy of certificate of presentation & abstract attached at Page No.

### Declaration/Undertaking

14. I hereby declare that -

- (i) The information furnished in this form is true and correct to the best of my knowledge and if found incorrect at any time, I shall bear the consequences what so ever be.
- (ii) I shall abide by the rules and directions and orders of the University faithfully during the period of my research work.
- (iii) I have carefully read the relevant provisions of O. 124 of the University.
- (iv) I have visited the University website [WWW.mdsuajme.r.ac.in](http://WWW.mdsuajme.r.ac.in) in respect of the database of registered research supervisor in the subject, their field of interest and infrastructure available at the respective research centers.
- (vi) I am not pursuing to any course of study leading to the award of the degree of Postgraduation and M.Phil. etc. and will not do so till the submission of my thesis.

Date :

Signature of the applicant

## APPENDIX - IV

### Norms and outlines of the syllabus for conduct of the Course Work

(Reference Ord. 124.9)

1. There shall be a compulsory course work of one semester with three papers as below and a candidate who has joined for a course work shall be required to complete the course work to get himself/herself registered for the Ph.D. Programme:

Paper	Title	Max. Marks	Credits	Min. hours of instruction		Min. hours of self study	
				Per Week	Per Semester	Per Week	Per Semester
I	Research Methodology and Computer Applications	75	4	4	60	6	90
II	Review of Literature	75	6	6	90	6	90
III	Research Proposal: Design and Techniques	50	4	4	60	10	150
	TOTAL	200	14	14	210	22	330

- 1.1 The course work of Paper- II and III shall be conducted at the concerned College/Department/Centre as per the course outline given below:

#### A. Paper II - Review of Literature

It will consist of training on how to collect, classify, orient, present and write review of literature. It will be primarily done under the supervision of the Research Supervisor. The Supervisor concerned shall assign topic(s) to the candidate on the aspects on which the candidate might carry out his/her research work. She/He will also suggest the candidate, the standard formats to write and submit the review articles on the topic(s) given. The candidate shall present at least two seminars covering the topic(s) before the Research Advisory Committee, teachers and the students of the Department and shall improve it on the basis of the discussion and suggestions raised therewith. The candidate must present the writeup of the review articles to the Research Advisory Committee and make final presentation at the end of the semester to the Research Advisory Committee, teachers and the students of the faculty where at least two Research Supervisors including the Research Supervisor of the candidate shall be present.

#### B Paper III- Research Proposal: Design and Techniques

The objective of this paper is to train the candidate on how to plan and write proposals of Research. The candidate will collect research papers dealing with the methodology as per the objectives set for the study in consultation with the Supervisor. Thereafter, he/she will have to standardize the techniques and/or prepare material like questionnaires that would be necessary to conduct the research work. The Research Supervisor concerned shall guide the candidates to prepare research proposals for seeking grant in the format of a funding agency. The research proposal shall finally be prepared in a form of the Synopsis on the topic on which the candidate desires to pursue his/her research. This will first be presented as a seminar before the Research Advisory Committee, teachers of the faculty and the students. Thereafter the same may be improved on the basis of the discussion and suggestions raised during the seminars and then finally be presented again as a seminar and writeup in front of the RAC, teachers and students of the Department.

to the Director-Research in the format as per the provisions of this ordinance for presentation and defense of the Synopsis.

**C Assessment of Paper II & III.** The two seminars and their writeups will have to be evaluated out of 40 marks (10+30) in all by the Supervisor. The written material of the Paper II and III as well as the final seminar presentations shall be evaluated by the Research Advisory Committee of the candidate. The honorarium of Rs. 2000/- per candidate must be paid to each member of the RAC for the assessment of paper II&III as a consolidated amount. On the basis of evaluation and presentation of Paper-II and III, the Head/Incharge/Director of the Department/Principal of the College/Centre shall issue a certificate in the following format and submit the same to the Director-Research alongwith the synopsis prepared on the basis of the Paper III.

### Certificate

This is to certify that Mr./Mrs.....Son/Daughter of Mr.....has qualified/not qualified the Course Work of Paper-II & III for Registration for the Ph.D. programme in the Department of.....of the.....(name of the College/University) on.....(date/month/year).

He/She has secured marks as below:

Paper	Subject	Credits	Max. Marks	Qualifying Marks	Marks Obtained
II	Review of Literature	6	75	45	
III	Research Proposal: Design and Techniques	4	50	30	

Certified that the performance of Mr./Ms. .... Son/D/o of Mr. .... was satisfactory/unsatisfactory for the above stated papers./ Mr./Ms. .... was present only for ...days and was short of minimum 75% attendance.

**Signature and name of Supervisor with date**

Forwarded.

**Head of the Department/  
Principal of the College**

**D.Norms for the conduct of Centralized Course Work of Paper-I**

D.1 The course work of Paper-I shall be conducted centrally in the University for a period of 15 working days with continuous assessment and the entire programme must be organized by the Coordinator/Co-coordinator appointed by the Vicechancellor for this purpose.

D.2 The course work of Paper I (appended as annexure I) will be conducted faculty-wise as per the combinations given below:

- a) Arts, Fine Arts, Social Science, Education (excluding Science) and Law
- b) Commerce and Management Studies
- c) Science and Education (in Science)

D.3 There shall be a section of maximum 80 candidates and if possible, minimum two sections must be run simultaneously.

D.4 The Coordinator shall chalk out day by day activities and invite suitable Resource Persons for instructions and teaching of the candidates as per the requirement of the syllabus of this paper.

D.5 Every day, there shall be two sessions of one hour and 30 minutes each and one session of one hour for the conduct of the coursework.

D.6 Each Resource Person may be allowed to teach a maximum of two sessions in a day and a maximum of eight sessions during the course.

D.7 **Assessment:** The paper will be assessed internally on the basis of four internal assessments. Out of the four, the best three will be considered for the evaluation of the performance of the candidates as satisfactory. In case of unsatisfactory performance or shortage of attendance (minimum of 75% of the sessions) or absence due to valid reason, only one chance shall be allowed to the candidate to attend the next session of course work of Paper I. Unsatisfactory performance or shortage of attendance (minimum of 75% of the sessions) or absence due to any

reason in the given chance shall lead to the cancellation of entitlement of the candidate for Research and the allotment of the Supervisor.

D.8 A certificate in the following format shall be issued by the Coordinator to the candidate as well as to the Director-Research on completion of the course work of Paper-I:

**Certificate**

This is to certify that Mr./Ms.....Son/D/o of Mr.....has attended and completed the teaching/instructions for the course work of Paper-I conducted by the University from.....to.....satisfactorily for the course work of Paper-I for registration for the Ph.D. programme.

Paper	Subject	Credits	Max. Marks	Qualifying Marks	Marks Obtained
I	Research Methodology and Computer Applications	4	75	45	

Certified that the performance of Mr./Ms. .... was satisfactory/unsatisfactory for the above stated paper. / Mr./Ms. .... was short of minimum 75% attendance.

**Course Coordinator**

**Course Co-Coordinator**

D.9The student who does not qualify in any of the papers he/she will be allowed a second chance to clear it within next 6 months. He/she will not be required to attend the classes again for Paper I but in case of Paper II and III, he/she will have to attend the classes again. Unsatisfactory performance even after second chance will automatically cancel the registration of the candidate.

D.10In case the performance is unsatisfactory due to attendance, no second chance shall be given to the student and his/her registration for Ph.D. will be automatically cancelled.

**D.11Honorarium and other allowances to the Resource Persons**

The Resource Persons will be paid honorarium @Rs. 1000/- per hour. The local Resource Persons shall be paid conveyance allowance @Rs. 100/- per day. The outstation Resource Persons if traveling by Taxi or own car shall be paid @Rs. 09.00 per Km. or as per the increase in rates from time to time for the journey undertaken. Expenses on boarding and lodging if staying in the University Guest House shall be borne by University Department of research else D.A. as per University Rules shall be paid. Traveling of the Resource Person by train shall be allowed as per the University A& F Rules.

**D.12Honorarium to the Coordinator/Co-Coordinator and other associates/officials:**

There shall be a Co-Coordinator for each section. The requirement of the associates/officials to conduct the centralized course work shall be proposed along with the rate/amount of honorarium by the Coordinator for the approval of the Vice-Chancellor. The expenditure on account of conduct of course work (honorarium, TA/DA/other allowances, working expenses, expenses on reading material etc.) shall be met out of the fee charged from the candidate for the course work and from the budget head of expenditure :

Budget Head 2202-UNIVERSITY ADMINISTRATION-169-a)Expenses on Ph.D. Course Work.

D.11 The list of the eligible candidates for the course work of Paper-I shall be provided to the Coordinator by the Director - Research along with their address and contact numbers. The arrangement for accommodation to the outstation men and women candidates shall be provided as per the norms decided by the Registrar. The Coordinator shall finalise the place for the conduct of teaching of course work in consultation with the Registrar.

**APPENDIX - V**  
**Format for the Synopsis of Proposed Research work**  
**(to be supplied in Four copies)**  
(Reference Ord. 124.11.1)

1. Name of the Scholar (In English) Mr./Ms.....  
(In Hindi) श्री/सुश्री.....
2. Title of the Research Work:  
(In English).....  
(In Hindi).....
3. Location
  - a. Institution/Department where the work is to be done
  - b. Geographical area of Investigation, if any.
4. Introduction Importance of Proposed Investigation, Objective.
5. Review (Work already done on the subject of proposed Research Study.)
6. Research Gaps identified in the proposed field of investigation. (Based on the review)
7. Major Hypothesis, if any
8. Research methodology.
9. List of references cited.

**Signature of the Candidate with date**

Outline Approved.

Name and Signature of Supervisor with date & seal

Name and Signature of Member, RAC with date

Name and Signature of Member, RAC with date

**APPENDIX - IX**  
**Yearly Progress Report of the Ph.D. Work**  
(Reference Ord. 124.13.4)

1. Particulars about the candidate
  - (i) Name
  - (ii) Designation (if applicable)
  - (iii) Institution where employed (if applicable)
  - (iv) Period of the Report
2. Registration Letter No. and Date:
3. Title registered for Ph.D.:
4. Particulars of the Supervisor(s)
  - (i) Supervisor
    - i. Name
    - ii. Designation
    - iii. Institution where employed
  - (ii) Co-Supervisor
    - i. Name
    - ii. Designation
    - iii. Institution where employed
5. Name of the Department and Institute where research is being conducted
6. Area of work and title of proposed thesis:
7. Details of progress
  - (a) Work for the period of progress report presented before the RAC on .....(Date)
  - (b) Summary of the progress (~ 300 words) about the work carried out during the period shall be attached by the candidate in duplicate duly signed by the candidate and countersigned by the Supervisor and the Research Advisory Committee) that must include:
    - (i) Experiments laid down and completed
    - (ii) Parameters for which data collected and analysed
    - (iii) Gaps identified, if any
    - (iv) Manuscripts under preparation for publication/communicated/accepted for publication (attach copy as well as acceptance letter).
    - (v) Abstracts sent for the presentation in conference(s)/seminar(s) (attach copy) and papers presented (attach certificates of paper presentation)
8. Has the research fee been paid for the years in question, if so enclose photo copy of receipt?

Date.....

Signature of Candidate

8. Remarks of the Research Advisory Committee
  - (a) Performance: Satisfactory/Not Satisfactory
  - (b) Suggestions Communicated.....

Name, designation, date and signature of Supervisor

Name, designation, date and signature of Advisor

Name, designation, date and signature of Advisor

9. Final Recommendation of the Supervisor:

It is certified that the candidate has taken -----days of guidance during this year (.....) and has progressed enough to achieve the goals satisfactorily.

Date.....

Place:.....

Forwarded.

Signature of the Head/Incharge of the Department

(Above format of the Progress report shall be applicable for the candidates who were registered under Regulation 2016. For others, previous format will be applicable)

**APPENDIX - X**  
**FORMAT FOR PANEL OF EXPERT IN THE SUBJECT/AREA CONCERNED**  
(Reference Ord. 124.16.2)

Name of Expert with designation	Official Address	Residential Address	Telephone No. Landline & cell	Email ID	Area of Expertise
---------------------------------	------------------	---------------------	-------------------------------	----------	-------------------

1.

2.

Place.....

Date:.....

**Signature of supervisor with Designation**

**Note:** As per O.124.16 at least Eight Experts are to be recommended. At least 50% of the panel shall be of the rank of Professor or equivalent from abroad/premier institutes like IITs/ICAR/CSIR Laboratories/ Central Universities/DRDO/NITs/IIMs/IITMs/IITs/or eminent scholars from outside the state. Associate Professors and Lecturers in Selections Grade in Colleges having 20 years of experience of PG teaching may also be included in the Panel of Experts. Authenticity of the rank of the examiners given in the panel shall be the soul responsibility of the supervisor. Supervisorship may be cancelled by the University if the expert is found wrong.

**APPENDIX –XIV-A**

**DECLARATION TO BE SUBMITTED BY THE CANDIDATE WITH THESIS**

(Reference Ord. 124.17.6)

It is hereby declared that the undersigned has got my research paper on the topic.....published in a peer reviewed journal namely.....and appended its copy at the end of the thesis wherein my institute has been acknowledged for providing facilities to conduct this research work.

Date:

**Signature of the candidate**

**Name & Registration No.**

**APPENDIX - VIII**  
**COLOUR SCHEME FOR THESIS COVER IN DIFFERNT FACULTIES**  
(Reference Ord. 124.17.6)

- |    |  |              |
|----|--|--------------|
| 1. | Faculty of Arts/Social Science<br>Fine Arts, Music & Dramatics | -Red         |
| 2. | Faculty of Commerce  | -Yellow      |
| 3. | Faculty of Education/<br>Journalism & Mass<br>Communication    | -Crimson     |
| 4. | Faculty of Law   | -Purple      |
| 5. | Faculty of Management<br>Studies                               | -Light Green |
| 6. | Faculty of Sanskrit/<br>Vedic Studies                          | -White       |
| 7. | Faculty of Science   | -Light Blue  |

**APPENDIX XIV-B**

**(Declaration to be given by the Candidate on a non-judicial stamp paper of Rs. 100/- and verified by a Notary)**

(Reference Ord. 124.17.6)

The declaration below must also be appended in the thesis

**DECLARATION**

I, .....S/o/D/o hereby declare that the research work incorporated in the present thesis entitled "....." is my own work and is original carried out under the guidance of my research supervisor. This work (in part or in full) has not been submitted to any University for the award of a Degree or a Diploma. I have properly acknowledged the sources and the material collected from secondary sources wherever required and there is no plagiarism. I solely own the responsibility for the originality of the entire content.

I have also completed the relevant requirement of Ordinance in force.

Date:

**Signature of the candidate**

**APPENDIX XIII**

**Certificate to be given by the supervisor in the thesis**

(Reference Ord. 124.17.6)

The content below needs to be printed on the letterhead of the Supervisor and attached in the thesis.

**CERTIFICATE**

This is to certify that thesis entitled "(title of thesis in English or in Hindi).....by (Name of candidate) has been submitted under my guidance. He/She has completed the following requirements as per the Ph.D. regulation of the University:

- (a) Satisfactory completion of the Course work as per the university rules,
- (b) Residential requirement of the university,
- (c) Regular submission of half yearly progress report,
- (d) Pre-thesis submission presentation in front of the Research Advisory Committee, faculty as well as students of the department,
- (e) Publication/acceptance for publication of minimum one research paper in a referred research journal
- (f) Presentation of two papers in any National/International Conference
- (g) Requirement of no plagiarism in the work

I recommend the submission of thesis.

Date:

**Signature of Supervisor with Seal**

**APPENDIX XV**  
(Reference Ord. 124.17.6)  
**Format of Cover & Title Page**

.....  
.....

(Title of Research work)

A THESIS

submitted in accordance with the provisions of Regulation 2016 of UGC for the Award of Ph.D.  
Degree of Maharshi Dayanand Saraswati University, Ajmer

in the Faculty of.....

By

.....

(Name of Candidate)

**MDS University MONOGRAM**

Under Supervision of

.....

(Name & Designation of Supervisor)

(Name of the University Department/College.....)

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

Year of Submission.....

**APPENDIX – XI**  
**Format for Letter of appointment of examiner**  
(Reference Ord. 124.18.6.1)

**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

No. F-15/Res.....

Date.....

To,

-----  
-----  
-----  
-----

Dear Sir/Madam,

The Vice-Chancellor has been pleased to appoint you as an examiner to evaluate a thesis titled  
"....."  
.....  
.....  
....." for the award of the degree of Ph.D. of the University. A  
copy of the abstract of work is sent herewith for your perusal.

I shall be grateful if you kindly convey acceptance by.....so that the thesis may  
be mailed to you. An early reply, preferably through e-mail at .....is requested.

Incase your consent is not received with in the given time, it will be presumed that you are not  
willing to evaluate the Thesis and the Vice Chancellor will be requested to appoint another  
Expert as an examiner.

Encl: As stated above.

Yours truly,

Director (Research)

**APPENDIX - XVII**  
**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

**Proforma for evaluation of Ph.D. Thesis**

**(The report should be sent to the Dy. Registrar (Research) M.D.S. University, Ajmer as hard copy as well as soft copy at E-mail ID.....)**

(Reference Ord. 124.18.6.2)

(Note: The Examiner is requested to give recommendations in the format given below and is also requested not to leave any form unfilled. Write NA wherever the information is not applicable.)

**PART- A**

**Name of the Candidate:**.....

**Thesis Title** .....

**Supervisor**

Name:.....

Designation:.....

Institution:.....

**Co-Supervisor**

Name:.....

Designation:.....

Institution:.....

Research Center:.....

**Examiner**

Name .....

Designation:.....

E-mail: ..... Phone .....

Mailing Address.....

**Summary of Report\***

S.No.	Details	Yes	No	N.A.	Comments
1.	Outcome of the research work makes a significant contribution to the relevant field in terms of novelty, discovery and importance?				

2.	The research work is characterized by the discovery of facts				
3.	The research work has a fresh approach towards the investigation of facts.				
4.	Thesis evinces the candidate's capacity for critical examination and sound judgment.				
5.	It is satisfactory in point of language and presentation of such matter.				
6.	Presentation with respect to Language is acceptable				
7.	Introduction clearly reveals: Why the study was undertaken including relevance and importance What the candidate intended to do, (i.e. whether objectives picked were appropriate)				
8.	The subject has been reviewed thoroughly, is updated and to the point				
9.	Sampling Design is appropriate				
10.	Experimental design is appropriate				
11.	Methodology adopted and techniques employed are appropriate				
12.	Graphs, Charts, Figures and Tables have been incorporated properly				
13.	Study is supported by proper statistical tools and inference				
14.	The inferences drawn are justified and appropriate				
15.	The results obtained have been discussed in detail in context with the earlier work				

	done.				
16.	Conclusive remarks summarize the findings appropriately, inform the gaps in the study, and novelty of the work and discuss the impact of the study				
17.	Bibliography conforms to the recommended/approved format				

Note: \*The items not applicable in a particular study may be marked N.A. (Not Applicable).

### **PART B**

#### **Final Decision**

**1. Is the thesis recommended for the award of the Ph.D. Degree? YES/NO**

(In case the thesis is recommended for the award of the degree, please attach a detailed Chapter wise report covering the strengths and weaknesses of the thesis)

**2. Is the thesis recommended for revision: YES/NO**

(In case the thesis is recommended for the revision, please indicate clearly the grounds, reasons and guidelines for revision on a separate sheet giving detailed report)

**3. Is the thesis rejected: YES/NO**

(In case the thesis is rejected, please indicate clearly the grounds for rejection on a separate sheet giving detailed report)

**4. Is the thesis suitable/not suitable for publication in the present form: YES/NO**

(In case the thesis is not suitable for publication in the present form, suggestions should be given for making necessary changes on a separate sheet giving detailed report)

Place:  
Examiner)

(Signature of the

Date:

Name :

## APPENDIX - XVIII

### Schedule of Honorarium & Remuneration to be paid

(Reference Ord. 124.18.6.2)

- |  |  |                     |
|--|--|---------------------|
| 1.   | Co-ordinator of Course work Paper-I  | Rs. 3000-00         |
| 2.   | Co Coordinator of Course work Paper-I  | Rs. 2500-00         |
| 3.   | Resource Persons for course work (for one and half hour)                             | Rs. 1000-00         |
| 4.   | Evaluation of thesis and preparation of evaluation report<br>per examiner.           | Rs. 2000-00         |
| Note :- Foreign examiners shall paid @ 50 \$ (US Dollar) per thesis (Change in rates as applicable time to time) |  |                     |
| 5.   | Conduct of <i>viva- voce</i> per examiner  | Rs. 2000-00         |
| 6.   | Research related Sitting fees of experts   | Rs. 2000-00 per day |
| 7.   | Remuneration to Supervisor for conduct of<br>course work paper II & III<br>candidate | Rs. 2000-00 per     |

The local Resource Persons shall paid conveyance allowance @ Rs. 100/- for visits per day. The outstation Resource Persons if travelling by Taxi or own car shall be paid @ Rs. 11-00 per K.M. or as per the increase in rates from time to time for the journey undertaken. Expenses on boarding and lodging if staying in the University Guest House shall be borne by the University else D.A. as per University Rules shall be paid. Travelling of the Resource Person by train shall be allowed as per University Travelling rules.

**APPENDIX - XX**  
**Format for the Degree**  
(Reference Ord. 124.18.8)

**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

Certified that Mr./Ms. ....S/D/o ..... (Father's Name) and  
..... (Mother's Name) on being found duly qualified on .....  
..... (date in words as well as numbers) has been awarded the degree of  
Doctor                    of                    Philosophy                    in                    Faculty                    of  
.....

The title of his/her thesis was . .....

In testimony whereof are set the seal of the University and signature of the Vice-Chancellor.

Vice-Chancellor

**APPENDIX – XXI**

(Reference Ord.124.18.8)

**MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER**

S. No.....

**ProvisionalDegree Certificate**

Certified that the title of the thesis:.....

submitted by..... D/S/o

.....(Father's Name) and ..... (Mother's Name)

for the Degree of Doctor of Philosophy in the Faculty of .....

on..... (date) has been approved by the

Vice-Chancellor after successful conduct of *viva voce* of the candidate.

Ajmer

Deputy Registrar (Research)

Dated.....

## APPENDIX –VIII

(Ref. Ord. 124.13.1)

1.	Application form fee	Rs. 500.00
2.	Course work fee (Semester Fee)	Rs. 5,000.00
3.	Registration and synopsis examination fee (This fee shall be deposited after issue of provisional registration letter)	Rs. 6,000.00
4.	Thesis submission fee	Rs. 10,000.00
5.	Extension fees after 3 Yr. upto 5th Yr.	Rs. 10,000.00 (per year) Rs. 12000.00 for 6th year
6.	Arrangement of second <i>viva-voce</i> examination	Rs. 10,000.00
7.	Resubmission of thesis	Rs. 5,000.00
8.	Tuition fee	As prescribed.

(Changes in fee schedule approved by the University from time to time are applicable)

In addition to the above fee, all candidates (Indian/Foreign) have to pay other fee as per rules of the MDS University/affiliated College or Institute affiliated to this University.

Note: In addition to the above, all foreign candidates except those who are nominated/sponsored by the Government of India under various cultural exchange scholarship schemes, are required to pay a onetime charge of rupee equivalent of Rs. 5000/- through a Bank Draft in favour of "**Registrar Maharshi Dayanand Saraswati University**" under the Head Contribution by foreign students to "**University development**" (CFSUD).