

# Maulana Azad National Urdu University

## The Regulations for the Ph.D. Program of Maulana Azad National Urdu University, 2023

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## 1. Preliminary

These regulations shall be called the Regulations for the Ph.D. Program of Maulana Azad National Urdu University and shall be applicable to the Ph.D. Program. These regulations are in consonance with the spirit of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2022 and approved in the 47<sup>th</sup> Academic Council and shall supersede the existing MANUU regulations governing the Ph.D. program.

## 2. Commencement

They shall come into force from the date of approval in the 47<sup>th</sup> Academic Council.

## 3. Definitions.-

- 3.1 In these Regulations (as defined in the Gazette Notification of 2022), unless the context otherwise requires,
- a. "University" means the Maulana Azad National Urdu University (MANUU) established by an Act of Parliament 1998;
  - b. "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by the University;
  - c. "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
  - d. "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
  - e. "College" means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
  - f. "Commission" means the University Grants Commission established under Section 4 of the UGC Act 1956;
  - g. "Course" means one of the specified units which go to comprise a Program of study;
  - h. "Course Work" means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree;
  - i. "Degree" means a degree awarded by the University;
  - j. "External examiner" means an academician/researcher with published research work who is not part of the University where the Ph.D. scholar has registered for the Ph.D. Program;

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- k. “Foreign Educational Institution” means—(i) an institution duly established or incorporated in its home country and offering educational Programs at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers Program(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- l. “Grade Point” means a numerical weight allotted to each letter grade on a 10-point scale;
- m. “Guide/Research Supervisor” means an academician/researcher recognized by the University to supervise the Ph.D. scholar for his/her research;
- n. “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines;
- o. “Open and Distance Learning Mode” shall have the same meaning as defined under the UGC(Open and Distance Learning Programs and Online Programs) Regulations 2020;
- p. “Online Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programs and Online Programs) Regulations 2020;
- q. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own;
- r. “Program” means a higher education Program pursued for a degree specified by the University;
- s. “Prospectus” means any document, whether in print or otherwise, issued for providing fair and transparent information relating to the University and program, to the general public (including to those seeking admission in the University);
- t. “Research Proposal” means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. Program.

## 4. General

- 4.1 There shall be a Program leading to the award of Degree of Doctor of Philosophy (Ph.D.) in the disciplines approved by the Academic Council based on the recommendations of the Board of Studies and School Board/Advisory Committee concerned.
- 4.2 The School Board/Advisory Committee shall submit its recommendations to the Academic Council after necessary scrutiny and consideration of the proposals for introduction of Ph.D. Program received from the Heads of the Departments (HoDs)/Directors of Centres concerned, duly approved by the respective Board of Studies/Advisory Committees as the case may be.
- 4.3 The Ph.D. Program to be offered in any subject shall be offered through regular mode with the approval of the Academic Council.

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4.4 The admission for Ph.D. Program shall be once in a year through the regular mode for which admissions shall take place at the beginning of the academic session or as decided and notified by the University.

4.5 HoDs/Directors through concerned Dean shall submit a status report of the seats and availability of Research Supervisors for admission to Ph.D. Programs well in advance to the Central Admission Committee or as prescribed by the University to enable the University to announce the same in the prospectus-cum-application form for admission.

“A seat is deemed to be vacated, only when thesis is submitted or registration is cancelled.”

4.6 The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, date of enrolment/registration, enrolment number, roll number, topic of his/her research, name of his/her Research Supervisor/Co-Supervisor. The HoD/Director and Dean of the concerned school shall ensure that the list of Ph.D. enrolled students is uploaded and updated on the University website periodically.

## 5. Eligibility criteria for admission to the Ph.D. Program

The following are eligible to seek admission to the Ph.D. Program:

5.1 Candidates who have completed:

5.1.1 A four semesters/two years Master's degree Program after a 3-year Bachelor's degree Program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

5.1.2 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer) /Differently-Abled/ Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

5.2 Candidates who have completed the M.Phil. Program with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. Program. A

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relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

## **6. Procedure for admission**

**6.1** The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

**6.2** Admission to the Ph.D. program shall be made using the following methods:

**6.2.1** The University may admit students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR-NET/GATE/CEED and similar National level tests based on an interview.

**6.2.2** The University shall also admit students through an Entrance Test.

**6.2.2.1** The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject specific.

**6.2.2.2** Students who have secured 50% marks in the entrance test are eligible to be called for the interview.

**6.2.2.3** A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC (non-creamy layer)/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

**6.2.2.4** Provided that candidates are selected based on the entrance test conducted by the University, and weightage of 70% for the entrance test and 30% for the performance in the interview/viva-voce shall be given.

**6.2.2.5** The candidates who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests if desirous, may appear in the written test of the Ph.D. entrance examination.

**6.2.3** The University shall decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

**6.3** Each Department/Centre shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

**6.4** The medium of entrance examination shall be Urdu, except in case of Ph.D. Program in language disciplines, which may set the question paper in the language concerned or as notified by the University.

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- 6.5** The candidates who qualify the entrance test and also the candidates who are exempted from appearing in the written test but are deemed qualified for the interview shall be required to submit a preliminary Research Proposal and present the same before the Departmental Research Committee/Interview Board.
- 6.6** The candidate must have at least 55% in aggregate or equivalent grade in M.Phil course work in concerned subject with a relaxation to the extent of 5% of marks or an equivalent grade to those belonging to SC/ST/OBC (non-creamy layer) /differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- 6.7** Qualifying the Entrance Test/Interview shall in no way entitle the candidate to any right to admission in the Ph.D. Program.
- 6.8** If admitted, the research scholar shall have to pay the prescribed fees on the scheduled date(s) of admission as announced. They shall also be eligible for scholarships/ fellowships as per University rules which are subject to revision by the UGC/ competent bodies of the University.
- 6.9** The University shall follow the rules of reservation of Government of India in the matter of admission of candidates belonging to SC/ST/PWD/OBC (non-creamy layer)/ Differently-abled/ EWS and such other categories as notified by the Government of India and or by the University.
- 6.10** A Ph.D. candidate admitted under full time Ph.D. Program, if employed, shall submit a letter from his/her employer at the time of admission that he/she shall be granted necessary leave for the entire duration of the Ph.D. Program.
- 6.11** A full-time research scholar shall not accept any employment during the tenure of the Ph.D. Program.
- 6.12** A candidate who is admitted to full time Ph.D. Program shall not join any other regular full-time course leading to a degree of this University or any other University. Any violation of this regulation shall automatically lead to the cancellation of his/her admission from the Ph.D. Program.
- 6.13** No candidate shall be eligible to register for the Ph.D. Program if he/she is already registered in any regular full-time/part-time degree program of study in this University or any other University/Institution.

## **7. Part-time PhD Program**

The following categories of candidates shall be eligible for admission to the regular PhD Program on part-time basis on production of written permission from his/her employer:

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- 7.1** Any permanent employee with two years of regular service in any UGC/CSIR recognised University/College or Public Sector/Government Organisation having adequate research facilities. The candidate must give an undertaking that he/she would take leave for a minimum of one year; initial six months leave for attending the classes of the PhD course work/defining the problem and six months leave prior to submission of PhD thesis during the tenure of the PhD Program. However, such candidates have to provide reasonable proof of fieldwork/lab work periodically to the satisfaction of the concerned Research Supervisor/Research Advisory Committee and may also be required to present the same before the Departmental Research Committee. Failure in this regard shall lead to cancellation of the PhD registration. Any offer of admission under this category shall be further subject to the discretion of the University and approval of the Vice Chancellor.
- 7.2** A permanent faculty member of MANUU, whether at headquarter or at off-campus, having at least two years of teaching experience in the University. However, faculty members desirous of pursuing part-time PhD shall be required to take leave of 6 months to complete the Semester I course work examinations. Any offer of admission under this category and leave to faculty members shall be subject to the discretion of the University and approval of the Vice Chancellor. Provided that such candidates shall have to follow the rest of the admission process and fulfil all other requirements as per the extant PhD Regulations.
- 7.3** The University shall obtain a “No Objection Certificate” from the candidate for a Part-Time Ph.D. program from the appropriate authority in the organization where the candidate is employed, clearly stating that:
- i. The candidate is permitted to pursue studies on a part-time basis.
  - ii. His/her official duties permit him/her to devote sufficient time for research.
  - iii. If required, he/she will be relieved from the duty to complete the course work.
- 8. Part-time (Extra mural) Mode:**
- 8.1** A candidate shall be permitted to change his/her status from regular full-time Ph.D. Program to part-time extra-mural mode for a valid reason which shall be approved by the Academic Council on the recommendations of Departmental Research Committee.
- 8.2** In case of registered Full Time regular Ph.D. students joining employment or for any other valid reason, the scholars can be permitted to convert to Part Time extra mural mode, if he/she has completed the prescribed course work, on the recommendation of the RAC, DRC, School Board and subsequent approval of the Competent Authority (Academic Council).
- 8.3** Candidates who change their status from Full-Time to Part-Time extra mural mode shall not be entitled for scholarship.
- 9. Part-Time Sponsored/Self Financing Mode**
- 9.1** Ph.D. Programs through Part-Time Sponsored/Self Financing Mode will be permitted as per the extant Ph.D. Regulations and rules as notified by the University from time to time.

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## 10. Format/Pattern of Entrance Test

10.1 University shall admit candidates to Ph.D. Program through a two stage process:

10.2 An entrance test of 70 marks shall be conducted. The test will be based on:

10.2.1 Fifty (50) objective type multiple choice questions each carrying one mark. This shall be based on 50% of research methodology and 50% shall be subject specific. The syllabus, coverage and nature of test shall be on the pattern and level of UGC/CSIR-NET.

10.2.2 Four (4) descriptive questions each carrying 5 marks. (2 questions from research methodology and 2 questions shall be subject specific)

10.2.3 The duration of the entrance test (objective and descriptive) shall be of two hours.

10.3 An interview shall be conducted for 30 marks. In the interview, a candidate is required to discuss his/her research interest area through a presentation before a duly constituted Departmental Research Committee/Interview Board, which shall also consider the following aspects:

10.3.1 The candidate possesses research aptitude and the competence for the proposed research;

10.3.2 The research work can be suitably undertaken at the University;

10.3.3 The proposed area of research can contribute to new/additional knowledge.

## 11. Duration of the Program

11.1 The Ph.D. Program shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission into the Ph.D. Program.

11.2 An extension up to not more than six months shall be granted to the Research Scholar by the Head/Director on the recommendations of the Research Advisory Committee (RAC) after due scrutiny of the reasons for the delay.

11.3 Any extension beyond six months up to a maximum of another six months shall require the recommendations of the Departmental Research Committee (DRC) and approval of the Dean/Director of the School/Centre concerned.

11.4 Any extension beyond seven years and up to maximum of one year shall require the approval of the Academic Council. However, the total period for completion of a Ph.D. Program should not exceed eight (8) years from the date of admission in the Ph.D. Program. For any extension requiring specific approval of the Academic Council, the application through proper channel shall be processed atleast 3months before the expiry of the previous extension.



- 11.5** If a Ph.D. research scholar fails to complete his/her Ph.D. Program even after stipulated extension periods mentioned above, his/her admission stands cancelled.

Provided further that, in case of female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) any extension beyond eight years and up to a maximum of two additional years shall require the approval of the Academic Council. However, the total period for completion of a Ph.D. Program shall not exceed ten (10) years from the date of admission in the Ph.D. Program.

Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. program. Any such leave shall require approval of the Vice Chancellor through the Head/Director and Supervisor concerned.

- 11.6** During the extension period, the research scholar shall not be entitled for any scholarship/fellowship.

## **12. De-Registration**

In exceptional cases like employment/national and international academic fellowships or otherwise, a Ph.D. research scholar shall be allowed to de-register, only after completion of first year of the registration and also successful completion of the course work on the recommendation of the Departmental Research Committee and the approval of the Vice Chancellor.

- 12.1** The research scholar shall be required to re-register within a period of two years failing which his/her admission stands cancelled.
- 12.2** The de-registered positions shall not be considered vacant until and unless admission/registration is cancelled.
- 12.3** The Ph.D. thesis shall be submitted in such duration that the span of initial registration and re-registration does not exceed the total span stipulated for Ph.D. Program.
- 12.4** The period of de-registration shall not be counted for calculating the minimum duration of Ph.D. Program.
- 12.5** De-registration shall be allowed only once in the entire duration of Ph.D. Program.

All such cases shall be examined individually on the basis of the merit of the case and shall be further subject to the approval of the Vice Chancellor.

## **13. Re-Registration**

- 13.1** The de-registered research scholar shall be eligible for re-registration and for this purpose he/she shall submit an application through the concerned supervisor to the Head of the Department at least one month in advance. The Head of the Department shall forward the application to the Dean/Director concerned to obtain the approval of the Vice Chancellor.

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**13.2** Re-registered research scholar, after approval shall be required to pay the admission fee, semester fee and other fee as applicable.

## **14. Joining the Program**

The candidates selected for Ph.D. Program shall be required to join the course within the days prescribed by the University, failing which his/her admission shall stand cancelled.

## **15. Attendance**

**15.1** Both Full-Time and Part Time mode research scholars shall have to secure a minimum aggregate of 75% attendance in order to be eligible to appear in the Ph.D. course work examination subject to relaxation on medical grounds as per University rules.

**15.2** A relaxation of not more than 10% of the attendance could be given on valid medical ground on the production of medical certificate subject to acceptance by HoD/Director and approval by Dean of the School concerned. Further, only those medical certificates shall be considered by HoD/Director that are submitted within two weeks from the date of reporting.

**15.3** A Ph.D. research scholar deputed by the University to take part in any co-curricular or extra-curricular activity, sports or like may be given an additional concession of up to 5% of attendance. Such concession shall be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the School concerned.

**15.4** A Ph.D. research scholar who fails to secure minimum consolidated attendance of 75% shall not be eligible to appear in the Ph.D. course work examinations and his/her admission shall stand cancelled.

**15.5** Full-time Ph.D. research scholars shall compulsorily have to put in 75% of attendance in his/her first year of the residency.

**15.6** From the second year onwards, if the research scholar is required to be on fieldwork for not more than one month, the recommendation and certification of the Research Supervisor is admissible.

**15.7** The Dean/Director concerned on the recommendations of the Research Supervisor and Head of the Department/Centre may permit a research scholar to be away from the University for a period beyond one month and up to six months, if he/she considers it essential for the research scholar to be elsewhere in connection with his/her research work/field work.

**15.8** The HoD/Director concerned shall maintain an attendance register which needs to be daily signed by research scholars from the Semester II onwards. The course work classes in Semester I shall serve the purpose of attendance verification and compliance.

- 15.8.1** Scholars, who are exempted from course work, shall be required to sign the attendance register from Semester I onwards along with completing the requirement of Research and Publication Ethics (Two Credits) compulsory paper.
- 15.8.2** Scholarship/Fellowship shall be considered only for those scholars who put in 75% attendance each month.
- 15.9** The research scholar shall be required to be in continuous contact with the Research Supervisor concerned.
- 15.10** The Research Supervisor must report any absence from research work by the research scholar due to illness, maternity leave or other circumstances to the Head concerned and Departmental Research Committee.
- 15.11** Negligence of research work on the part of research scholar must be recorded and reported by the Research Supervisor to the Research Advisory Committee and Departmental Research Committee.

## **16. Allocation of Research Supervisor**

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor:

- 16.1** Permanent faculty (confirmed) members working as Professor/Associate Professor of the University with a Ph.D. degree and at least five research publications in peer-reviewed or refereed journals and Permanent faculty (confirmed) working as Assistant Professors of the University with a Ph.D. degree and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the University. The recognition of the research supervisors shall be through the Departmental Research Committee (DRC). The recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.
- 16.2** The Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Post-Graduate Colleges/institutes would be in violation of these Regulations.
- 16.3** The permanent faculty members of the Departments/Centres/DDE that do not offer a Ph.D. Program but who are otherwise eligible as research supervisors shall be treated on par with the eligible research supervisors of the subject departments concerned. They shall carry the number of seats allotted as per their eligibility.
- 16.3.1** The permanent faculty members of those CTEs (which do not offer Ph.D. program) / Polytechnics who are otherwise eligible as research supervisors shall be considered for co-supervision in the subject departments concerned.

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- 16.4** The above mentioned permanent faculty members shall be empanelled in the DRC of the concerned subject departments of the University for the purpose of research supervision as supervisor/co-supervisor, as the case may be. The Chairperson of the DRC concerned shall take up such cases on priority basis in the DRC meeting.
- 16.5** In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/ School/ Centre/ College/ University may be appointed. Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Vice Chancellor on the recommendation of DRC.
- 16.6** Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 16.7** Faculty members promoted under CAS and who are on probation can also guide Ph.D. scholars during their probation period.
- 16.8** An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- 16.9** Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.
- 16.10** At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed.
- 16.11** In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the University (MANUU) /Supervisor by any funding agency. Such scholar shall, however, give due credit to the University (MANUU) and the supervisor for the part of research already undertaken.
- 16.12** Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- 16.13** The Departmental Research Committee shall allocate a Research Supervisor depending upon the number of research scholars per Research Supervisor, the available specialization among the faculty supervisors and the research interest of the research scholar as indicated by him/her in his/her presentation before the Departmental Research Committee. The allotment/allocation of Research Supervisor shall in no case be left to the individual research scholar or faculty member to decide. Further in the allotment of research scholars, due care shall be taken that the research scholars are proportionately and judiciously allocated among all the eligible Research Supervisors.

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- 16.14** Each Research Supervisor shall be entitled to take a fresh research scholar after submission of the thesis of his/her previously allotted research scholar based on maximum permissible number of that faculty member. The submission of thesis or cancellation of registration shall mark the creation of vacant seat with a Research Supervisor.
- 16.15** In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department shall appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the concerned Institutions/Colleges. In all such cases, both the Research Supervisor and the Co-Supervisor shall give their written consent.
- 16.16** The Supervisor/Co-Supervisor of the research scholar once allotted and approved shall not ordinarily be changed.
- 16.17** However, in exceptional circumstances like demise/medical reasons/lien/leaving the University/non availability of approved Research Supervisor or Co-supervisor for a period of more than one year, or any other reason; with convincing justification for such a change, the Departmental Research Committee/Board of Studies, shall allocate an alternate eligible faculty member as Research Supervisor of that research scholar, and forward it to the School Board and Academic Council for consideration and approval.
- 16.18** In the event of transfer of Research Supervisor to off-campus/Headquarter as the case may be the following shall apply:
- 16.18.1** If it is during the initial period of one year, the scholar shall be allocated a new supervisor and the existing supervisor will act as a co-supervisor.
- 16.18.2** If it is after the initial one year period, the scholar shall be allotted a Co-supervisor and the existing Research Supervisor shall remain as Supervisor.
- 16.18.3** The DRC shall allot the Supervisor/Co-Supervisor taking due care of the subject specialization/pedagogy.
- 16.18.4** In case of change of Research Supervisors within the Department, mutual consent of the Research Supervisors shall also be considered by the Departmental Research Committee.
- 16.18.5** Provided further that till the arrangement of an alternate Research Supervisor is made, the Head of the Department/Director of the Centre/Dean of the School, as the case may be, shall act as Supervisor of the Ph.D. research scholar.
- 16.19** In case of retirement of the Research Supervisor, he/she shall be converted to Co-supervisor and the new Research Supervisor shall be allotted to the Ph.D. research scholar concerned by the Departmental Research Committee.

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- 16.20** Faculty members on deputation/long leave of more than a year shall not be included in the list of proposed Research Supervisors in a Department/Centre and in determining the maximum enrolment strength.
- 16.21** In case for acting as Co-Supervisor for a scholar of a Central, State Universities, affiliated Colleges and recognized Universities by the UGC where a MANUU faculty who has been recognized to be a Ph.D. Co-supervisor prior approval of the Competent Authority of the University is necessary.
- 16.21.1** Entitled Leave can be availed by the faculty who is acting as Co-Supervisor in other institutions for research supervision related work without disturbing the routine work of his/her concerned department at MANUU.
- 16.21.2** The number of Research Scholars working under each faculty member (either as Supervisor or Co-Supervisor) shall not exceed the number prescribed by UGC i.e., 8 for Professors, 6 for Associate Professors and 4 for Assistant Professors.
- 16.21.3** In the instances of Joint Publications by the Research Scholars / Supervisors and Co-Supervisors during the Research Supervision, they shall acknowledge MANUU in order to give credit to both MANUU and the affiliating institutions.
- 17. Course Work, Research Synopsis and Topic Allocation, Credit requirements, number, duration, syllabus, minimum standards for completion:**
- 17.1** Research scholars provisionally admitted into the Ph.D. Program shall be required to undertake the course work prescribed by the Department/Centre concerned.
- 17.2** The course work shall be treated as a pre-requisite for Ph.D. preparation.
- 17.3** All Departments/Centres shall offer at least four courses/papers in Course Work. A minimum of four credits shall be assigned to the course on Research Methodology, which shall cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other two courses shall be advanced level courses preparing the students for Ph.D. degree.
- 17.4** The Credit requirement for the Ph.D. coursework is a minimum of 14 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The Board of Studies /Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. Program.
- 17.5** The exemption from course work shall be taken by the Departmental Research Committee keeping in view the nature of M.Phil, coursework in M.Phil as per 2009/2016 regulations.  
If a research scholar is given exemption from coursework on account of this, still he/she will have to complete the two credit course for awareness about publication ethics and publication misconduct entitled "Research and Publication Ethics (RPE)" that is made compulsory by the UGC for all Ph.D. students for their course work.

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**17.6** All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their Second Semester of Ph.D. Program.

During the Ph.D. Program the Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

**17.7** A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the Program and submit his or her thesis.

## **17.8 Outline for course work in Ph.D. Semester I**

**17.8.1** Compulsory Research Methodology Course (4 credits/100 marks).

**17.8.2** Compulsory Course on Broad Field of study (4 credits/100 marks).

**17.8.3** Compulsory Course on Research and Publication Ethics (2 credits / 50 marks).

**17.8.4** One Optional Course (4 credits/100 marks). Optional courses shall be developed in view of the research thrust area of the Department/Centre. The Board of Studies of subject concerned shall decide and develop the optional courses to be offered to Ph.D. research scholars. Each of these optional courses shall be of 4 credits (100 marks) each.

The syllabus of all the courses of Ph.D. coursework shall have to be approved by the Academic Council as recommended by the Board of Studies/Advisory Committee and the School Board concerned, as perceived relevant to the individual discipline/subject.

<b>Ph.D. Course Work - Semester I</b>				
<b>Sr.</b>	<b>Courses</b>	<b>Course Type</b>	<b>Credits</b>	<b>Mark</b>
<b>1</b>	Research Methodology	Core	04	100
<b>2</b>	Broad field of Study	Core	04	100
<b>3</b>	Research and Publication Ethics	Core	02	50
<b>4</b>	To opt for one course among the electives offered by the Department	Core	04	100

**17.8.4.1** All courses are to be specifically titled with course objectives and outcomes clearly spelled out as also the credits and teaching hours.

**17.8.4.2** All approved courses shall be given unique course codes by the Examination Branch as per the existing decision of the Academic Council. HoD/Director shall submit the list of courses offered to Examination Branch and obtain the course codes for each course/paper of the Ph.D. program.

**17.8.4.3** HoDs/Directors shall ensure that allocation of Research Supervisors be completed within a period of two months of the commencement of classes.

## 17.8.5 Ph.D. Semester II - Allocation of Topic

- 17.8.5.1** During the Semester-II, the research scholar shall present and submit the synopsis before the concerned Departmental Research Committee (DRC) on the dates/schedule notified by the Departmental Research Committee (DRC) to finalize the synopsis and get approved the synopsis and the bilingual versions (English and Urdu) research topic/title, wherever applicable.
- 17.8.5.2** The candidate is required to upload the soft copy of the DRC approved Research Topic to 'ShodhGangotri' Portal in the prescribed format.
- 17.8.5.3** Prepare one Review Paper based on literature survey / search on approved topic of research and give a seminar presentation on the same before RAC.
- 17.8.5.4** One seminar presentation on Research Design/ Methodology adopted for the approved research topic by the research scholar before RAC.
- 17.8.5.5** Participation in at least one discipline/methodology based workshops /ICT /Computer/SPSS/ teaching /education /pedagogy/writing of one week duration or equivalent as prescribed by the Department/Centre.
- 17.8.5.6** HoDs/Director shall ensure that all the above requirements are complied within the stipulated time period.
- 17.8.5.7** DRC shall approve the issuance of a Certificate by the Head of the Department concerned to each research scholar which shall be required at the time of submission of thesis.
- 17.9** All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized Academic Bodies.
- 17.10** The syllabi of the courses, the marks and credits assigned to each course, and the number of teaching hours assigned to each course per week, shall be approved by the concerned Board of Studies and displayed on the website of the University before commencement of the concerned academic session.
- 17.11** Research scholars shall be required to successfully complete the course work prescribed by the concerned Department/Centre during the initial one or two semesters. All research scholars have to compulsory fulfil attendance requirement and appear in Semester I examinations as notified and prescribed by Examination Branch. In case a research scholar fails in Semester I or have backlogs or improvement, he/she shall be given one more chance in Semester II end examinations only. If a research scholar fails in second attempt also or fails to clear all papers he/she shall be declared as fail and his/her admission shall stand cancelled.

## 18. Evaluation of Course Work

- 18.1** Each Theory course shall be evaluated on the basis of Continuous Internal Evaluation (CIE) and Semester-End Examination (SEE), the weightage of which shall be as follows:
- |                                      |                          |
|--------------------------------------|--------------------------|
| Continuous Internal Evaluation (CIE) | : 30% of allocated marks |
| Semester-End Examination (SEE)       | : 70% of allocated marks |



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- 18.2** A Ph.D. research scholar has to obtain a minimum of 55% of marks or its equivalent grade in the course work in order to be eligible to continue in the Program and submit the thesis.
- 18.3** The Continuous Internal Evaluation in a theory course shall comprise of written tests (at least two); assignments/annotated bibliographies/review papers (at least one); and presentations/seminars (at least one).
- 18.4** In case a research scholar fails in the Continuous Internal Evaluation, he/she shall be declared as fail in the Continuous Internal Evaluation in the said course and shall not be allowed to appear in the Semester-End examination of that course. Such a research scholar shall, however, be permitted to appear in the next semester-end examination only if he/she has passed the Continuous Internal Evaluation in the concerned course.
- 18.5** The course work should be completed in the initial first two semesters failing which his/her Ph.D. registration shall automatically get cancelled. For this purpose, the two successive examinations conducted after the admission of the research scholar, and for the batch of research scholar of which he/she belongs to, be counted.
- 18.6** The Evaluation of Ph.D. course work shall be based on the absolute grading method as the provisions of Examination Regulations.

## **19. Research Progress and Guidance**

- 19.1** A Ph.D. research scholar shall appear before the Research Advisory Committee at least once in a semester to make a presentation of his/her work for evaluation and for further guidance. The six months progress report in the prescribed format shall be considered by Research Advisory Committee and submitted to the Head of the Department. The half-yearly Progress Report shall cover, among other aspects, review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If necessary, the progress report may be forwarded to the Departmental Research Committee by the Head of the Department for further examination.
- 19.2** If a Ph.D. research scholar fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the Ph.D. research scholar is not satisfactory for two half-year periods, the Research Advisory Committee or Head of the Department/Director in consultation with the Research Supervisor shall present the case before Departmental Research Committee for the cancellation of his/her registration.

## **20. Modification in the Research Topic**

- 20.1** Any major change in the title of research shall be approved by the DRC and shall be reported in the Board of Studies/Advisory Committee.
- 20.1.1** The research scholar shall inform the Head of the Department through the Research Supervisor about the change indicating the reasons at least six months before the submission of the thesis; and

- 20.1.2** The exact topic/title is within the broad area of research identified at the time of approval of synopsis.
- 20.2** The Head of the Department shall convene a special meeting of the Departmental Research Committee in order to discuss the proposed change/ modification in the topic/ title by the research scholar and make recommendations to that effect for the consideration of Board of Studies.
- 20.3** In case of a minor change in the topic/title, the Dean/Director shall authorize the change on the recommendations of the Research Advisory Committee through Head of the Department/Director of Centre.
- 20.4 For effecting modifications in the topic of research:**
- 20.4.1** An application shall be submitted by the research scholar through Research Supervisor to Head of the Department indicating clearly the nature and extent of modification sought;
- 20.4.2** The original plan of work/synopsis approved by the Departmental Research Committee shall be annexed.
- 20.4.3** The modification shall be approved by the Dean/Director/Board of Studies/Advisory Committee (as the case may be);
- 20.4.4** The modification so approved shall be communicated in writing to the research scholar and the Research Supervisor by the Head of the Department/Director of the Centre. The research scholar should keep the copy of notification for ready reference. It shall also be required at the time of the submission of Ph.D. thesis.
- 21. Paper Publication and Pre Submission Seminar**
- 21.1** A research scholar shall publish at least one (01) research paper related to his/her PhD work in a refereed journal before the submission of the thesis for adjudication and produce the evidence of the same, apart from fulfilling the other mandatory UGC requirements. The copy of research paper shall be enclosed in the thesis at the time of submission of thesis.
- 21.2** Prior to the submission of the thesis, the research scholar shall make a Pre Submission Seminar presentation before the Departmental Research Committee concerned for getting feedback, comments and suggestions. The Pre Submission Seminar Presentation in the Department shall be open to all faculty members and other research scholars and shall be duly notified by the Head of the Department. The feedback and comments so obtained shall be suitably incorporated into the draft thesis by the research scholar in consultation with the Research Supervisor or as recommended by the Departmental Research Committee.

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- 21.3** The presentation in the Pre Submission Seminar shall be approved by the Departmental Research Committee and the certificate shall be issued by the Head of the Department. The certificate must be enclosed at the time of submission of thesis.
- 21.4** The soft bound draft copy of the Ph.D. thesis must be available during Pre Submission Seminar presentation. Further, at the time of Pre Submission Seminar, the research scholar must submit a hard copy of the summary of thesis in form of Pre Submission Seminar Paper to the Departmental Research Committee. The request for conducting the Pre Submission seminar should be made by the Research Scholar through the concerned Research Supervisor to the Head of the Department at least 15 days before.
- 21.5** The Ph.D. research scholar shall incorporate the suggestions, given by the Departmental Research Committee, under the supervision of the Research Supervisor and submit the thesis within 90 days after Pre Submission Seminar, failing which he/she shall have to repeat the Pre Submission Seminar.
- 21.6** In case the Departmental Research Committee is not satisfied with the research work of the research scholar, he/she may be asked for another Pre Submission Seminar. This shall be recorded in the Minutes of the Departmental Research Committee.

## **22. Cancellation of Ph.D. Admission/Registration**

- 22.1** During the Ph.D. course work period, the admission and registration of the Ph.D. research scholar stands automatically cancelled in the event of non fulfillment of minimum attendance requirement and not passing the Ph.D. course work in the stipulated time period.
- 22.2** Further, the Central Admission Committee of the University or the Competent Authority on the recommendations of the Dean/Director may cancel the registration of a Ph.D. research scholar, if he/she fails to satisfy the conditions stipulated in these Regulations and those prescribed by the University from time to time.
- 22.3** Where the progress of the research work has been reported to be unsatisfactory in two consecutive Research Advisory Committees (RACs) or when two consecutive progress reports are not submitted.
- 22.4** Where a research scholar discontinues his/her research work without any prior permission or in case of any unauthorised absence from the research work.
- 22.5** The University may cancel the admission of a research scholar at any time for proven misbehaviour or misconduct of the research scholar in the University or elsewhere. In case of any pending disciplinary enquiry/criminal case against the research scholar, he/she shall not be allowed to submit the thesis.
- 22.6** If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism, etc. in research, his/her result shall be withheld/cancelled by the Controller of Examinations at any stage.

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## 23. Academic Clearance Certificate

23.1 Academic clearance shall be a pre-requisite for thesis submission. Every Ph.D. research scholar shall produce the following documents in order to get Academic Clearance Certificate from the office of the Dean/Director concerned.

23.1.1 A copy of the letter of admission in the Ph.D. Program along with a proof of having paid the prescribed fees and satisfied all conditions stipulated at the time of admission.

23.1.2 A transcript of Ph.D. Course Work Examination or the resolution of Departmental Research Committee in case of course work exemption on account of M.Phil.

23.1.3 A certificate from HoD/Director for fulfilling the Ph.D. Semester II requirements.

23.1.4 A copy of Pre Submission Seminar Certificate.

23.1.5 No Dues Certificates from the Department/ University Library, Provost, Proctor, Computer Lab, Academic Section and Directorate of Admissions in prescribed format.

23.1.6 The concerned Research Supervisor and Head of the Department should certify only after verifying the Fellowships/Scholarships availed by the scholar.

23.1.7 A copy of the notification regarding extension/ modification of title/ topic/ change of Research Supervisor, if applicable.

23.1.8 Plagiarism Verification Certificate issued by the University Library certifying and authenticating the check performed on the Soft copy (CD) submitted by the Research Scholar as per the rules notified by the University. The issued Certificate is to be attached by the research scholar in the Hardbound copies of the thesis.

23.2 The academic clearance certificate shall be submitted to the Controller of Examinations at the time of submission of thesis.

## 24. Format of the Thesis

24.1 The thesis shall be submitted in English version except in case of Language disciplines, where the research scholar shall submit the thesis in the language concerned. However, the abstract of the thesis to be included in the body of the thesis shall be in bi-lingual versions (Urdu and English). In case of other language disciplines, the abstract shall be in English and the language concerned.

24.1.1 Notwithstanding the above clause, the research scholar, if so desires, may submit the thesis in bi-lingual (Urdu and English) versions.

24.2 The topic of research, name of the research scholar, name of the Research Supervisor/Co-supervisor, name of the Department/Centre, name of the School and month & year of submission shall be printed in bold letters on the face of the cover page. Program, name of the research scholar and year of submission shall be printed in golden colour on the spine of the thesis.

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- 24.3** The text of the front cover page/rear cover page of the thesis shall be in English and Urdu respectively or in English and Language concerned respectively in case of language disciplines or like order depending upon the script of the language concerned.
- 24.4** The text of the thesis shall be printed on the both sides of the Executive Bond paper in the size of 8<sup>1/2</sup>" ×11".
- 24.5** The text of the thesis shall be typed in 1.5/2.0 line space with margins of 1.5" on the left, 1" on the right, 1.25" on the top and 1.25" on the bottom and shall be laser printed.
- 24.6** The font size and style of English text in thesis shall preferably be 12 point font size in Times in Roman. For drawings and maps, these restrictions do not apply.
- 24.7** Urdu script in the thesis shall preferably be in *Noori Nastaleeq* in 15 point font size.
- 24.8** Persian script in the thesis shall preferably be in *Nask-e-Jadeed* in 15 point font size.
- 24.9** Hindi script in the thesis shall preferably be typed in *Kruti Dev 10* in 14 point font size.
- 24.10** Figures and tables shall be numbered based on the respective chapters, such as 1.1, 1.2, 2.5, 3.4 etc.
- 24.11** References shall be given at the end of the thesis for which standards adopted by standard journals and approved by the respective Board of Studies shall be used.
- 24.12** The soft copy of both English and Urdu versions of the abstract and thesis, as the case may be, must be submitted in specified media (CD/DVD) and in a specified format (pdf).
- 25. Submission of Ph.D. Thesis**
- 25.1** A Full-Time and Part-Time Self Financing research scholar shall be eligible to submit his/her Ph.D. thesis after completing at least three (03) years of research from the date of registration.
- 25.2** After obtaining the academic clearance, the research scholar shall submit the following through the Research Supervisor, Head of the Department/ Director of the Centre and the Dean, School concerned:
- 25.2.1** Six hard-bound copies of the thesis (in English alone or if opting for both English/Urdu versions, the thesis shall be bound in a single volume.)
- 25.2.2** Three Abstracts hard-bound copies (Both English/Urdu or English/language concerned versions of the Abstract shall be bound in a single booklet.)
- 25.2.3** Two soft copies of the thesis and Abstract in CDs (each CD first folder should contain two folders
- (i) Complete single file of the thesis and
- (ii) The second folder should contain files as recommended by the Sodhganga.

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- 25.3** The Ph.D. thesis submitted by the research scholar shall be submitted in English version except in case of Language disciplines, where the research scholar shall submit the thesis in the language concerned. However, if the research scholar so desires, he/she may submit the thesis in bi-lingual (Urdu and English) versions bound into a single volume.
- 25.4** In order to ensure that the electronic version of the abstract and thesis is complete and exact replica of the print version accepted for the award of Ph.D. the Research Supervisor and Head of the Department shall authenticate the CDs submitted by the research scholar.
- 25.5** The reference style sheet/manual/book shall be adopted and decided by the Departments/Centres as approved by the Boards of Studies/Advisory Committees concerned and Academic Council.
- 25.6** While submitting for evaluation, the thesis shall have a Declaration in the prescribed format duly signed by the research scholar and a Certificate by the Research Supervisor(s) in the prescribed format, countersigned by the Head and Dean or the Director of the Centre concerned, attesting to the originality of the work, vouching/certifying that there is no plagiarism and that the work has not been submitted for the award of any other degree/ diploma of the University where the work was carried out or to any other Institution.
- 25.7** The Dean/Director concerned shall forward the copies of thesis to the Controller of Examinations for its evaluation by any of the examiners nominated by the Vice Chancellor.
- 25.8** No thesis shall be withheld by the Head/ Dean/ Director of the Department/ School/ Centre for more than three working days.
- 26. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.-**
- 26.1** Upon satisfactory completion of course work and obtaining the marks/grade prescribed, the Ph.D. scholar shall be required to undertake and complete research work and other prescribed requirements and produce a draft dissertation/thesis.
- 26.2** After the submission of thesis by the research scholar:
- 26.2.1** The Research Supervisor concerned shall submit through HoD/ Director to the concerned Dean of School a confidential panel of at least eight external subject experts in the field including foreign experts (holding Ph.D. degree in the concerned discipline/allied area), within a week for evaluation of thesis.
- 26.2.2** In the panel of examiners only one examiner must be from one Higher Education Institution/Research Centre.
- 26.2.3** Such examiners should be academics with a good record of scholarly publications in the field.

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- 26.2.4** Wherever possible, one of the external examiners should be chosen from outside India.
- 26.2.5** The external examiners must not be in the employment of MANUU.
- 26.3** Approved panel of external examiners/subject experts for evaluation of the thesis must be from the panel of examiners/experts already approved by the Board of Studies/Advisory Committee.
- 26.4** The approved Panel of examiners shall be forwarded to the Controller of Examinations who in turn shall submit the same to Vice Chancellor for nomination of the examiners.
- 26.5** The Ph.D. thesis submitted by the research scholar shall be evaluated by his/her Research Supervisor (internal examiner) and at least two external examiners (not in the employment of the University), of whom one examiner may be from outside the country approved by the Vice Chancellor from the panel of examiners.
- 26.6** Immediate relatives of the research scholar shall not act as examiner or evaluators.
- 26.7** The examination branch may send all communications to the examiners *viz* request for consent, sending of Ph.D. thesis for evaluation and receiving evaluation report of the thesis by post or email.
- 26.8** The Controller of Examinations while communicating the appointment to the external examiner shall send a copy of the abstract and seek his/her willingness to adjudicate the thesis. After obtaining the consent of the examiner, a copy of the thesis shall be sent with a request to submit a detailed evaluation report of the thesis in the prescribed format and make a clear recommendation (choosing only one option) that:
- the thesis be accepted and viva voce be conducted (Detailed report to be given on a separate sheet)
  - the thesis be revised and resubmitted (Detailed report with specific observations and suggestions to be given on a separate sheet)
  - the thesis be rejected (Detailed report with specific observations and justification for rejection to be given on a separate sheet)
- 26.9** In case an examiner to whom the thesis has been sent for evaluation fails to forward the report to the University within 30 days, the Controller of Examinations shall remind the examiners to expedite the evaluation of the thesis.
- 26.10** Provided further that in case the report is not received within 60 days thereafter, the Vice Chancellor shall appoint another examiner from the already approved panel to evaluate the thesis.
- 26.11** If two external examiners reject the thesis, the research scholar shall be declared to have failed in the Ph.D. Program and the registration stands cancelled.

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- 26.12** If the external examiner(s) recommend/s revision of the thesis, the research scholar shall re-submit his/her thesis in a revised form as recommended by the external examiner(s) within a stipulated period as may be given by the Departmental Research Committee (not before three months and not later than six months) from the date the decision is communicated to him/her. During the extended period the research scholar shall not be entitled to scholarship/fellowship.
- 26.13** Where a thesis has been re-submitted, it shall be evaluated by the original board of examiners, unless they or any one of them is/are not available or is/are unwilling to act. In that case the fresh examiner/ examiners shall be selected from the panel submitted earlier.
- 26.14** In case one of the external examiners is not satisfied with the re-submitted thesis and suggests further improvement, the thesis shall be revised in the light of suggestions given and presented before the DRC. After the review and approval of thesis, the thesis shall be sent to same examiner again along with the recommendations of the DRC.
- 26.15** If one of the external examiners rejects the thesis then the thesis shall be sent to a third external examiner, who shall be appointed by the Vice Chancellor from the approved panel of examiners and the viva-voce examination shall be held only if the third examiner recommends that the thesis be accepted and viva voce be conducted.
- 26.16** If the third examiner also rejects the thesis, then the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree and the registration stands cancelled.
- 26.17** In case all the examiners unanimously recommend that thesis be accepted and viva voce be conducted, the Controller of Examination shall inform the Head of the Department/ Director of the Centre concerned to conduct the viva-voce of the research scholar.
- 26.18** The Ph.D. degree shall be awarded subject to successful completion of viva-voce.
- 26.19** The University shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 27. Viva Voce Examination**
- 27.1** The open viva-voce of the research scholar to defend the thesis shall be conducted provided that the evaluation report(s) of the two external examiners on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination. Consequent to the receipt of the satisfactory report of the Evaluators, the Controller of Examinations shall seek the consent of one of the external examiners for the conduct of viva-voce examination. Further, in the decision of selecting the examiners, first preference shall be given to one who shall be at economical distance and shall be available for viva-voce examination in a reasonable time period.



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- 27.2** In view of the tentative dates from external examiner, the Controller of Examinations shall take the opinion of HoD/ Director and Research Supervisor on the suggested dates and fix the viva-voce examination.
- 27.3** If both the examiners do not respond within two weeks or are unable to fix a date for conducting the viva-voce examination within one month, the Controller of Examinations shall obtain the approval of the Vice Chancellor to appoint another examiner for examining the thesis and conducting the viva-voce examination of the research scholar.
- 27.4** Provided further, where the Research Supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report from the external examiner, the Controller of Examinations may request the concerned Head/ Director to conduct the viva-voce examination and the Head/ Director shall act as the Research Supervisor in his/her absence.
- 27.5** In case the concerned Head/ Director and Dean of the School are not available, the officiating persons shall conduct the viva voce.
- 27.6** The date fixed for viva-voce examination shall be notified and communicated to the research scholar. The date and time shall be displayed on the notice board of the concerned department well in advance.
- 27.7** The viva-voce shall not carry qualifying marks.
- 27.8** The viva-voce examination, based among other things, on the critique given in the evaluation report, shall be conducted by the Research Supervisor, in the presence of at least one of the external examiners and HoD/Director. The viva-voce examination shall be open to members of the Research Advisory Committee, all faculty members of the Department and other interested faculty members/researchers and students.
- 27.9** The Research Supervisor and external examiner conducting the Viva Voce examination shall submit their Report in the prescribed format. The report shall be duly signed and sealed by the HoD/Director. The Head/Director shall send the same to Examination Branch.
- 27.10** In case a research scholar is not recommended for the degree by the examiners at the time of viva-voce examination, he/she may be permitted to re-appear in the viva-voce examination to be held not earlier than three months but not later than six months from the date of his/her first viva-voce. The viva-voce examination of the research scholar for the second time shall be conducted by the original examiners unless they or any one of them is/are not available or is/are unwilling to act as such. In such case the substitute examiner/examiners shall be appointed preferably from within the panel submitted earlier.
- 27.11** Based on the successful completion of viva-voce examination, the Head/Director shall forward a confidential report to the Controller of Examinations recommending the declaration of the result of the Ph.D. research scholar.

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**27.12** Subject to the provisions contained in these statutes where a research scholar applies for a copy of the report of the examiners, these reports in full or excerpts thereof shall be provided to the research scholar for the said purpose but only after the successful completion of the viva-voce.

**27.13** One hard copy of the thesis accepted by the University for the Award of degree of Doctor of Philosophy shall be deposited in the MANUU Library and the other copy shall be kept in the records of Examination Branch.

## **28. Award of Ph.D. degrees prior to Notification of these Regulations**

**28.1** Award of degrees to candidates registered for the Ph.D. Program on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be.

Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. The research scholars shall exercise their option about the Regulations for award of their degree subject to fulfilment of due requirements.

Nothing in these Regulations shall impact the M.Phil. degree Programs commencing prior to the enactment of these Regulations.

## **29. Provisional certificate**

Prior to the actual award of the Ph.D. degree, the degree-awarding University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

## **30. Depository with INFLIBNET.**

**30.1** The research scholar shall submit two soft/electronic copies of Ph.D. thesis to the Controller of Examination at the time of submission of Ph.D. thesis.

**30.2** Following the successful completion of the evaluation process and before the announcement of the award of Ph.D. Degree, the University shall submit an electronic version/soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in the digital repository of INFLIBNET/Shodhganga, accessible to all Institutions/Universities. The other softcopy shall be hosted on the website of the University.

## **31. Admission of International students in Ph.D. Program**

**31.1** All those candidates who are not the citizens of India shall be considered as Foreign Nationals.

**31.2** The notification to invite Indian students to apply for University Programs shall also apply to Foreign Nationals. No separate notification shall be given to invite application from Foreign Nationals.

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- 31.3** Foreign Nationals shall be considered for admission into Research Program offered through merit and interview modes respectively.
- 31.4** Foreign candidates shall appear for interview (online/offline) along with other candidates on scheduled date of interview if they are eligible.
- 31.5** 50% marks in Masters Degree and 50% marks in interview shall be considered as criteria for selection of foreign students in Ph.D. Program.
- 31.6** Foreign Nationals are required to fulfill the minimum eligibility criteria as prescribed for Indian students. If a Foreign National's Board/Institution/University does not offer the program prescribed as eligibility condition, an equivalent program may be considered by the Admission Committee.
- 31.7** Foreign Nationals applying for Ph.D. Program are required to produce a certificate stating that their educational program is equivalent in terms of length of study and quality to the qualifying degree examination recognized by this University.
- 31.8** If a Foreign National is selected for the Ph.D. program, he/she shall be sent a letter of admission through post as well as e-mail.
- 31.9** If a Foreign National is selected into Ph.D. Program, he/she shall produce the following documents: a) Student's Visa; b) Medical Certificate prescribed by Govt. of India and c) Clearance from MEA.
- 31.10** Fee for the Program shall be decided by the University authority before admission.
- 31.11** Foreign nationals admitted into Ph.D. Program shall not be permitted to convert from Full-Time to Part-Time Mode.
- 31.12** If admitted, foreign research scholars must pass a course in Urdu offered by the University before the completion of Ph.D.

## **32. Composition of Departmental Research Committee**

### **32.1 Departmental Research Committee**

Each Department shall have a Departmental Research Committee comprising of the following members, who are otherwise qualified as Research Supervisors, to monitor and facilitate conduct of quality research in the Department/Centre.

- (a) Head of the Department/Director of the Centre (Chairperson);
- (b) One external subject expert nominated by the Vice Chancellor;
- (c) All the members of the faculty, who are duly qualified research supervisors/co-supervisors in the Department/ Centre/DDE/Polytechnic at Headquarters and all the faculty members of the subject concerned of Satellite Campuses/ Off-Campus colleges/CTEs/Polytechnics who are duly qualified supervisors/co-supervisors shall participate in the DRC Meetings online/offline.

The term of the external subject expert shall be for a period of two years. Unless otherwise provided, two thirds of the members of the Departmental Research Committee shall form the quorum.

The meeting of the Departmental Research Committee shall be held at least once every six months. It may be held earlier, depending upon urgency of individual cases.

### **33. Composition of Research Advisory Committee and its Functions**

#### **Research Advisory Committee**

**33.1** There shall be a Research Advisory Committee for each Ph.D. scholar. The composition of RAC shall be:

- a) Research Supervisor of the research scholar as Convenor.
- b) One member recommended by the Research Supervisor
- c) One nominee of the HoD/Director/ (Principal in case of off-Campus Colleges) or the incumbent themselves.

The RAC members should otherwise be eligible Research Supervisors.

The RAC for each batch of the research scholars shall be constituted in DRC itself and notified towards the end of Semester-I.

The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

**33.2** A research scholar shall appear before the Research Advisory Committee at least once in a semester to make a presentation of the progress of his/her work for evaluation and further guidance. The RAC Minutes on progress report shall be submitted by the RAC Convener to the Head of the Department/ Director of the Centre with a copy to the research scholar.

**33.3** In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. Program.

# Maulana Azad National Urdu University

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## **34. Terms and conditions for Ph.D. Program in Off-Campus Colleges of MANUU**

- 34.1** The faculty members of the off-campus Colleges who fulfil the eligibility criteria prescribed by the UGC shall be allotted the research supervision for Ph.D. research scholars. This shall apply only to those Colleges wherein proposal for Ph.D. program has been approved by the Academic Council on the recommendation of the Dean through the School Board after due examination of eligible Research Supervisors, infrastructure requirements and supporting administrative and research promotion facilities.
- 34.2** The allocation of Ph.D. research scholars at Headquarters and Off-Campus Colleges shall be based on the Entrance Test merit and campus selection options of the candidates in order of merit.
- 34.3** Research scholars who will be under the supervision of faculty members of the Off-Campus Colleges shall complete Ph.D. Course Work and Course Work Examinations at concerned off-campus where Ph.D. is already being offered. The other requirements like synopsis/topic approval presentation; pre-submission seminar and final Viva Voce; as required by DRC, shall be done through online/offline mode. In case of online mode, the scholar/concerned supervisor/co-supervisor shall be physically present at the concerned Department/Centre/Satellite Campuses/CTEs where Ph.D. is already being offered. The department concerned at Headquarters shall give notice to that effect well in advance.
- 34.4** The research scholars shall not be paid any TA and DA by the University for coming to Headquarters and shall have to make their own arrangements for boarding and lodging.

## **35. Publication of Ph.D. Thesis and Research Work**

- 35.1** A research scholar who wishes to get his/her thesis published as a research monograph or a book, may do so with the permission of the University where in he/she clearly mention that it is based on his/her Ph.D. thesis submitted to MANUU.

For publication of research papers based on the Ph.D. thesis in referred journals, no permission from the University shall be required. However, the research scholar shall have to mention in the paper that the research work is part of his/her Ph.D. thesis.

- 36.** Notwithstanding anything contained in these Regulations or any other law, for the time being in force, there shall be no Ph.D. programs through distance and/or online mode. In the event of any ambiguity /confusion/conflict relating to these Regulations, the decision of the Academic Council shall prevail.