# હેમચંદ્રાચાર્ય ઉત્તર ગુજરાત યુનિવર્સિટી

Accredited by NAAC with "B" Grade (CGPA 2.21)

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વિષય : પીએચ.ડી. ઓર્ડીનાન્સ અંગે.

આ યુનિવર્સિટીના અનુસ્નાતક વિભાગના વડાશ્રીઓ/ કો-ઓર્ડીનેટરશ્રીઓ તથા સંલગ્ન તમામ કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, ગુજરાત પબ્લીક યુનિવર્સિટીઝ એક્ટ-૨૦૨૩ની કલમ-૨૩ (૪) અન્વયે બોર્ડ ઓફ મેનેજમેન્ટની તારીખ: ૦૨/૧૧/૨૦૨૬ની સોળમી બેઠકના ઠરાવ નં.- ૧૬.૩૨ થી પીએચ.ડી. ઓર્ડિનાન્સ મંજુર કરવામાં આવેલ છે. (નકલ સામેલ છે) જેની આથી જાણ સંબધિત સર્વેને કરવામાં આવે છે.

(ડૉ.આર.એન.દેસાઈ)
કુલસચિવ

બિડાણ: ઉપર મુજબ

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પરિશિષ્ટ ક્રમાંક – ૦૬

# HEMCHANDRACHARYA NORTH GUJARAT UNIVERSITY
## PATAN-384 265

# Ph. D. ORDINANCES

## Effective from Academic Year: 2026-27







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

# Ordinance Governing Enrolment of Candidates for Research Leading To Ph.D. In Various Faculties.


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

### *O. Ph. D. 1 General Rules.*

1.1 Hemchandaracharya North Gujarat University, Patan, awards the degree of Doctor of Philosophy (Ph.D.) in all faculties, to a candidate who has successfully completed the stipulated norms for the Programme of research.

1.2 A candidate to be awarded Ph. D. Degree has to submit a thesis in English except for research in social science and humanities embodying the findings of his/her original research carried out under this Programme. The thesis should make an original contribution of high quality to the advancement of knowledge as judged by the experts in the relevant area.

1.3 Before submitting final thesis, the student has to submit his/her synopsis in English or in the concerned language. In case the candidate submits his/her thesis in any language other than English, he/she has to submit the findings as summary of the thesis in English language.

1.4 A candidate becomes eligible for the award of the Ph. D. Degree after fulfilling academic requirements prescribed by the University.

1.5 The Ph. D. degree shall be awarded in the discipline of the Faculty in which the student is registered for the Ph. D. Programme. The title of the thesis, subject and faculty shall be mentioned in the notification.

1.6 The University shall decide on an annual basis through their academic bodies, a predetermined and manageable number of Ph.D. scholars to be admitted, depending on the number of available seats with the Research Guides and other academic and physical facilities available.

1.7 Considering to the availability of Physical Facilities, Infrastructure, laboratory, instruments, and other requirements, each guide shall inform the University regarding number of candidates that he/she intends to register under him/her supervision in advance.

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

1.9 The admissions to Ph.D. degree are subject to the reservation policy of the State government and rules of the university made effective from time to time.

1.10 The subject wise number of seats for Ph. D. shall be decided well in advance and notified on the University web site or by an advertisement for the Ph.D. admission process. The University shall also notify the list of supervisors and their respective area of interest/expertise on the University website. The University shall inform the eligible candidates to fulfill the other formalities through University website and no personal intimation shall be made regarding the same.

1.11 Application for admission to Ph.D. courses shall be invited by the University through notification once in a year or as notified by the University through the advertisement in

leading newspaper with wide circulation and also through University website. The prospective applicant qualified UGC-NET/NET-JRF/UGC-CSIR NET/GSLET/GATE or have passed M. Phil. Programme as per the UGC Regulations in concerned/allied relevant subject as well as Post-Graduate degree holders in concerned/relevant/allied subjects can apply for the admission in the Ph. D. Programme. The prescribed application form; either online or physical mentioned in the university advertisement, will be made available from the University website (www.ngu.ac.in) or at the cash counter by paying prescribed form fee either online or cash. Candidates are advised to go through and follow all the Ph. D. Ordinances, rules and instructions; which are available on university website before filling up the application form. The incomplete application form/ any false information in the application form/application form submitted after the due date or application form not accompanied by the prescribed fee and required documents shall be rejected.

1.12 Merely filling up an application form does not entitle the candidate for admission. The admission is purely based on the entrance examination and interview, subject to fulfilling the other requisite criteria.

1.13 Application Fees once paid, is not refundable.

1.14 Candidates who have qualified UGC-NET/NET-JRF/ UGC-CSIR NET /GSLET/ GATE /teacher fellowship or have passed M. Phil. Programme as per the UGC Regulations (July, 2009) and later amendments shall be exempted from the Ph. D. Entrance Test.

1.15 The first priority for the admission in the Ph. D. Programme shall be given to the UGC-NET/NET-JRF/UGC-CSIR NET/GSLET/GATE or have passed M. Phil. Programme as per the UGC Regulations candidates.

1.16 The merit list for admitting UGC-NET/NET-JRF/UGC-CSIR NET/GSLET/GATE/ M. Phil candidates shall be prepared as specified in the O. Ph. D.-3 (Procedure for Admission). The Merit list shall be valid for the same academic year only (academic year for which the advertisement is given) and it cannot be used for the admissions for the subsequent year/s.

1.17 If, seats do not remains vacant after admitting candidates qualified UGC-NET/NET-JRF/UGC-CSIR NET/GSLET/GATE or have passed M. Phil. Programme as per the UGC Regulations, No entrance test shall be conducted for the other candidates in such subjects and application fees shall not be refunded once paid.

1.18 if, seats remains vacant after admitting the qualified UGC-NET/NET-JRF/UGC-CSIR NET/GSLET/GATE/M. Phil. Candidates, the entrance test shall be conducted for the Non-exempted Post-Graduate students against the vacant seats only in concerned subjects. Such candidates have to compulsorily appear in an Entrance Test conducted by the University either online or offline mode as may be decided by the University from time to time.

1.19 The syllabus for the Entrance Test shall consist of both (a). Research Methodology (50% -weightage) and (b). Subject-Specific (50%- weightage) as per UGC norms. The detailed syllabi of examination for the Ph. D. Admission entrance test shall be same as for UGC NET/CSIR NET Examination,

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

1.21 Each students has to carry out his/her research work at his/her own risk and cost either in laboratory or field.

1.22 The University shall maintain the list of all the Ph. D. registered students on the university website. The list shall include details concerning to the name of the registered candidate, title of his/her research name of his/her Guide/co-Guide, and date of registration.

## *O. Ph.D. 2 Eligibility Criteria and Recognition of Ph. D. Supervisor*

2.1 Recognition will be given in the faculties and in the respective subjects offered in the University Department/PG College/PG Centers.

2.2 Permanent faculty members working as Professor (including Professor-CAS) and Associate Professor (including Associate Professor-CAS) of this university with a Ph.D. and at least five research publications in peer-reviewed or refereed journals shall become *Ex-officio Research Supervisor/Guide*. They need to apply in writing for the allotment of the students. University shall issue the letter to them as a recognized Ph. D. Supervisor.

2.3 Permanent faculty members working as Assistant Professors in University Departments/PG Colleges/PG Centers with a Ph.D. and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. The need to apply in prescribed form and record of three research publications by paying prescribed application fees determined by the Vice chancellor/Competent authority. The Research Publications shall be evaluated to at least two external referees working outside the university jurisdiction decided by the Vice Chancellor. If, the report from one referee is negative and other one is positive the proposal to evaluation shall be sent to third referee for the evaluation. On receiving positive reports from both the referees on quality of research publication, the recognition for the Ph. D. Supervisor/Guide shall be granted. if the report from the third referee is negative, then the he/she need to apply again after 6-months with the records revised record of publications and same shall be applicable if the report from the both the referees are negative.




2.4 The list of Ex-officio supervisor/Guide as per *Ordinance: 2.2* and the reports received external referees for the recognition of Supervisor/Guide as per *Ordinance: 2.3* shall be kept for the recommended of the Research and Recognition Committee and in the Board of Deans for the Approval.

2.5 The Board of Deans (BOD shall recognize the Research Supervisor/Guide as recommended by the Research and Recognition Committee (RRC).

2.6 Research and Recognition Committee shall look in to the fulfillment of UGC regulation for the Minimum Standards and Procedure for the award of Ph. D. Degree and the University existing norms before giving recognition to Ph.D. supervisors.

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

2.8 Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

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

## *O. Ph.D. 3 Seats Allotted Under Each Research (Ph. D.) Supervisor*

3.1 An eligible Professor/Associate Professor/Assistant Professor who are Ph. D. Supervisor of the University shall not have, at any given time, more than the following number of research scholars:

| | |
|---|---|
| Professor/Principal of college (Pay level: 14) | : 08 Ph. D. Scholars |
| Associate Professor/Principal of college (Pay level: 13A) | : 06 Ph. D. Scholars |
| Assistant Professor | : 04-Ph. D. Scholars |

3.2 University shall update the number of seats to allocate to the Research supervisor based on changes in above cadre of research supervisor from time to time.

3.3 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in *Ordinance: 3.1* above.

3.4 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 in *Ordinance: 3.1* above.

3.5 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.

3.6 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 parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

3.7 A research supervisor's seat shall officially be treated as vacant only when a Ph.D. scholar submits their thesis or when their registration is formally cancelled.

## *O. Ph.D. 4 Eligibility Criteria for Admission to Ph. D. Programme:*

A candidate seeking admission in Ph. D. Programme is required to apply for the Programme with specified application fees decided by the university from time to time. Incomplete Application form or form not accompanied by the prescribed fee and required documents are liable to be rejected.

4.1 The following candidates are eligible to seek admission to the Ph. D. Programme: Candidates who have completed: **[I].** A 1-year/2-semester master's degree Programme after a 4-year/8-semester bachelor's degree Programme or **[II]** A 2-year/4-semester master's degree Programme after a 3-year bachelor's degree Programme 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.

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.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree Programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. 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.

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4.2 Candidates who have completed the M. Phil. Programme 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. Programme. 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.

## *O. Ph. D. 5 Admission of International students in Ph.D. Programme*

5.1 Each Research Supervisor may guide up to two international research scholars on a supernumerary basis, in addition to the permitted number of Ph.D. scholars as prescribed in *Ordinance:3.1*

5.2 International students seeking admission to the Ph.D. programme shall fulfil the qualification as prescribed in Ordinance: 4 or equivalent by AIU or apex body. However, the students sponsored by the Indian Council for Cultural Relations (ICCR) shall be exempted from the requirements of the National Eligibility Test (NET), Ph.D. Entrance Test (PET), State-Level Eligibility Test (SLET), Junior Research Fellowship (JRF), or any similar examinations.

5.3 The admission of international students shall be based on Viva-Voce/Interview as specified in *ordinance:7.7 and 7.8.*

5.4 The fees for international students shall be as determined by the university from time to time.

## *O. Ph. D. 6 Duration of the Ph. D. Programme*

6.1 Ph.D. Programme 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 to the Ph.D. Programme.

6.2 A maximum of an additional two (2) years can be given through a process of re-registration; provided, however, that the total period for completion of a Ph.D. Programme should not exceed eight (8) years from the date of admission in the Ph.D. Programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. Programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. Programme.

6.3 For such extension beyond six years, the scholar shall forward the application for the extension with re-registration recommended by the concerned Research Supervisor/Guide. For the re-registration, the Ph. D. Scholar shall have to pay Re-registration fees prescribed by the Vice Chancellor/Competent authority of the university and the Semester/Term fees for the extended term. No extension beyond above period shall be granted in any circumstances.

6.4 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. Programme.

## *O. Ph. D. 7 Procedure for Admission:*

7.1 Candidate intending to register for Ph. D. Programme has to follow the admission procedure of the University.

7.2 The admission committee shall be appointed by the University for the Admission of Ph.D. Programme. The following shall be the member of admission committee;

(a) Vice Chancellor (Chairman- Ex officio)
(b) Registrar of the University (Member- Ex Officio)
(d) One Dean of the faculty nominated by the Vice Chancellor.
(c) Not less than three teachers nominated by the vice chancellor who are recognized research supervisor.
(d) Convener/Coordinator no below the rank of Professor.

7.3 The members other than Ex Officio members specified in above 6.2(a) and 6.2 (b) shall be entitled to pay the remuneration as decided time to time by the Vice Chancellor/competent authority of the University.

7.4 The seat matrix shall be prepared by the university and the total seats under the Ph. D. Programme is bifurcated as follow;

7.4.1 85% seats shall be reserved for candidates who have passed their Master degree examination from Hemchandaracharya North Gujarat University and State/University reservation policy shall be followed.

7.4.2 15% seats shall be reserved for the candidates who have passed their Master Degree examination from the University other than Hemchandaracharya North Gujarat University and State/University reservation policy shall be followed.

The above bifurcation may be Vice Versa if any seat remains vacant from (a) or (b) above only in same category, means the general category seats are transferred in general category seats and the concerned reserved seats are transferred in concerned reserved category.

7.4.3 The State/University reservation policy shall be followed on above bifurcation for admission in Ph.D. Programme.

7.4.4 Once advertised seats cannot be withdrawn unless any unavoidable circumstances. In case of unavoidable circumstances, the Vice chancellor shall be the competent authority to change the seat matrix during any stage of admission process, but not after publishing final merit list.

7.5 Application for admission to Ph.D. courses shall be invited by the University through notification once in a year or as notified by the University through the advertisement in leading newspaper with wide circulation and also through University website.

7.6 Application forms from both types of applicants who passed Post-Graduate degree and have qualified UGC-NET/NET-JRF/ UGC-CSIR NET /GSELT/GATE /teacher fellowship or have passed M. Phil. Programme as per the UGC Regulations (July, 2009) as well as have passed only Post-Graduate Degree shall be invited.

7.7 Applicants having Post-Graduate degree and have qualified UGC-NET/NET-JRF/ UGC-CSIR NET/GSLET/GATE/teacher fellowship or have passed M. Phil. Programme are exempted from the Ph. D. Entrance Test (PET). The Interview/Viva-Voce shall be conducted for such candidates and the merit shall be prepared by the Ph. D. Admission Committee in following criteria mentioned below;

| Sr. No. | Criteria for preparation of Merit list. |
|---|---|
| 01 | UG% converted to 30% |
| 02 | PG% Converted to 30% |
| 04 | Viva-Voce out of 40-marks |
| | Total: out of 100-Marks. |

7.8 Interview/Viva-Voce shall be held at the University head quarter as per schedule announced by the Admission Committee. The committee for the Viva-voce shall consist of four members;

(a) Dean of the concerned faculty

(b) Head of the respective Departments of the University or the Chairpersons of the Board of Studies of Subjects of which there is no University Department exist so far.

(c) Three faculty members nominated by Vice Chancellor of whom one from the University approved guide and two from other Universities in the Concerned Subject.

(d) The interview/viva voce shall cover the following aspects :(i) To evaluate the research aptitude of the applicants (ii) The candidate possesses the competence to carry out the proposed research undertaken at the University/College (iii) The proposed area of research can contribute to new knowledge (iv) Societal relevance/applicability of proposed research.

7.9 The Final Merit list shall be prepared by the Ph.D. Admission Committee after completion of the Viva-Voce as per criteria specified in ordinance and regulations of University and the admission can be granted to such candidates, who are exempted from the entrance examination.

7.10 After admitting such entrance test exempted candidates, the seat matrix for the category wise vacant seats are displayed in the university website and notification for conduct of entrance examination against vacant seats shall be issued on university website. No personal intimation shall be made in this regards.

7.11 The entrance test shall be of 100-Multiple Choice Questions (MCQ). The entrance test shall consist of two sections constituting 50 MCQs in each section as per the following pattern;

| | |
|---|---|
| **Section-I** | English Proficiency : 05 Multiple Choice Questions<br>Reasoning Ability : 05 Multiple Choice Questions<br>Basic Computer Skills: 05 Multiple Choice Questions<br>Discipline Specific Research Methodology: 35 Multiple Choice Questions |
| **Section: II** | Subject specific UGC-CSIR NET syllabus- 50 Multiple Choice Questions. |

The syllabus of the entrance examination for both the sections will be notified on the University website.

7.12 The duration of the entrance test shall be 120 minutes. There shall be a negative marking of 0.25 marks deducted for each wrong answer.

7.13 Students who have secured 50 % marks in the entrance test are eligible to be called for the interview. Passing standard of the entrance examination shall be 50% (A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

7.14 Interview/viva-voce shall be conducted for successful candidates in entrance test by the committee for the Viva-voce and shall cover the aspects as specified in *ordinance:6.7*

7.15 The Ph. D. Admission committee may limit the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

7.16 For the selection of candidates based on the entrance test conducted by university, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given as mentioned in 'University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022. The merit list for the entrance qualified candidates shall be prepared as per the following pattern;

| Sr. No. | Criteria for preparation of Merit list. |
|---|---|
| 01 | Marks obtained in entrance test shall be converted in to 70% marks. |
| 02 | Viva-Voce out of 40-marks shall be converted to 30% mark. |
| | **Total: out of 100-Marks.** |

7.17 The admission to the entrance test qualified candidates shall be granted based on merit list under each category of vacant seats available.

## O. Ph.D. 8 *Allocation of Research Supervisor/Guide*

8.1 The candidates in the merit list shall be called for allocation of research supervisor and the research supervisor shall be allocated as per their merit, availability of seats and subject expertise of guide. If there is no vacancy with the proposed supervisor, the student will be registered with another supervisor available, provided the supervisor gives consent for the same. There shall not be any waiting list for any supervisor. If a student is unable to get a seat, he/she shall have to re-apply for the admissions and when declared by the university.

8.2 For allotment of students and identifying proper guides (depending upon the expertise of the guide and area of interest of student) there shall be a Four Members Supervisor Allotment Committee (SAC) chaired by the Head of the University Department of the Concerned Subject. Decision of the committee shall be final in this matter.

a) Dean of the Concerned Faculty

b) Head of the Department of the Concerned Subject/ the Chairpersons of the Board of Studies of Subjects of which there is no University Department established so far. (Chairperson)

c) Two Members nominated by the Vice Chancellor from the Subject Concerned of which one shall be from other University.

## O. Ph.D. 9 *Composition of Research and Recognition Committee (RRC) and its Functions.*

9.1 The Board of Deans/ Directors of School of Studies shall appoint a Research and Recognition Committee for each Board of Studies;

9.2 The composition of Research and Recognition Committee (RRC) shall consist of following members as specified under the Statue No.:24 of The Gujarat Public Universities Uniform Statutes, 2024;

(a) The Vice-Chancellor, Ex-officio Chairman;

(b) Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any;

(C) The Chairperson, Board of Studies

(d) Two experts in the subject, to be nominated by the Vice-Chancellor, not below the rank of Professor, who have successfully guided at least three Doctorate of Philosophy (PhD) students and have published research work in recognized or reputed national or international journals, anthologies, etc., one of whom shall be from outside the university;

9.3 At least three members in the meeting shall form quorum for the meeting of the RRC If there is no quorum, the meeting shall be adjourned by the Chairman on the same day or on a later date and no quorum shall be necessary for such adjourned meeting.

9.4 The Research and Recognition Committee shall have the following functions and duties:

9.4.1 To review the research proposal and finalize the topic of thesis or dissertation in subject.

9.4.2 To approve the minor or major modifications in the title of thesis or dissertations recommended by the research supervisor.

9.4.2 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.

9.4.3 To periodically review and assist in the progress of the research work of the Ph.D. scholar.

9.4.4 To recommend to the Vice-Chancellor a panel of referees for thesis.

9.4.5 To recommend to the Board of Deans by following appropriate process, names of post-graduate teachers/research scientists for recognition as approved research guides.

## O. Ph.D. 10 *Approval of Synopsis and Title of Research Work*

10.1 Each Ph. D. student shall prepare and submit his/her research proposal to be forwarded with recommendation by *Research and Recognition Committee (RRC)*. If needed, the RRC may modify the synopsis or refer back to the student for modification. If *Research and Recognition Committee (RRC)* satisfies it shall approve the topic/title of research.

10.2 Admission shall be offered to the candidates, selected through merit and in accordance with the number of vacancies already declared by the university under different specializations/faculties.

10.3 The candidates who have been offered admission shall have to join the Programme within a specified time decided by the admission committee.

10.4 Successful candidates shall have to apply for registration with payment of registration fees decide by the Vice Chancellor/Competent Authority in the prescribed format with the research proposal prepared in consultation with the concerned supervisor.

10.5 The applicant shall be registered on such conditions and on such topics as approved by RRC by payment of requisite fee and fulfilling other formalities.

10.6 After registration, the candidate shall start their Research work under the guidance of supervisor on an approved title. The research work is expected to result in new findings/supplement the advancement of knowledge in chosen field. Doctoral research program gives an opportunity to scholars to demonstrate their analytical, innovative and independent thinking, leading to creativity and application of knowledge. Scholars are required to present their research progress regularly to the RRC. Finally, they shall be required to submit the thesis embodying their research findings for the award of the Ph.D. Degree.

## *O. Ph. D. 11 Fees Payable by the Research Scholars:*

11.1 The research scholar shall have to pay the requisite fee prescribed by the University failing which his/her registration shall be cancelled.

11.2 The fee may be charged under the heads like- Registration Fee (at the time of registration), Course Work fee (for those who are required to complete Course Work), Semester/Term fee, Laboratory fee for science subjects and other subjects involving laboratory work, Re-registration fees for the extension beyond the duration specified, Evaluation/Examination fee to be charged at the time of submission of Ph.D. thesis, Late payment fee for delayed payment of Semester/Term fees and/or any other applicable fees as prescribed by the University from time to time.

11.3 The amount of fee shall be subject to change as decided by the Vice Chancellor/Competent authority of University from time to time.

11.4 For the purpose of fulfilling the conditions of keeping academic terms for the payment of Semester Fees/Term fees the first term of the said stipulated terms, shall be counted as under:

(a) If the topic of the thesis for Ph.D. is recommended by the RRC, and the same is approved by the University on any date during the first half of an academic term, that term shall be counted as the first term.

(b) If the topic of the thesis for Ph.D. is approved by the University on any date during the second half of an academic term, the term following the said academic term shall be counted as the first term.

## *O. Ph. D. 12 Ph. D. Course Work:*

12.1 The Credit requirement for the Ph.D. coursework is a minimum of 12 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.

12.2 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 Programme and submit his or her thesis.

12.3 All candidates admitted to the Ph.D. Programme shall be required to complete the course work prescribed by the University during the first two semesters or as per the schedule decided by the university.

12.4 The candidate has to secure a minimum of 55% marks in the course-work examination. A candidate who fails to get minimum of 55% marks in the Coursework examination shall have to reappear for the next examination as and when conducted by the university.

12.5 The course work comprises of followings modules listed in the table given below.

| Paper No. | Nomenclature | Credits |
|---|---|---|
| Paper-I | Research Methodology | 04 |
| Paper-II | Advance course related to subject | 04 |
| Paper-III | Computer Applications to the subject | 04 |
| Paper-IV | Review of published research in the relevant field | 04 |
| Paper-V | Comprehensive Viva | 04 |
| | Total | 20 |

## *O. Ph. D. 13 Progress Review by Research Advisory Committee (RAC)*

13.1 There shall be a Research Advisory Committee (RAC) for the periodic progress review of the Ph. D. Scholar at the interval of every six months. The Research Advisory Committee shall have following members;

(a) Dean of the faculty concerned and Associate Dean of the concerned group of subjects, if any;

(b) Head of the Department concerned subject/ the chairperson of the Board of Studies in the subject where no university department established so far. (Chairperson)

(c) Two experts nominated by Vice Chancellor who are recognized research supervisor in the subject concerned, of which one shall be from other university.

(d) The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee.

(N.B.: At least 3-members including at least one subject expert shall form the quorum for the committee meeting.)

13.2 At the end of each semester, a Ph.D. scholar shall appear before the Research Advisory Committee (RAC) to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.

13.3 The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the University jointly signed concerned Ph. D. Scholar, Head of the Department/Board of the studies concerned and research supervisor. A copy of such recommendations shall also be provided to the Ph.D. scholar.

13.4 The Term fees/Semester Fees shall not be accepted unless it is accompanied with progress report.

13.5 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. Programme.

13.6 If, Ph. D. Scholar unable to attend RAC for the periodic review of the research progress, he/she shall have to reappear in the RAC before the due date of next RAC. If he/she fails to reappear before the due date of next RAC, his/her term for that period shall be extended by the university and has to pay term fees for the regular term and extended terms both. No extension beyond the period specified in *Ordinance: 05* shall be granted in any case.

13.7 The members of the Research Advisory Committee shall be paid actual car fare at the rate specified per kilometer for attending the research review meeting.

## *O. Ph. D. 14 Guidance for Doctor of Philosophy (Ph. D.):*

14.1 It shall not be obligatory for a candidate registered for the Ph. D. degree to reside in the same town where his teacher resides or works, unless the research work of the candidate concerned involves laboratory and / or field work. Provided that in the research work involving no laboratory and or field work the candidate concerned will be required to keep in close contact with his/her supervisor and, he/she shall have to discuss the research problem at least twice in a term.

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

## *O. Ph. D. 15 Pre-Submission Presentation (Pre-Viva)*

15.1 Before submitting the dissertation/thesis, the Ph.D. scholar shall make a Pre-submission presentation before the Research Advisory Committee at the concerned department at university head quarter, which shall also be open to all faculty members and other research scholars/students. The notification regarding pre-submission presentation shall be circulated to the members of RAC, scholar and research students.

15.2 The scholar has to incorporate the changes in Final Thesis as may be suggested by RAC during Pre Submission presentation.

15.3 The certificate for the same in the prescribed format signed by the Head of the department concerned and guide should be submitted to the University for Further Process and the copy of the same shall be attached in final thesis.

## *O. Ph. D. 16 Plagiarism Check in research work*

16.1 University shall strictly follow the rules formed by the UGC, wide its letter no-F.1-18/2010(CPP-II) dated 1st September, 2017 and amendments as and when notified by UGC regarding Plagiarism.

16.2 Further, the candidate if published any paper out of the work embodied in the thesis, before submission to the University, the same content of the research paper cannot be incorporated unless quoted. For this, every student has to abide by the UGC notice for self-plagiarism.

16.3 The university shall provide the software facility for the detection plagiarism to the Ph. D. Scholar at designated department/Library. The scholar has to obtain the certificate for plagiarism check for thesis jointly signed by the Plagiarism Check Coordinator, Concerned Research Scholar and Concerned Research supervisor. The copy of the same certificate shall be attached in final thesis.

## *O. Ph. D. 17 Submission of Synopsis and Thesis*

17.1 Before submitting the thesis, the candidate shall forward three copies of synopsis of the research work through his/her guiding teacher to the registrar along with prescribed examination fees.

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

17.3 The scholar has to submit Four Copies (Five copies in case of joint guides) of his/her thesis. Students are permitted to print their thesis on both the side of page with proper margin on both the sides. The thesis should embody the result of research and show evidence of originality through, a declaration by the candidate that he/she has not practiced plagiarism for preparing the thesis. The thesis must also contain a declaration from the scholar to the effect that the thesis or part thereof was not submitted by him/her for any research degree to this University or any other University/Institution. The scholar shall also submit a soft copy of the thesis in PDF format. Separate PDF of the content, list of tables, list of figures (if any) each certificate, each chapter, bibliography and conclusion/summary to the Ph. D. Section of the university. The thesis must contain a certificate from the guide(s) stating that: (i) the scholar has fulfilled all requirements under above rules. (ii) The thesis is the result of the scholar's own investigation. (iii) A certificate forwarded by guide and head of the respective department stating successful pre-submission presentation by the candidate.

## *O. Ph. D. 18 Evaluation of Ph.D. Thesis:*

18.1 The Vice Chancellor shall appoint a panel of three from the penal of referees recommended by Research and Recognition Committee (RRC) based on criteria as approved by the Academic Council.

18.2 Every thesis for Ph. D. degree shall be examined by three referees, one of whom shall be an internal referee- the University teacher guiding the candidate's work, and the other two must be external, one from outside the Gujarat State and one from within the state of Gujarat.

Explanation:

(a) External examiner shall mean any examiner other than guide(s), not in the University service/not belonging to institution of the candidate and the guide(s).

18.3 From the panel recommend by RRC, the Vice-Chancellor shall select the Examiners and the examiners selected by the Vice-Chancellor shall be invited to evaluate the thesis and request to communicate the acceptance within ten days of receiving the invitation. (All communications are preferred by electronic media or mail to save time).

18.4 On receiving the acceptance, the Registrar will take necessary steps to forward the thesis with required reporting format to the examiners for evaluation. Examiners so appointed are instructed to send report on the thesis along with questions to be asked to the scholar during the Viva-Voce and/or practical examination. In case of joint guides, either a combined report or two separate reports may be obtained. The examiners shall also be requested to submit his/her report within one month from the receipt of the thesis.

18.5 If the thesis is suggested for re-submission after revision by any of the examiners, the scholar will be allowed to re-submit the thesis after revision in the light of the comments of the examiners within six months on payment of half of the prescribed examination fees and the revised thesis will be sent to only those examiners who have suggested revision. If the revised thesis is recommended, the reports and the recommendations will be considered along with the other report already received and will be processed.

18.6 Viva-Voce examination shall only when both the external examiners recommend the acceptance of thesis. If the thesis is rejected by both the external examiners, it shall be rejected, but if thesis is rejected by one external examiner and accepted by the other external examiner, the alternate external examiner will be appointed by the vice chancellor from the penal of examiners in place of examiner who rejected the thesis and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

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

## O. Ph. D. 19 *Viva-Voce and/or Practical Examination:*

19.1 There shall be a viva-voce examination of the candidate who has submitted thesis for the degree of Ph.D. It shall be held at the University head quarter in person only except any unavoidable or emergency situation. If one examiner is unable to travel then the second examiner is to be called for the viva-voce examination. If both the examiners are unable to travel then under these circumstances, the Vice Chancellor may permit as a special case to conduct viva-voce at the place of either of the referee or place suitable to University or through online mode.

19.2 The referee called shall be paid actual Car fare at the prevailing rate per K.M./Second AC train fare including Rajdhani, Shatabdi and Vande Bharat express. The Air fare/First AC Train fare is sanctioned with the prior permission of the Vice-Chancellor.

19.3 The viva-voce shall be open house means anyone who is interested from the institution may attend the same. The viva voce should be conducted strictly under CCTV surveillance.

19.4 If a candidate does not satisfy the examiners at time of viva-voce examination, he/she shall be re-examined after a period of not less than three months, the candidate shall not be declared eligible for the degree unless all the Examiners unanimously declare him eligible for the degree.

19.5 In the event of re-examination of candidate for the viva-voce examination only who had failed to satisfy the examiner at the time of viva-voce, shall require to re-submit the examination form along with the payment of half of the original fee through his/her supervisor(s).

## O. Ph. D. 20 *Award of the Doctorate (Ph.D.) Degree:*

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

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

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

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

20.5 For all other matters not covered above, the decision of the Research and Recognition Committee (RRC) shall be final and binding.

## *O. Ph. D. 21 Depository with INFLIBNET*

21.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s) a soft copy of the thesis (PDF format) must be submitted to INFLIBNET and soft copy in PDF format be kept with the Ph.D. Section of the University for the Record keeping and further compliance if required.

21.2 If the language used in the thesis is other than English, a summary at the findings must be submitted in English language along with the thesis and the same must be submitted to INFLIBNET.

## *O. Ph. D. 22 Ph.D. through Part-time Mode*

22.1 Ph.D. Programme through part-time mode will be permitted, provided all the conditions stipulated in UGC Regulations are fulfilled.

22.2 The university shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. Programme 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.

## *O. Ph. D. 23 Cancellation of Ph. D. Registration.*

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

(a) Consistent lack of progress in research.

(b) Violation of discipline and rules of the Department/College.

(c) Non-submission of the thesis within the stipulated period.

(d) Non-conformity with the regulations of the Programme.

(e) Giving false information at the time of application/admission or in between the entire duration of Ph.D. Work.