

## ORDINANCE FOR DOCTOR OF PHILOSOPHY

### 1. Locale

- 1.1 The Degree of Doctor of Philosophy (hereinafter referred to as Ph. D.) shall be granted in all the Faculties of the University both in Regular (Full-time) and Part-time Mode in conformance with UGC (Minimum Standards and Procedure for the Award of Ph.D. Degree) Regulations, 2016.
- 1.2 Subject to general guidance of the Academic Council and control of the Faculty concerned, Ph. D. Degree shall be governed by the Departmental Research Advisory Committee (hereinafter referred to as DRAC) and Board of Post Graduate Studies & Research (hereinafter referred to as BOPGS&R).

### 2. Academic Eligibility

- 2.1 Candidate(s) seeking admission in Ph. D. must have Master's degree/M. Phil. degree with at least 55 percent marks in aggregate or its equivalent B grade in UGC 7-point scale (or an equivalent grade in a point scale wherever the grading system is followed) in the subject chosen for research or an allied subject (alliance and/or equivalence for this purpose will be decided by the DRAC). Any fraction will not be rounded off for calculating the percentage for eligibility. An M. Phil. student of this University whose dissertation has been evaluated and the viva-voce is pending may be admitted to Ph. D. subject to having required minimum marks.
- 2.2 For calculating the percentage of marks for Master's degree or equivalent level in the subjects of Education and Physical Education, if the candidate(s) is seeking admission on basis of B.Ed/BPED or DPED followed by MED/MPED (One year Course), marks obtained in B.Ed + MED and/BPED or DPED+MPED (One year Course), as the case may be shall be halved.

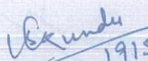
**Note:** A relaxation of 5 percent marks *i.e.* 2.75 percent (from 55 percent to 52.25 percent) in the aforesaid degrees is allowed for those candidates belonging to SC/ST/Differently Abled candidates having more than 40 percent disability (non-creamy layer) of Haryana.

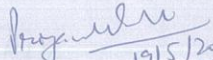
### 3. Reservation of Seats

- 3.1 The Registration and Scholarship (R&S) shall issue a general notification to all the University Teaching Departments for ascertaining the number of vacant seats (category-wise and along with specializations of supervisors, if any) for Ph. D. available in each department well in advance and shall notify the schedule for admission in Ph. D. through advertisement. However, the candidates having valid JRF may be admitted throughout the year.
- 3.2 The admission will be made as per Haryana State Reservation Policy. In case of JRF candidates, R&S Branch will provide teacher-wise roster to the Chairperson of the department to ensure its implementation. Each department, along with R&S Branch, will maintain the category-wise reservation of seats in Roster Register.

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3.3 The candidate(s) shall apply online for admission on the prescribed application form available at the University website [www.cdlu.ac.in](http://www.cdlu.ac.in). A candidate who is in service shall submit his/her application for admission to Ph. D. through proper channel. Incomplete application form, in any way, shall not be entertained.

#### 4. Ph. D. Admission Committee

4.1 The Ph. D. Admission Committee of the department shall consist of the following:

(a) Chairperson (Convener)

(b) All the teachers eligible to supervise the scholars (Members).

In case, the total number of members as per sub-clauses (a) and (b) above remains less than three, then the Chairperson is authorized to increase the number of members of Admission Committee by including a teacher from other department within the faculty or an outside expert with the prior approval of the Vice-Chancellor. The quorum for holding the meeting of Ph. D. Admission Committee will be 50 percent of total members but should not be less than two in person.

4.2 Ph. D. Admission Committee shall interview the eligible candidate(s) and draw a merit list of candidate(s) provisionally admitted to Ph. D. and forward it to the fee section for depositing the fee by the candidate(s). The Admission Committee shall also prepare a category-wise waiting list of candidates, who may be admitted in case the selected candidate(s) do not turn up for admission and deposit the fee as per the schedule notified. No candidate will be allowed admission to Ph. D. in the same department/subject for pursuing another Ph. D. degree.

4.3 Ph. D. Admission Committee shall allot the supervisor(s)/co-supervisor(s) to the selected candidate(s) by taking into consideration their area(s) of interest and specialization(s) of prospective supervisor(s). A written consent of the co-supervisor along with bio-data and permission from his/her employer shall be required. The name of supervisor(s)/co-supervisor(s) shall be included in the merit list drawn at the time of admission. However, Co-supervisor may also be associated by DRAC at the time of approval of synopsis or even afterwards, but the prior approval of the Vice-Chancellor is mandatory in the later case.

4.4 In case of disagreement among the members of the Admission Committee, dissent note submitted by any member will be forwarded by the Chairperson to the R & S Branch for consideration of the Vice-Chancellor. Depending on the issue, Vice-Chancellor may decide the same on merit or may refer it to the Academic Council.

#### 5. Qualification of Supervisor/Co-supervisor

5.1 A regular Professor/Associate Professors/Assistant Professors of the University with Ph. D. degree and at least five/three/two research publications respectively in those journals as notified by UGC from time to time can act as Research Supervisor. Teachers on deputation in the University cannot act as supervisor, but can be co-supervisor, if otherwise eligible.

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- 5.2 Co-supervisor may be (i) a teacher from the department where admissions are considered, or (ii) an inter-departmental teacher within the University, or (iii) a teacher from other University, who is otherwise eligible to supervise Ph. D. scholars, or (iv) a Scientist with Ph. D. degree from any Research Institution/Laboratory/Industry. In no case, there shall be more than one co-supervisor of a scholar. The qualification and experience of the co-supervisor will be the same as prescribed for the supervisor.
- 5.3 A teacher of this University may also be allowed to co-supervise the scholar(s) of other State/Central University(s) or Institutions with the prior permission of the Vice- Chancellor. The maximum number of such scholars under a teacher cannot exceed two at a time. Such scholars will be eligible to use all resources of this University including research laboratory, library, hostel facility, etc., if need be, on payment of usual fee as paid by regular scholars or as per terms and conditions of MOU with the University/Institute, if any.

**6. Number of Seats**

- 6.1 Professor/Associate Professors/Assistant Professors of the University, at any given point of time, can supervise 08/06/04 Ph.D. scholars. In case of co-supervisor(s), 1/2 Ph. D. seat for each candidate(s) (internal or external) shall be taken into account and will be covered within the limit of seats assigned to a teacher.
- 6.2 The Ph. D. seat of the supervisor shall be treated as vacant from the date of submission of the thesis by the scholar.
- 6.3 No teacher shall be allowed to withdraw the Ph. D. seats once offered after the issuance of Admission Notice. However, if a teacher leaves the University after the advertisement of seats, but before the display of the merit list, then such seats shall be deemed as withdrawn.

**7. Admission Procedure**

- 7.1 The admission in Ph. D. will be made through entrance examination, which will be of qualifying nature and will be held once in an academic session as notified by the University. However, the candidates having valid JRF may be admitted throughout the year with the consent of the supervisor and verification of documents by the Chairperson/R&S Branch. The R&S Branch will inform the candidate through the Chairperson within 15 days to deposit the fee. After depositing the fee, the candidate shall submit joining in the department on the same day which will be considered the date of admission/registration in Ph.D. and the candidate will be eligible to avail fellowship from this date. R&S Branch will ensure that the complete case of fellowship of such candidate(s) must be sent to UGC within 15 days of receipt of joining report from the department. Such candidate(s) will have to attend the course work to be conducted by the department from July to December every year.

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- 7.2 The entrance examination will consist of 100 multiple choice questions (MCQs) of one mark each. 50 percent questions will be from Research Methodology followed in the concerned subject and 50 percent questions will be subject specific from the syllabus prescribed for National Eligibility Test (NET) by the University Grants Commission (UGC)/Council for Scientific and Industrial Research (CSIR)/Indian Council of Agriculture and Research (ICAR), etc.
- 7.3 The duration of the entrance examination shall be of 90 minutes. A candidate must secure 50 percent marks to qualify the same (47.5 percent for SC/ST and Differently Abled candidates of Haryana state). There will be no negative marking in the entrance examination.
- 7.5 Question papers shall be (i) in English for the subjects in the faculties of Physical Sciences and Life Sciences, (ii) in the concerned language for language programmes and (iii) in English and Hindi in case of other faculties.
- 7.6 The candidates of the following categories are exempted from the entrance examination:

- (a) Who have qualified JRF/NET/SLET/GATE (UGC/CSIR/DBT)
- (b) Who have been awarded UGC/CSIR teacher fellowship, and
- (c) Who have been admitted through entrance test and passed M. Phil. with at least 55 percent marks in regular mode in the concerned subject.

**Note:** The candidate covered in sub-clause in (c) above will have to furnish a duly attested certificate (along with the application form) from the Chairperson/Director of the concerned department of University/Institute to the effect that he/she has passed M. Phil. in regular mode admitted through entrance test failing which the candidate shall not be entitled for exemption from the entrance examination and Ph. D. course work.

- 7.7 In case, the applicants, who qualify the entrance test or are exempted from the entrance examination, are more than the number of seats available in the respective department, then the merit list for admission to Ph. D. shall be prepared by the Ph. D. Admission Committee according to the following criteria:

(a) Percentage of marks obtained in entrance examination	= 50%
(b) Percentage of marks obtained in qualifying examinations	= 30%
(c) Marks of Interview	= 20%
Total	= 100

Marks given to the candidates in the interview shall not be less than 12½ percent and not more than 90 percent of the total marks of the interview. For a candidate exempted from entrance examination, the weightage for point (a) above will be 30 marks.

**Note:** If a candidate from exempted category wishes to appear in entrance examination for improving the marks/weightage mentioned above, his/her marks obtained in entrance examination or weightage mentioned above, whichever is higher, will be considered for preparing the merit list.

- 7.8 The criterion for the interview will be decided by the concerned department after considering the following aspects:

- (a) The candidate possesses the competence for the proposed research.
- (b) The research work can be suitably undertaken at the University.
- (c) The proposed area of research can contribute to the knowledge.

**Note (i):** Award of JRF/SRF will be governed by the UGC rules notified from time to time. A candidate availing JRF/SRF can leave it with valid reasons. Application of such a candidate, recommended by his/her supervisor, will be considered by DRAC for making further recommendations in this regard. The Vice-chancellor may allow such candidate to discontinue JRF/SRF after obtaining the comments from Dean, Research. After the approval of the Vice-Chancellor, the candidate will submit his/her resignation from JRF/SRF to be sent by R&S Branch to UGC for discontinuation of fellowship. However, there will be no effect on continuation of Ph.D. programme due to submission of resignation from JRF/SRF by a candidate.

**Note (ii):** A candidate admitted in regular Ph.D. may request to the authority for shifting him/ her-self to Part-time Ph.D. with valid reasons. Application of such a candidate, recommended by his/her supervisor, will be considered by DRAC for making further recommendations in this regard. The Vice-chancellor may allow such a candidate to shift him/her-self from regular Ph.D. to Part-time Ph.D. after obtaining the comments from Dean, Research.

**Note (iii):** Every member of the Ph. D. Admission Committee shall award interview marks out of 20 marks. Average marks of the interview will be considered for preparing the merit list. It is compulsory for all members of Ph. D. Admission Committee, who attended the meeting, to submit the awards to the convener, before leaving the meeting, failing which, the Convener is authorized to finalize the merit list on the basis of the awards submitted by other members of the committee.

7.9 The candidate selected for Ph. D. will have to deposit their fee in the Accounts Branch as per schedule notified and submit a copy of the receipt of the fee in the department, failing which seat will be given to the next candidate available in the waiting list of the respective category. The date of depositing the fee will be considered as the date of admission/registration in Ph. D.

7.10 The candidate should submit his/her migration certificate, through Chairperson of the department, to the R&S Branch as per the schedule given below failing which admission will be cancelled:

Without late fee	Up to 30 days from date of display of merit list for admission by the department,
With late fee of Rs.500/-	31 to 90 days from date of display of merit list for admission by the department, and
With late fee of Rs.1,000/-	91-180 days from the date of display of merit list for admission by the department.

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However, the Vice-Chancellor may allow re-admission on account of sufficient reasons to be recorded and allow submission of Migration Certificate with late fee of Rs. 2,000/- on the recommendation of the Supervisor and the Chairperson of the department within a period of two months from the date of cancellation of admission.

**Note:** In case of submission of migration certificate with late fee, a candidate shall have to furnish an affidavit attested by 1<sup>st</sup> Class Magistrate/Tehsildar to the effect that he/she has not been enrolled in any regular course simultaneously after depositing the fee in Ph.D.

### 8. Ph. D. Course Work

8.1 The candidate(s) admitted in Ph. D., other than those who are exempted from Ph. D. course work, shall have to undergo a semester-long course to be held in the department from July to December every year.

8.2 A candidate, who is in service and submitted his/her application for admission to Ph. D. through proper channel, shall submit the relieving certificate from his/her competent authority to join the course work.

8.3 During the course work, the scholars' performance shall be evaluated at the end of semester through an external examination as per the following scheme:

Paper No. (Ext.+ Int.)	Paper Title	Workload	Marks
Paper I (30)	Research Methodology	4 Hrs/Week	100 (70 + 30)
Paper II (30)	Departmental Compulsory Paper	4 Hrs/Week	100 (70 + 30)
Paper III (30)	Departmental Elective Paper	4 Hrs/Week	100 (70 + 30)
Paper IV (30+20)	Research and Publication Ethics	2 Hrs/Week	50

8.4 The candidate shall have to fulfill the condition of 75 percent minimum attendance in course work. If he/she remains absent from his/her classes continuously for seven working days without any valid reason, medical or otherwise, his/her name shall be struck off from the rolls. However, he/she may be re-admitted once with the permission of the Chairperson of the department on payment of re-admission fee of Rs 500/-, in addition to arrears of fees, if any, provided that the Chairperson is satisfied that the student may fulfill the requisite percentage of lectures, if re-admitted.

8.5 Common schedule will be followed for conducting the examination of course work in all the departments. Minimum qualifying marks in the course work shall be 45 percent in individual subject and 55 percent in aggregate.

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- 8.6 The candidate shall have three chances (including two for re-appear) to complete the course work successfully. However, one more chance may be allowed by the Vice-Chancellor depending on the merit of each case. In any case, the candidate shall have to complete the course work within a period of two years from the date of admission.
- 8.7 The examination branch shall issue a certificate on completion of course work to the effect that the candidate has qualified the course work and shall not be allowed to apply for revaluation. However, the candidate who could not qualify the course work shall be allowed to apply for revaluation of papers as per University rules.

**9. Exemption from Ph. D. Course Work**

- 9.1. The candidate, who has passed M. Phil. through regular mode (admitted through entrance examination), shall be exempted from course work if he/she produces a duly attested certificate in this regard along with the application form as mentioned in sub-clause 7.6.
- 9.2 The candidate, who has already completed his/her course work in the concerned subject from any other University/Institution approved by UGC, will also be exempted from course work. The validity of such course work will be of two years from the year in which he/she has completed the course work.

**10. Departmental Research Advisory Committee (DRAC)**

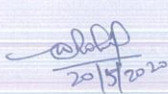
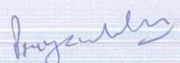
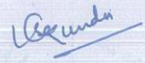
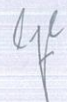
The DRAC of the department will comprise of the following:

- (a) Chairperson (Convener)
  - (b) All the teachers eligible to supervise the scholars (Members).
- In case, the total number of members as per sub-clauses (a) and (b) above, remain less than three, then the Chairperson, with the approval of the Vice-Chancellor, may include a teacher from other department within the faculty or an outside expert, who shall be a Professor, for a tenure of two years or up to the date when a teacher from the department concerned becomes eligible to supervise, whichever is earlier.
- (c) One outside expert (who shall be a Professor and his/her presence is mandatory at the time of pre-registration seminar, annual seminar, pre-submission seminar of the scholars)

**Note:** The quorum for holding the meeting of DRAC will be at least 50 percent of total members but should not be less than two in person.

**11. Submission of Synopsis**

- 11.1 The candidate, who is exempted from course work, shall have to submit the synopsis to the department, duly recommended by the supervisor/co-supervisor, within three months from the date of admission with a request to convene the meeting of DRAC.
- 11.2 The candidate, who is admitted through course work, shall have to submit the synopsis, duly recommended by the supervisor/co-supervisor, within three

months from the date of declaration of result *i.e.* successful completion of course work with a request to organize the meeting of DRAC.

In case of delay in submission of synopsis by the candidate, the Vice-Chancellor may condone the delay of the period up to one year. Further, the case of delay exceeding one year may be referred to Academic Council.

11.3 The synopsis submitted by the candidate shall be considered by the DRAC within a month from the date of submission of synopsis by the candidate. The candidate shall present the synopsis before DRAC on the day of its meeting fixed by the Chairperson. On successful presentation, DRAC will approve the synopsis and recommend the same to BOPGS&R for further consideration. If a candidate fails to present the synopsis before DRAC, without prior approval of Chairperson, in two consecutive meetings of the DRAC, his/her claim of presentation of synopsis will be forfeited and the seat will be treated as vacant.

11.4 The synopsis shall conform to the format given below:

- (a) A title page showing the title/area/field of research should be in English. The title should be transliterated in Hindi if the topic is approved in English, and this should be transliterated in English if it is approved in Hindi/Sanskrit/Punjabi; the name of the scholar and supervisor/co-supervisor, name of the department, faculty, University, session, *etc.*
- (b) Duly filled proforma for research schedule.
- (c) The body of the synopsis comprising should comprise the sections like Introduction, Literature Review, Research Objectives, Research Hypotheses, Methodology, Organization and Usefulness of the Study, followed by References/Bibliography.
- (d) The synopsis shall be signed by the candidate and supervisor/co-supervisor bearing the date and diarized by the department.

11.5 BOPGS&R shall consider the recommendations of DRAC and recommend to the Faculty concerned, whose recommendations shall be taken up by the Academic Council. Further, a copy of synopsis approved by BOPGS&R and Faculty shall be retained by the Department

11.6 The R&S Branch shall, within a month from the date of receipt of minutes of the meeting of faculty along with other relevant documents and a copy of synopsis approved by BOPGS&R and Faculty scrutinize such cases, issue provisional registration number and inform the candidate(s) through Chairperson or email.

11.7 The Academic Council has the power to review/edit/approve/disapproves or modifies the research proposal of the scholar and any Clause of the Ordinance. After the approval of Academic Council, admission of the candidate will stands confirmed.

11.8 The scholar(s) should submit his/her Ph. D. annual fee/continuation fee as per schedule given below:

(i)	Without late fee	Within 30 days of completion of every subsequent year
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(ii)	With late fee of Rs. 500/-	31 to 90 days from completion of the period mentioned above (i)
(iii)	With late fee of Rs. 1,000/-	91-180 days from completion of the period mentioned above (i)
(iv)	With late fee of Rs. 2,000/-	181 days to 01 year from completion of the period mentioned above (i)

**Note:** If a scholar fails to deposit the fee in the above mentioned period, his/her admission in Ph. D. shall be cancelled. The Academic Council may allow restoration of admission on sufficient grounds with a restoration fee of Rs. 5,000/- on the recommendation of the Supervisor and Chairperson of the department within a period of six months from the date of cancellation of admission.

- 11.9 The candidate admitted/registered in Ph. D. before the enforcement of this Ph. D. Ordinance will be governed by the respective Ph. D. Ordinance(s) under which he/she has been admitted.
- 11.10 The Vice-Chancellor, after obtaining the comments from Dean Research, may consider the request of the scholar, duly recommended by research supervisor and DRAC, to condone the delay of any kind which is not explicitly mentioned in the Ph. D. Ordinance.

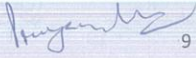
## 12. Cancellation of Admission


- 12.1 If the work and conduct of the scholar is found unsatisfactory at any stage as reported by the supervisor or he/she is not reporting to the supervisor regularly, then on the request of the supervisor, DRAC shall give him/her an opportunity to explain his/her position and make suitable recommendations including cancellation of admission to the University authority, and request of the candidate for refund of fee shall not be entertained in such cases.
- 12.2 The admission of scholar may also be cancelled on the written request of the scholar. However, the request of the scholar for refund of fee shall be entertained only if he/she has applied within a period of one year of his/her admission in Ph. D. The fee will be refunded after proportionate deduction of fee up to the month of his/her leaving, subject to a minimum deduction of Rs. 1000/-.
- 12.3 If a candidate fails to submit his/her thesis within the stipulated period of six years from the date of admission in Ph. D., the admission of the scholar will automatically stand cancelled.

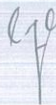
## 13. Admission in other Courses and Migration

- 13.1 A scholar shall not join any other course for obtaining any other regular Certificate/Diploma/Degree conducted by any University or public body within the duration of the Ph. D. The Vice-Chancellor may, however, allow a scholar to appear in an examination or to attend a course which is conducive to his/her research and is of minor nature, including improvement of the previous result. The scholar shall be allowed to migrate after the completion of Ph. D. course

  
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- 13.2 A scholar may be allowed to attend a workshop/seminar/conference/academic programme provided the programme has direct relevance to his/her research by the Vice-Chancellor on the recommendation of Supervisor and Chairperson of the concerned department. This period shall be counted towards the presence of the candidate in the campus on production of valid certificate to this effect.
- 13.3 In case of relocation of woman research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate or *vice-versa*, provided all other conditions in this ordinance are followed in letter and spirit.

#### 14. Duration of Programme

- 14.1 Duration of completion of Ph. D. in Regular Mode shall be of minimum three years from the date of admission, but not before two years from the date of approval of synopsis by DRAC and maximum of six years after admission in the programme.
- 14.2 Duration of completion of Ph. D. in Part-time Mode shall be of minimum four years from the date of admission, but not before three years from the date of approval of synopsis by DRAC and maximum of six years after admission in the programme.
- 14.3 The period of six years for submission of Ph. D. thesis by the scholar may be extended, *in exceptional cases*, for a maximum of one year by the Vice-Chancellor on the recommendation of Supervisor and DRAC with an extra fee of Rs. 10,000/-. Thereafter, no extension of period of submission of thesis, in any case, shall be allowed.
- 14.4 The women candidates and persons with disability (more than 40 percent disability) may be allowed a relaxation of two years in the maximum duration of six years.

#### 15. Stay on the Campus

- 15.1 The scholars availing JRF/SRF/RGNF/MANF/URS or any other fellowship/scholarship shall have to mark their attendance in the office of the Chairperson throughout the tenure of the scholarship/fellowship. Attendance verified by the supervisor and countersigned by the Chairperson will be forwarded monthly to R&S Branch with other relevant documents for release of scholarship/fellowship. The Chairperson may assign a teaching workload up to six hours per week to such a scholar without any additional remuneration and teaching experience in consultation with the supervisor.
- 15.2 A regular scholar, who is not covered in above sub-clause, shall have to stay in the department and mark his/her attendance for two years in the office of the supervisor/ co-supervisor, if any, from the date of approval of synopsis by DRAC. The supervisor shall submit a certificate at the time of submission of thesis to the effect that that the scholar has fulfilled the condition of minimum

- 15.3 A part-time scholar shall have to stay in the department and mark his/her attendance for 180 days in the office of the supervisor/co-supervisor, if any, from the date of approval of synopsis by DRAC. The supervisor will issue a certificate at the time of submission of thesis to the effect that the scholar has fulfilled the condition of minimum attendance required for carrying out the research.
- 15.4 There will be no vacation period for the paid scholars. However, regular unpaid scholars will be entitled to avail the vacations as per Academic calendar of the University.
- 15.5 The women candidate will be provided Maternity Leave/Child Care Leave once in the entire duration of six years for up to 240 days as per UGC rules.

**16. Progress Report/Seminars**

- 16.1 Every scholar shall be required to submit half yearly progress report on the prescribed proforma on or before 31<sup>st</sup> March and 30<sup>th</sup> September of each year. The supervisor/co-supervisor of the scholar will give his/her assessment about the progress of the scholar. The progress report shall be placed before DRAC for its evaluation in its meeting to be held in the month of April and October every year.
- 16.2 The scholar will present the annual seminar before DRAC in the month of October every year till the completion of Ph. D. on his research work conducted in the previous year.
- 16.3 After the completion of research work, the scholar will request to the Chairperson, duly recommended by the supervisor/co-supervisor, for the presentation of pre-submission seminar before DRAC claiming that (i) he/she has completed the research work as proposed the synopsis, (ii) the thesis is ready for submission. The chairperson will organize the meeting of DRAC within a month of the request of the scholar.
- 16.4 The scholar shall have to submit the Ph. D. thesis within three months from the date of the successful presentation of pre-submission seminar, failing which he/she will have to present the pre-submission seminar again in the meeting of DRAC. Maximum two chances will be given to a candidate to present his/her pre-submission seminar within the maximum period of completion of Ph. D.

**17. Change of Topic**

Major change in the title/synopsis of the research problem may be allowed up to one year from the date of approval of synopsis by DRAC provided that such a change is recommended by the supervisor and DRAC, and approved by BOPGS&R, Faculty and Academic Council. However, minor changes in the title/synopsis may be allowed by DRAC up to the time of holding of pre-submission seminar with the approval of the Vice-Chancellor. In case of any grammatical/typographical/clerical mistake noticed even after submission of thesis by the candidate, he/she may be allowed to re-submit his/her thesis, on the recommendations of DRAC, before it is sent for evaluation.

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### 18. Change of Supervisor

- 18.1 The change of supervisor shall not be allowed at the whims of the scholar.
- 18.2 In case, the supervisor is unable to supervise the research work for any valid reason (retirement/resignation/long leave, etc.), the Vice-Chancellor may allow the change of the supervisor on the request of the scholar on the recommendation of DRAC, if satisfied that the change of the supervisor is in the interest of completion of the research work. The supervisor, who is unable to supervise, may continue to act as co-supervisor of the scholar. In such cases, the written consent of the proposed supervisor shall be required.
- 18.3 The Vice-Chancellor may also allow the change of supervisor with mutual consent of the existing and proposed supervisor on the recommendation of DRAC. After a change of supervisor, the scholar is not allowed to submit his/her thesis before six months.

**Note:** In case of retirement/resignation/long leave or any other valid reason, the seat so allotted to another supervisor will be over and above the maximum number of seats allotted to a teacher as mentioned in Clause 6.1.

### 19. Language of the Thesis

The language of the thesis will remain English or Hindi except in the subjects of languages, wherein the thesis can be written in English, Hindi or any other language, as the case may be.

### 20. Fee Structure

The fee will be charged as follows:

	(Rs.)
(a) Application Fee (to be deposited at time of admission)	1600/-
(b) Ph.D. Course Work fee (One-time)	5000/-
(c) Examination fee (PhD Course Work)	1000/-
(d) Registration fee (One-time)	1000/-
(e) Library fee (Annually)	2000/-
(f) Medical fee (Annually)	1000/-
(g) Annual fee (for non-science subjects)	5000/-
(h) Annual fee (for science subjects)	10000/-
(i) Thesis evaluation fee (One-time)	5000/-
(j) Caution money (One-time)-Refundable	3000/-
(k) GIS	(Annually) 100/-
(l) E-suvidha fee	fee 200/-
(m) Alumni Fee	fee 100/-

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**Note:** 50 percent concession of the total fee (except examination and registration fee) to the employees of Chaudhary Devi Lal University and their dependents (sons, daughters, brothers, sisters, spouse, who is/are not working and is/are fully dependent on him/her and living with him/her) will be applicable.

**21. Submission of Thesis**

- 21.1. The scholar shall be allowed to submit his/her thesis only after he/she has:
  - (a) Published at least one research papers from his/her research work in UGC listed Research Journals and produce evidence of the same in the form of certificate at the time of pre- submission seminar, and
  - (b) Presented two papers in seminar/conferences, from his/her research work and produce evidence of the same in the form of certificate at the time of pre-submission seminar.

21.2 The thesis finally submitted shall be printed both sides on A-4 size (unless otherwise required) on executive bond paper. The other specifications for typing of the thesis are as under:

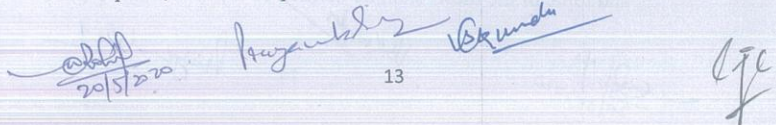
Font name:	Times New Roman
Font Size:	12 point
Printer type:	Laser printer (unless otherwise required)
Line spacing:	1.5
Left/Right/Top/Bottom margins:	1.0 inch each
Footer margin:	As per requirement (for footnotes)
Header margin:	0.5 inch
Gutter margin:	0.5 inch (for binding purpose)

**Note:** The scholar will incorporate the published work in his/her Ph. D. thesis required as per Clause 21.1 along with plagiarism report duly signed by scholar and supervisor/co-supervisor and countersigned by the Chairperson.

21.3 The scholar shall submit six copies of his/her thesis along with six copies of summary separately in the concerned department. The Chairperson shall send all the copies to the examination branch for evaluation along with proper intimation to the R&S Branch within a week. The scholar shall have to submit a soft copy of the thesis in CD, in MS Word and PDF format along with plagiarism report.

**22. Evaluation of Thesis**

22.1 Keeping in view of area/subject of research, the DRAC, on the recommendations of supervisor(s), will draw a list of 8-10 examiners/evaluators (Professors/Associate Professor or Scientists of equivalent grade) along with their designation, contact number and email address for appointment as evaluators/examiners for the evaluation/examining of thesis and forward the list to BOPGS&R, which shall consider the list of external examiners/evaluators drawn by DRAC and recommend the panel. Out of the panel, at least 50 percent external examiners/evaluators should be from


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Universities/Institutes outside the Haryana state selecting not more than two external examiners/evaluators from any one University/Institute. The panel of external examiners/evaluators recommended by the BOPGS&R shall be valid for a period of nine months only from the date of meeting of BOPGS&R. The Vice-Chancellor may ask the board to add more names in the panel of examiners, if needed. The names of only those persons will be recommended who are physically fit and are able to undertake journey for the conduct of viva-voce, if invited.

- 22.2 The thesis submitted by a scholar shall be evaluated by his/her Research Supervisor and two external evaluators/examiners appointed by the Vice-Chancellor from the panel, out of which at least one shall be from outside the Haryana State.
- 22.3 If the evaluator(s)/examiner(s) of the thesis recommend the award of the degree, he/she may also give in the report a set of six to ten questions, which he/she would like to put to the scholar at the time of viva-voce.
- 22.4 If any evaluator/examiner recommend re-submission with a revision of the thesis, the scholar shall be asked to modify the thesis and re-submit the same only once with the revaluation fee of Rs.5,000/-, not before six months and not later than one year, after having carried out all the modifications along with a certificate from the supervisor that all the modifications suggested by the examiner(s)/evaluator(s) have been incorporated in the thesis. If one of the examiners rejects the thesis, the thesis shall be sent to the third examiner/evaluator appointed by the Vice-Chancellor from the panel.
- 22.5 The re-submitted thesis shall be re-examined by the same examiner(s) who have evaluated the thesis. If any of them is unable or unwilling to do so, then another examiner shall be appointed from the panel by the Vice-Chancellor. The examiner appointed for this purpose shall examine whether suggested modifications have been incorporated adequately in the thesis or not.
- 22.6 If both the external evaluators have recommended the rejection of the thesis, then the thesis shall be rejected. A scholar whose thesis has been rejected shall not be allowed to register again for the Ph. D. degree with the same topic.

**23. Viva-Voce**

- 23.1 If the examiners/evaluators recommend the award of the Ph. D. degree, the scholar will be examined through an open viva-voce by one of the examiners/evaluators who have recommended the award of the Ph. D. Degree. The examiner/evaluator for viva-voce shall be appointed by the Vice-Chancellor. If the evaluators/examiners, those who have recommended the award of Ph. D. degree, are unable or unwilling to conduct the viva-voce, another evaluator/examiner may be appointed by the Vice-Chancellor out of the panel.
- 23.2 The viva-voce shall be conducted by the external evaluator/examiner in the department unless ordered otherwise by the Vice-Chancellor. The date, time and topic of the thesis shall be notified to the teachers, including the supervisor

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and the research scholars of the Faculty, by the Chairperson, who may be present at the time of viva-voce, but they shall have no right to put any question to the scholar. In case of non-availability of Chairperson concerned due to some unavoidable reasons, the senior most teacher of the department shall make necessary arrangements for the conduct of viva-voce.

- 23.3 If the scholar is unable to attend the viva-voce on the fixed date for any valid reason, the Controller of Examinations, on scholar's written request and with a fee of Rs. 2000/-, may allow one-time postponement of the date of viva-voce up to a maximum period of three months from the date previously fixed, failing which the candidate will be declared ineligible for the award of the degree. In case, the examiner has turned up for viva-voce examination of the said candidate on the fixed date, the total expenditure of TA/DA will be charged from the scholar up to the next rounding figure of Rs. 100/-.
- 23.4 If the scholar is unable to defend viva-voce successfully, then the second evaluator may be called for conducting the viva-voce after giving at least three months time to the scholar. The report of viva-voce of the second evaluator will be considered final.
- 23.5 The Chairperson or senior most teachers in the absence of the Chairperson shall send the viva-voce report in a sealed cover to the examination branch, duly signed by the external examiner and the Chairperson/senior most teacher within two working days after the conduct of viva-voce.
- 23.6 The reports of all the evaluators/examiners and viva-voce shall be placed before the Research Degree Committee (RDC), which will comprise of:
- (a) Vice-Chancellor (Chairperson)
  - (b) Dean of Faculty (Member)
  - (c) Controller of Examinations (Member)
  - (d) Dean, Research (Member)
  - (e) Chairperson of the Department (Member)

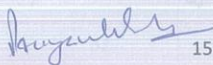
The RDC shall consider the reports and recommend whether:

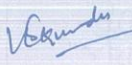
- (a) The Ph. D. Degree be awarded, OR
- (b) The thesis be rejected.

The absence of the Dean of Faculty, Dean Research and the Chairperson of the department in the meeting of RDC shall not vitiate its proceedings. However, the Vice-Chancellor may include an expert in the area in place of the Dean of Faculty, Dean Research and the Chairperson of the department.

- 23.7 After the award of Ph. D. Degree, one copy of the thesis will be sent to the University Library, one copy to the Department Library, one copy will be retained in the examination branch for record, and finally, one copy will be sent to the University Grants Commission (UGC), New Delhi.
- 23.8 The examination branch must ensure that the process of evaluation, viva-voce, meeting of the Research Degree Committee be completed within six months from the date of receiving the Ph. D. thesis in the Examination Branch. Further, Ph. D. degree should be awarded within 180 days of successful viva-voce.
- 23.9 Along with the Ph. D. Degree, the Controller of Examinations shall also issue a

  
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certificate to the effect that the Ph. D. Degree has been awarded in conformance with the UGC Minimum Standards and Procedure for the award of Ph. D. Degrees Regulations, 2016.

#### 24. Publication of Thesis

- 24.1 A scholar may be allowed to publish his/her thesis in book form provided that at least one of the evaluators/examiners has made such a recommendation in his/her report. The evaluator(s)/examiner(s) for the thesis shall also mention in the report whether the thesis is fit for publication in its original or modified form. In the later case, the examiner shall give a list of suggestions for modification.
- 24.2 No thesis shall be published without prior permission of Dean, Research of the University. The scholar may apply to the Chairperson for getting his/her thesis published, who shall forward the application to seek examiners' report regarding publication of the thesis. In case the examiner(s) has/have recommended publication with modifications, a certificate will be obtained from the supervisor to the effect that necessary modifications as suggested by the examiner(s) have been properly incorporated in the thesis. Thereafter, the case shall be placed before the Dean, Research for obtaining the approval of publication on the recommendations of evaluator(s)/examiner(s). Two copies of the publication shall be submitted in examination branch; one for examination branch and another for the library.
- 24.3 The Controller of Examinations shall forward a soft copy (PDF) of the Ph. D. thesis to UGC, New Delhi for uploading it on INFLIBNET within a period of thirty days after the notification/award of Ph. D. Degree to the scholar.

#### 25. Plagiarism Policy

While submitting the thesis for evaluation, the scholar must adhere to plagiarism policy of the University/UGC notified from time to time and shall have an undertaking from the research scholar and certificate from the Supervisor attesting to the originality of the work, vouching that Ph. D. thesis has been submitted as per plagiarism policy and that the work has not been submitted for the award of any other degree/diploma of the same University/Institution where the work has been carried out or to any other University/Institution.

#### 26. Bodies Governing Ph. D.

The conduct of Ph. D. shall be governed by following bodies:

- (a) Ph. D. Admission Committee
- (b) Departmental Research Advisory Committee (DRAC)
- (c) Board of Post Graduate Studies & Research (BOPGS&R)
- (d) Faculty
- (e) Research Degree Committee (RDC)
- (f) Academic Council

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**27. Remuneration**

Remuneration to the evaluator(s) and examiner for conducting viva-voce will be paid as fixed by the University. Airfare shall be paid to the examiner for Viva-Voce, if the examiner is so entitled, after approval of the Vice-Chancellor.

**28. Addendum**

- 28.1 In case of any query/doubt with regards to any matter related to Ph. D. Ordinance including URS rules, the matter will be decided by the Vice-Chancellor after obtaining the comments from Dean, Research. The matter shall be reported to the Dean Research by the Concerned Chairperson along with the remarks of the Supervisor.
- 28.2 UGC guidelines as received from time to time by the University will be applicable after the approval of the Vice-Chancellor.

**29. Foreign Nationals**

Admission in Ph. D. will also be opened for Foreign Nationals as per the following provisions:

**(i) Definition:**

The term "Foreign National" implies any candidate holding a passport of a foreign country. This category would include any Person of Indian Origin (PIO) or Overseas Citizen of India (OCI) card holder who has a foreign country's passport. NRI's with Indian Passport are Indian Nationals, therefore cannot be considered as International students.

**(ii) Number of Seats:**

As per UGC guidelines Foreign Nationals will be admitted over and above the approved intake in a course, which may not exceed 15 percent of the total seats advertised in the concerned department. Foreign nationals seeking admission through Indian Council for Cultural Relations (ICCR) or other governmental agencies may apply to the University in the prescribed form through the respective bodies. The admission will be subject to the willingness of the faculty to enroll a foreign student and, therefore, the admission of such a scholar will be over and above the seat limit of the faculty.

**(iii) Eligibility:**

- (a) **Academic Qualification:** A prospective Foreign National has to fulfill the eligibility conditions, including the required qualifying degree and marks/grades, as prescribed for the Indian students.
- (b) Foreign Nationals will be exempted from the entrance examination but if a student's parent University does not have a programme which is prescribed as minimum eligibility condition, equivalent programme may be considered. In this respect, decision of the Ph. D. Admission Committee shall be final.
- (c) **English Proficiency:** Proficiency in English is a pre-condition for admission of foreign nationals. It is mandatory that all Foreign Nationals should provide one of the following two scores, which should not be older

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than two years. International English Language Testing System (IELTS) - Academic version - minimum score of 6.5 is required; Test of English as Foreign Language (TOEFL) - paper-based TOEFL: a minimum score of 560 is required; Computer-based TOEFL: a minimum score of 220 is required; internet-based TOEFL: a minimum score of 80 is required. Applications should be accompanied by copies of relevant certificates, marks sheets together with the English version of such copies duly attested, if they are in a different language. All foreign nationals seeking admission to the University will be required to produce a medical certificate of fitness from a recognized hospital in their country. Those offered admission may also be required to undergo a comprehensive medical examination as prescribed by the University.

- (d) Besides, candidates seeking admission to Ph. D. in Life/Physical Science must also fulfill the following conditions:
  - (a) They should have a GRE score:
  - (b) Verbal Reasoning score, at least 500;
  - (c) Quantitative Reasoning score, at least 500;
  - (d) An Analytical Writing score, at least 4;
  - (e) Subject score with at least 600
- (e) The candidate will be required to appear for the interview.
- (f) The candidate will produce two letters of recommendation clearly mentioning the knowledge of candidate in the subject.

**(iv) Completion of the Course:**

Results pertaining to foreign students will be sent by the office of the Controller of Examinations to the Office of International Affairs for information.

- (a) After completion of the course, each student has to contact the Office of International Affairs and initiate the process through the office of the Controller of Examinations of the University for completing all formalities regarding their transcripts and degree.
- (b) After completion of the programme and the award of degree, no student will be allowed to stay on the University campus.
- (c) In case the degree involves interview/viva-voce examination after submission of thesis, the student is required to inform the Office of International Affairs when these oral examinations have been scheduled by the respective Department certified by the Supervisor and Chairperson of the department.

**(v) Documents to be submitted at the time of Application:**

- (a) Application form which can be downloaded from the University website;
- (b) Transcripts from High School onwards with certified English translation, if the documents are in any other language;
- (c) Two letters of recommendation from their present teachers in sealed envelopes;
- (d) TOEFL/IELTS/GRE score cards;

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- (f) Research proposal;
- (g) Proof of adequate financial support or scholarship;
- (h) Other such documents, which in their opinion could convince the Admission Committee regarding their suitability for admission to the programme applied. A candidate selected for admission is given intimation of provisional admission, which can be used by the candidate to obtain VISA from his/her local Indian Consulate. It is essential that a Ph. D. student should obtain a "Research/Student VISA" and other student a "Student VISA". Prospective applicants for Research/Student VISA need to submit to the Consulate a research proposal along with University's provisional acceptance of affiliation.

(vi) **Important note:** No foreign national will be admitted without the required visa. Foreign nationals selected for Ph. D. will be allowed to complete the admission only after obtaining a Research/Student Visa from the Indian Embassy abroad. All other conditions laid down in the Ph. D. Ordinance will also govern the Foreign National Research Scholars. In case of any discrepancy, the decision of the Vice Chancellor will be final.

(vii) **Health Insurance:**

All the prospective students are required to buy an appropriate health insurance policy before arriving in India. It is essential that the student's health insurance policy remains valid throughout the period of the student's stay in this University. This will be checked at the time of admission. Medical fitness certificate from a recognized hospital has to be produced before joining the Ph. D.

(viii) Annual fee for students from the foreign countries will be three time as prescribed for Indian Nationals except Low Income Countries (LIC) as defined in World Development Report, World Bank.

**RULES FOR AWARD OF UNIVERSITY RESEARCH SCHOLARSHIP**

**General**

1. University Research Scholarship (hereinafter referred to as URS) may be awarded in each University Teaching Department, where research facilities are available, by the Vice-Chancellor on the recommendations of the Ph. D. Admission Committee.
2. The amount of URS will be at par with Project Fellow appointed in UGC - Major Research Project, which will be revised by the University as per revision made by UGC from time-to-time. URS shall be tenable for two years from the date of approval of pre-registration seminar by DRAC in the first instance which shall be extendable on yearly basis, ordinarily for a period of one year, but in no case beyond a period of two years, by the Vice-Chancellor subject to explicit certification in support of satisfactory work progress on the recommendations of the Supervisor and DRAC.
3. In addition, an annual contingency grant of Rs. 5,000/- shall be admissible to the

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scholar for the purpose of stationery, TA/DA and miscellaneous expenses. The bills of contingency shall have to be verified by the Supervisor and countersigned by the Chairperson of the department. The amount of contingency may be revised by the competent authority of the University from time to time.

**Number of URS**

4. One seat irrespective of the reservation will be allotted under URS to each department.
5. Further, five additional seats of URS will be allotted to reserved categories - three seats for SC candidates, two seats for BC(A) & BC(B). Allotment of these seats to various departments will be made on rotation basis in alphabetic order of department names so that not more than one of these five seats is allocated to a department in a particular session. The distribution of these seats may be made by a committee constituted by the Vice-Chancellor. A record to this effect will be kept by the R&S Branch for the purpose of continuity and fair distribution of these seats among various departments.
6. No payment of scholarship shall be made to the scholar beyond four years irrespective of whether the thesis has been submitted or not.
7. URS will be open to the candidates who are below the age of 30 years. The age limit shall be relaxed by 5 years for the candidates belonging to Schedule Caste/Schedule Tribes, Backward Classes, Differently Abled Persons and Women candidates.
8. URS (mentioned in Clause 04 above) will be awarded on the basis of final merit calculated after the interview by the Ph. D. Admission Committee to the candidate who is not availing any scholarship/fellowship or financial assistance from any other source.
9. Payment of URS shall be admissible from the date of approval of synopsis by DRAC and joining to be submitted by the awardee after the issue of notification of award of URS by R&S Branch. The payment would be released after the confirmation of registration by the Academic Council.

**Progress of Research Work**

10. Progress of the research work will be evaluated at par with other scholars of the department.

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**Recovery of Scholarship**

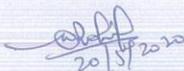
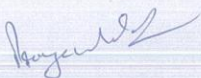

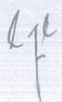
- 11. The URS shall complete the full period of his/her tenure of the scholarship. If the scholar discontinue or give up his scholarship and leave the department without prior permission of the Vice-Chancellor, during the period of scholarship or extended period or the scholar fails to submit his/her Ph. D. Thesis within the time period prescribed in the Ph. D. Ordinance, he/she shall have to refund the whole amount of scholarship paid by the University or a part thereof as recommended by DRAC.

Provided that no recovery of scholarship shall be made (i) if he/she joins a regular job in a teaching, defense or R&D organization and submits his/her Ph. D. Thesis within the prescribed time; (ii) if he/she enters into the service of central or state government and submits his/her Ph. D. thesis within the prescribed time.

- 12. The scholar shall, execute a bond with the University on the prescribed format, giving surety of any one of the following:
  - (a) Natural parents/legal guardian having property/employment
  - (b) A permanent employee of the State Govt.
  - (c) A permanent employee of autonomous statutory body situated in Haryana
  - (d) A permanent employee of the University.

**Duration of Leave**

- 13. The Vice-Chancellor may, on the recommendations of the Chairperson of the Department, grant the scholar, availing a URS, leave not exceeding six months and allow him/her to resume the scholarship on the expiry of this leave to complete the remaining tenure of the scholarship. No claim of scholarship shall be entertained for the said duration of leave.
- 14. The Vice-Chancellor may, in very hard and exceptional cases allow extension in leave for a period not exceeding three months to a scholar who proceeds on leave for academic pursuits only. No claim of scholarship shall be entertained for the said duration of leave.
- 15. If a URS seat falls vacant, it shall be awarded to the next eligible candidate within a period of two months from the date the seat falls vacant for the remaining period of the scholarship. In such cases, the selection should be from the waiting list in order of merit. In case, a candidate gives in writing about his/her unwillingness to continue as URS, then the matter must be finalized within a month.
- 16. Leave for a maximum of 30 days in a year in addition to general holidays may be allowed to a scholar by the Chairperson of the department on the recommendation of the Supervisor. No other leave of any kind will be admissible to a research scholar availing a scholarship. The period of survey/consultation of libraries/laboratories and attending seminars/conferences as recommended by the supervisor will not be counted as leave.
- 17. The women awardees may be provided Maternity Leave/Child Care Leave at full rates for a period not exceeding 240 days once in the entire duration of their scholarship.

- 18. The scholar availing URS may be allotted a teaching workload up to six hours per week without any additional remuneration and teaching experience in consultation of the supervisor.
- 19. Such scholar(s) has to mark their attendance in the office of the Chairperson throughout the duration of their scholarship, who will forward the record monthly to R&S Branch along with the bills of scholarship, submitted by the scholar and duly signed by the supervisor.

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