NIRWAN UNIVERSITY

Ph.D. Programme
Rules & Regulations
(Amended As Per UGC Regulation 2016)

NIRWAN UNIVERSITY
JAIPUR – 303305
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1. **Preamble**
The Doctor of Philosophy (Ph.D.) degree is one of the highest academic degrees awarded by a University and requires extensive study and intellectual effort. It is awarded to a candidate who, as per these regulations, has submitted a thesis or dissertation, on the basis of original and independent research in any particular subject/discipline, or more than one discipline (inter-disciplinary), and which makes a contribution to the advancement of knowledge in science, technology, humanities & social sciences.

2. **Categories of Ph.D. Scholars**
   2.1. **FULL-TIME Research Scholars**
   Full-time research scholars are those who register for Ph.D. at Nirwan Jaipur (NUJ) on full-time basis and are not employed anywhere.
   2.2. **PART-TIME Research Scholars**
   - Part-time research scholars are those who are presently employed in any college/school/institute/industry and are registered for Ph.D. at NUJ.
   - Part-time scholars will be defined as external if they are employed outside NUJ.
   - Part-time scholars will be defined as internal if they are employed in NUJ.
   2.3. **Conversion of Full-Time Registration to Part-Time and Vice-Versa**
   The University may permit the conversion of registration from full-time to part-time basis and vice-versa in respect of registered scholars for valid reasons, with the approval of the President, but will not be changed as full time form part time in the last year of research work. For these scholars, the minimum and maximum period of research will be decided on pro-rata basis, based on the period already completed in full-time / part-time mode.

2.4. **Duration of Programme**
The duration of Ph.D. programme including course work for the two categories of scholars is as under:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Type</th>
<th>Minimum(Years)</th>
<th>Maximum(Years)</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Full-Time Scholars</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>2</td>
<td>Part-Time Scholars</td>
<td>4</td>
<td>6</td>
</tr>
</tbody>
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- Extension beyond this will be considered on case to case basis under the provision of relevant statutes/rules.
- Women scholars and persons with disability (more than 40% disability) may be given a relaxation of two years for Ph.D. in the maximum duration. In addition, women scholars may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. programme, for up to 240 days.

2.5. **Selection/Provisional Registration**
2.5.1. The decision for Selection/provisional registration of research scholars in an academic year shall be made by office the (DOR) with approved of the President, NUJ.
3. Eligibility for Ph.D. Admission

3.1. Candidates who have qualified for the Master’s degree from any academic institution recognized by UGC (with not less than 55% of marks, or equivalent CGPA) are eligible to register for Ph.D. at NUJ. SC/ST/OBC (non-creamy layer) in the faculties of Arts & Law, Design, Engineering, Management & Commerce and Science, Differently abled candidates are eligible for 5% exemption from the prescribed minimum marks.

3.1.1. In case of candidates holding a qualifying degree from foreign universities, the Directorate of Research will confirm registration for Ph.D. after determination of equivalence.

3.1.2. A candidate would be allowed to register for Ph.D. in a department relevant to his/her field of study, but the degree would be awarded from the Faculty in which he/she has got his/her PG degree.

3.1.3. Candidates who have passed MPhil / UGC-CSIR NET / JRF / SLET / GATE / Teacher Fellow / ICAR / ICMR / DBT / NBHM and DST-INSPIRE etc. are exempted from the entrance examination.

3.2. Recognition of External Research Centers

3.2.1. If a research scholar registered at NUJ wishes to work for a short period in an external Institute/Research Center, the center must be approved as a recognized Research Center of the University.

3.2.2. The URC will assess such institutions/centers through a committee before awarding the recognition. The committee will also recommend the number of research scholars to be admitted, based on the infrastructure facilities available, including conduct of the course work in such Institutes/Centers.

4. Functionaries/Committees

4.1. Directorate of Research (DOR):

4.1.1. The DOR is the regulatory body for Ph.D. program and research projects of the University.

4.1.2. Functions:

4.1.2.1. To conduct the Ph.D. entrance examination.

4.1.2.2. To coordinate the research activity of all departments, including selection and admission of research scholars.

4.1.2.3. To counsel research scholars about the rules and regulations of the Ph.D. programme.

4.1.2.4. To call the URC meeting for exceptional cases/policy changes, etc.

4.1.2.5. To issue registration letters to research scholars and external co-supervisors.

4.1.2.6. To approve the Student Doctoral Committee (SDC) as proposed by supervisor and recommended by Department Research Committee (DRC).

4.1.2.7. To record the Minutes of all the meetings of DRC and URC.

4.2. University Research Committee (URC): There shall be one URC for the entire university.
4.2.1. **Constitution**
- President Chairman
- Pro-President Member
- All Deans of Faculties Member
- All Directors of Schools Member
- Registrar Member
- Controller of Examinations Member
- Director (Research) Ph.D. Programme Member Secretary

4.2.2. **Functions:**
4.2.2.1. To frame and revise the polices for Ph.D. programme.
4.2.2.2. To ensure that all norms and regulations pertaining to the Ph.D. programme are strictly followed.
4.2.2.3. To make periodic review of ordinances, regulations and instructions pertaining to the Ph.D. programme and to recommend the Academic Council any modifications thereof.
4.2.2.4. To scrutinize the bio-data of prospective external research co-supervisors and issue the registration letters.
4.2.2.5. To conduct at least one meeting in each semester.

4.3. **Department Research Committee (DRC)**

4.3.1. **Constitution**
- Head of Department Chairman
- Director (Research) Ph.D. Programme Member
- All Professors* Members
- 1 Associate Professor* Member
- 1 Assistant Professor* Member
- Department Ph.D. Coordinator Member Secretary
- Professor/Assoc. Professor (External) Member

*Recognized as research supervisors

4.3.2. **Tenure:** The DRC will be constituted by the HOD and will be approved by Director (Research). Tenure of the DRC will be 2 years.

**Note:**
- There shall be one DRC for every department involved in the Ph.D. degree programme.
- Director of the school will be an invited member in DRC meetings.
- The chairman may invite more members, including a maximum of three outside experts.
- The quorum for each meeting shall be three.

4.3.3. **Functions:**
4.3.3.1. To coordinate the research activity of the department.
4.3.3.2. To select candidates for admission in the Ph.D. programme and allocate supervisors.
4.3.3.3. To monitor the conduction of all Ph.D. courses running in the department.
4.3.3.4. To monitor and evaluate the quality of research in the department.
4.3.3.5. To take appropriate action on the recommendations of URC and SDC.
4.3.3.6. To recommend the panel of members (as proposed by the supervisor) for formation of SDC subjected to approval by URC.

4.3.3.7. To consider any matter related to the research programme of the department.

4.3.3.8. To conduct at least two meetings in each semester and send the proceedings to Director (Research), Ph.D. programme.

4.4. **Student Doctoral Committee (SDC)**

4.4.1. **Constitution**
- Research Supervisor
- Co-supervisor (if any)
- Two subject experts from within the Department
- At least one faculty member from outside the Department in NUJ or external to NUJ.

**Note:**
- There will be a SDC for each research scholar registered in the Department.
- The SDC shall be proposed by the research supervisor (After selecting the candidate for provisional registration) and recommended by the DRC for approval by URC.

4.4.2. **Functions:**
- To monitor the progress of the scholar’s work and all issues related to him/her during his/her stay in the university, up to the actual award of the degree.
- To evaluate and communicate the six monthly assessment reports about the progress of the research work to DRC, until the scholar submits the Synopsis of his/her thesis.
- To assess and approve the research proposal and synopsis.
- To assess the Pre-synopsis seminar and communicate the results to the DRC.
- To meet as and when required.

5. **Eligibility as Research Supervisor**

5.1. All professors (with Ph.D. degree) working on regular basis in the Departments/Schools of NUJ with at least five research publications in refereed journals and all regular Associate/Assistant Professors of NUJ with a Ph.D. degree and at least two research publications in refereed journals, can be recognized as Research Supervisors.

5.2. Scientists/Researchers working on regular basis in various Regional and National Institutions/Research Laboratories/Organizations/Industries (which are recognized as Research Centers by NUJ) and fulfilling UGC Regulations 2016 are also eligible for supervising research as external co-supervisors at NUJ.

5.3. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than 8 Ph.D. scholars. An Associate Professor and Assistant Professor as Research Supervisor can guide up to a maximum of 6 and 4 Ph.D. scholars respectively.

5.4. In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these Regulations are met.
followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

5.5. Responsibilities of Research Supervisor

- To guide the scholar to select a topic for research
- To suggest the courses for doctoral course work
- To monitor the progress of the scholar
- To suggest a panel of examiners to the DRC
- To approve and forward all applications of the scholar
- To provide or arrange the facilities to carry out research
- To arrange for a change of supervisor(s) as per clause no. 4.9, in the event of his/her movement from the University for a period of more than one year, or his/her resignation/termination from the service.
- To ensure that the scholar has deposited all the fees regularly.

5.6. A supervisor is allowed to supervise a maximum of eight Ph.D. scholars (counting one for each scholar guided alone and half for guiding a scholar with some other supervisor as co-supervisor). These will include part-time scholars and Ph.D. candidates registered with other Universities, if any.

5.7. Additional Co-Supervisor

5.7.1. Depending on the research requirements, an additional faculty member or possibly an expert from outside the Department/University may be considered as a co-supervisor for a research scholar subject to approval of DOR. The inclusion of a co-supervisor is allowed till the submission of the research proposal seminar. For a research scholar number of co-supervisors should not be more than two.

5.7.2. Guidelines for Registration as Ph.D. Co-Supervisor at NUJ by Non-NUJ Persons

5.7.2.1. Application for appointment as an external co-supervisor will be sent through the supervisor of the research scholar at NUJ, based on his/her requirement.

5.7.2.2. The eligibility of the proposed external co-supervisor will be ascertained by the DRC and approved by the DOR.

5.7.2.3. Then approved person will be registered as external co-supervisor for the duration of the research scholar’s work at NUJ.

5.7.2.4. Direct applications from any person desirous of becoming external co-supervisor at NUJ will not be entertained.

5.8. Change of Supervisor:

5.8.1. In exceptional cases, DOR shall permit applications from a research scholar for change of research supervisor(s) for approval, on recommendation of the DRC after obtaining the consent of the present and proposed supervisor(s).

5.9. Supervisor leaving/resigning/passing away

5.9.1. If the research supervisor is on official leave for more than one year, or passes away, a new supervisor will be appointed by the SDC from the Department, subject to approval by DRC and DOR.
5.9.2. Due to movement of faculty from NUJ, who were supervising Ph.D. candidate, he/she can continue as supervisor if the candidate has submitted synopsis before his/her movement for a maximum period of 6 months.

6. Application for Admission as Research Scholar
6.1. Candidates desirous of admission into the Ph.D. programme shall obtain the prescribed Application Form for “Entrance examination and Provisional Registration” from the University or from the University Website. The candidate must ensure that the Application is complete in all respects and all the documents are attached, before submitting the online application through website. Incomplete applications will not be accepted. No interim correspondence will be entertained.

6.2. The candidate shall submit the Application Form along with required documents for fulfilling the eligibility to the Director (Research), Ph.D. programme.

6.3. Candidates shall normally be eligible for admission to the Ph.D. Programme in the discipline in which they have obtained the Master’s/P.G. degree. It shall, however, be open to a candidate to apply for admission in another discipline related to the subject in which he/she has obtained Master’s degree.

6.4. The candidate is required to submit work experience certificate and NOC from the current employer at the time of admission in NUJ.

6.5. Transfer Case from another University to Nirwan University, Jaipur
6.5.1. A candidate registered for Ph.D. in another university wanting to register for Ph.D. at NUJ, will be treated as a fresh Ph.D. candidate and will be required to go through the complete registration process. No credit will be given for work done in the previous registration. However, in cases, such as the supervisor joining NUJ, the URC may permit a candidate registered with the supervisor in his/her earlier university, to transfer accumulated credits and register at NUJ.

6.5.2. Registration for Ph.D. for such candidates will be through a protocol presentation covering all details of the case and work already done, to DOR. DOR, if satisfied with merits of the case, may recommend registration at NUJ subject to approval by URC.

6.5.3. In case the URC is satisfied, it may allow transfer of credits for the course work completed during the earlier registration. It may also allow the work done during the earlier registration, and not earlier published for award of another degree/diploma in another university, while assessing, the sufficiency of research work done for award of Ph.D.

6.5.4. Such candidates will be required to submit a letter regarding withdrawal of registration for Ph.D. from the previous university. Further, in such cases of Ph.D. transfer the final discretionary powers remains with University Authority.

7. Selection Procedure
7.1. The procedure for selection of candidates for admission shall be as follows.

7.1.1. Selection shall be based on both entrance test and interview.

7.1.2. Qualifying marks for the Entrance test will be 50%. The syllabus of the Entrance Test shall consist of 50% of Research Methodology and 50% subject specific. Candidates who have passed M. Phil./UGC-CSIR / NET / JRF / SLET/
GATE / Teacher Fellow/ ICAR/ICMR/ DBT/ NBHM and DST-INSPIRE etc. are exempted from the written examination.

7.1.3. The Interview Board, will be set up by the URC and have the following constitution

- All DRC members
- Prospective supervisors
- One expert from outside the Department
- One URC nominee

7.1.4. Candidates will be required to discuss their research interest/area through a presentation before the board.

7.1.5. The interview shall also consider the following aspects, i.e. whether:

7.1.5.1. The candidate possesses the competence for the proposed research.
7.1.5.2. The research work can be suitably undertaken at the University.
7.1.5.3. The proposed area of research can contribute to new/additional knowledge.

7.1.6. The DRC will forward the list of selected candidates to the Director (Research) Ph.D. Programme.

7.1.7. The DRC will meet soon after the selections of research scholars are over and approve the research supervisors for the selected students depending upon the vacancy, based on the number of students per faculty member permitted by the University, the available specializations among the faculty and the chosen topic of research by the student. Mutual consent of prospective Supervisor & scholar be duly considered during finalization of Ph.D. Supervisor. Preference for admission to be given to Full time Ph.D. candidates

7.1.8. For external part-time candidates, there may be a co-supervisor at the place of work (College/Research Institution), if required and can be decided on case to case basis.

7.1.9. The DRC will satisfy itself that the selected topic for research is not a repetition of the work done earlier by the supervisor.

7.2. Procedure for enrolling candidates in Interdisciplinary Areas

7.2.1. Candidates will have to qualify the entrance test and interview in the area of his/her research interest.

7.2.2. On qualifying, he/she can generally be registered in the faculty of his/her PG specialization. The candidate may have one Supervisor/Co-supervisor from the Department.

7.2.3. Based on the research requirements and recommendation of DRC, a candidate can have Co-supervisor from other Department related to his/her area of research.

8. Programme Structure

8.1. The Ph.D. Programme consists of the following stages:

8.1.1. Provisional Registration
8.1.2. Ph.D. Course Work and Evaluation
8.1.3. Research Proposal Submission
8.1.4. Research Progress Assessment
8.1.5. Registration Confirmation/ Cancellation
8.1.6. Pre-synopsis Seminar and Synopsis Submission
8.1.7. Ph.D. Thesis Submission & Assessment
8.1.8. Viva-Voce
8.1.9. Award of Degree

8.2. Provisional Registration

8.2.1. On selection, the research scholars will have to fill a provisional registration form.

8.2.2. The date of DRC of the research scholar shall be the date of his/her provisional registration.

8.2.3. The research scholar has to deposit the first year fees before starting the course work.

8.2.4. The research scholar needs to pay the fees regularly every year till submission of the thesis.

8.3. Ph.D. Course Work and Evaluation

8.3.1. Course Work Credits

8.3.1.1. All research scholars must earn credits through Course Work after provisional registration, as part of the Ph.D. programme in the first year. The number of credits to be earned is 10-16 (in case of interdisciplinary credit up to Maximum 16) out of which a 4-credits course on Research Methodology will be compulsory. The other 4-8 credits could be earned through two Seminar (2 credits each) or Courses (taught/self-study) (Max 4 credits each). However, for candidates with M.Phil. Degree, the course on Research Methodology may be exempted.

8.3.1.2. The Ph.D. courses must be decided by the SDC, in its first meeting, to be held within 15 days from the date of provisional registration, based on the level of knowledge of the scholar in the area of research.

8.3.1.3. The courses required to be taken by the student will normally be from the list of courses prescribed as PG courses in the school and will be evaluated as per the normal evaluation procedure for them.

8.3.1.4. However, if the course assigned to the research scholar is not part of the list of PG courses, it may be taken as a “self-study” course. A faculty in the department will be assigned to evaluate the self-study course, which the scholar will study by himself/herself. The syllabus of the self-study course shall be approved by the Faculty Board with the recommendation of SDC & DRC.

8.3.2. The Minimum Course Work Credit requirement

8.3.2.1. Out of the 10 to 16 credits required, including publication ethics only self-study course(s) each with a maximum of 4 credits and only two seminars of 2 credits each are permitted with the recommendation of the DRC. Research Methodology course of 4 credits is compulsory for all research scholars.

8.3.3. The course work must be completed within one year of provisional registration with a minimum CGPA of 6.0.

8.3.4. Course Work duration

Research scholars must complete the course requirement within a period of 1 year, in order to continue with their research. Their registration shall be confirmed only after completion of the course work. Failure to complete the course work within the stipulated period may lead to automatic cancellation of registration. For those who fail to complete the course work within 1 year, the SDC and DRC may recommend an extension of period of six months or
recommend cancelling the registration to DRC.

8.3.5. **Course Work evaluation**
Research supervisors shall make arrangements to conduct the sessional and final examinations for the course work of their research students, get the answer scripts evaluated by the concerned teacher and send the marks to the Controller of Examinations and Director (Research) Ph.D. Programme, along with a copy of the syllabus, the question papers and the original answer scripts of the course work.

8.3.6. **Seminar evaluation**
Out of 10 to 16 credits, only two seminars of 2 credits each are permitted with the recommendation of the DRC. The research scholar has to submit a seminar report in the prescribed format given in. This seminar will be evaluated by the SDC of the research scholar and reported in Form).

8.4. **Research Proposal Submission & Assessment**
8.4.1. Research scholars will submit a research proposal in the prescribed format and present their broad area of research to the DRC through SDC. Part time research scholars can submit their final research proposal within 24 months of time whereas full time research scholars need to submit the same within 18 months of time from the date of provisional registration.

8.4.2. The SDC will assess the proposal through an open seminar and recommend the scholar’s registration or otherwise to the DRC in prescribed format.

8.5. **Research Progress Assessment**
Every six months, research scholars must submit a progress report in prescribed format to indicate satisfactory progress to the SDC, until submission of synopsis of the thesis. The SDC will evaluate the progress through an open seminar and submit the evaluation report in prescribed format to the Director (Research), Ph.D. Programme. Failure to submit half yearly reports shall lead to automatic cancellation of registration.

8.6. **Registration Confirmation/Cancellation**
8.6.1. If the research scholar fails to present the research proposal before the DRC, within the above mentioned period, his/her registration shall be subjected to automatic cancellation.

8.6.2. If a research scholar is not recommended by the DRC for confirmation of registration at the end of the presentation of his/her progress report, he/she shall continue to pursue research further for a period not exceeding six months, at the end of which he/she shall present progress report for reassessment by the DRC. The DRC will confirm the registration and permit the candidate to continue his/her research, if found satisfactory.

8.6.3. A research scholar, who is not recommended even for the second time by the DRC, shall not be permitted to continue research work and his/her provisional registration shall be cancelled.

8.7. **Change of Area of Research**
In general, any change in the title of thesis is not permitted. However, requests for change of research specialization (within the approved broad area) shall be submitted
to DRC along with the recommendations of the SDC and with the prescribed fee. Such requests shall be permitted only once. The SDC will ensure that the course work undertaken by the scholar is relevant to the subject/discipline requested for change.

8.8. **Pre-Synopsis Seminar and Synopsis Submission**

8.8.1. Prior to the submission of the synopsis of the thesis, a comprehensive internal assessment of the research work should be made by SDC and DRC through a Pre-synopsis seminar. This will be open to all faculty members and other research scholars. The research scholar can submit the synopsis only if SDC and DRC are satisfied about the quality of the work for submission as a Ph.D. thesis.

8.8.2. Prior to the pre-synopsis seminar, the research scholar is required to give at least two satisfactory research progress assessment seminars on the topic of his research and have at least two paper published in Scopus indexed journals and have two papers presented in any Conference/Seminar.

8.8.3. Scholar need to submit draft of thesis before pre-synopsis seminar to SDC/DRC.

8.8.4. **Synopsis Submission**

8.8.4.1. A registered research scholar who has completed his/her research work and is sure of compiling the results into a thesis within three months prior to the completion of the minimum required duration of research, has to submit one copy of the synopsis of the proposed thesis, along with a soft copy in PDF format (on CD) as per UGC’s new anti-plagiarism policy to the Controller of Examination, through Director (Research) Ph.D. Program, forwarded by research supervisor, SDC and DRC. Further, under the initiative called “ShodhGangotri”(Repository of Indian Research), office of the DOR may upload electronic version of approved synopsis at https://shodhgangotri.inflibnet.ac.in.

8.8.4.2. The synopsis should consist of a maximum of 15 pages including:

- Title of the thesis
- Introduction
- Brief literature review
- Objectives and scope of research work
- Methodology
- Original contributions
- Papers/Patents published
- Conclusion
- References

**Note:**

- The synopsis will not be accepted if any of the above sections is missing.
- At the time of submission of the synopsis, the research scholar has to submit the following certificates (not required for soft copy):
  a) Certificate from the Director (Research), Ph.D. Programme that the pre-synopsis seminar has been completed satisfactorily.
  b) Details of the courses studied (for all categories of research scholars) and also certificates with regard to the completion of the residential requirement from the supervisor and the head of the department concerned (for external candidates only).
8.9. Ph.D. Thesis Submission & Assessment

8.9.1. Prior to thesis submission, Ph.D. scholar must publish at least two (2) research papers in Scopus indexed journals and have two papers presented in Conferences/Seminars before the submission of the dissertation/thesis for adjudication, and produce evidence of the same in the form of presentation certificates and/or reprints.

8.9.2. After completion of the minimum required period of research, a scholar may submit the thesis to the Controller of Examinations within three months from the date of submission of synopsis, through Director (Research) Ph.D. Program, after getting it signed by the research supervisor and forwarded by the SDC and DRC.


8.9.4. Before submission the thesis, it should be checked through plagiarism policy software and the corresponding certificates for the same be submitted by supervisor and scholar along with the thesis.

8.9.5. Four soft bound copies of the thesis along with two CDs containing a soft copy in PDF format and additional supplementary material, if any, should also be submitted along with the thesis.

8.9.6. The thesis shall be in the format prescribed by the University. In cases where the submission is delayed beyond three months after the submission of the synopsis, the University may initiate necessary action based on the recommendation of SDC.

8.9.7. The scholar may be given extension to submit the thesis, for valid reasons only, in blocks of 6 months each, after the submission of synopsis by the URC. For such extensions, the scholar has to pay the prescribed fee.

8.9.8. Along with the thesis, the research scholar shall submit the requisite forms including the authorization from the supervisor(s) for submission of the thesis, details of research publications and a no dues certificate from the finance department.

8.9.9. Each research scholar and supervisor shall furnish a certificate in prescribed format, that the thesis submitted is a record of research work done by the scholar during the period of study under the supervisor and that has it not been submitted for the award of any other degree anywhere. Further, UGC's new anti-plagiarism policy should be followed before submission.

8.9.10. The Ph.D. synopsis and thesis shall be submitted in English, except in language subjects where the thesis shall be written in that language. However if required in certain cases synopsis/thesis can be written in Hindi language with prior approval of DRC/DOR.

8.9.11. The thesis will be sent to the external examiners by COE, and the supervisor will also be one of the examiners of the thesis.

8.9.12. Modifications/ minor revisions/corrections, if any, as recommended by the examiners, would be incorporated by the scholar and reported in the viva voce examination if the candidate accepts. However if the candidate desires to contest, he/she will have to do so in the Viva-Voce examination. The recommendation will have to be satisfied by the candidate in the Viva-Voce examination.
8.9.13. After viva-voce examination scholar is required to submit three hard bound revised copies of thesis with CD to COE office. The final bound copies would be kept one each in library, department and COE office. In addition to that as per UGC Notification (Minimum Standards & Procedure for Award of M.Phil. / Ph.D Degree, Regulation, 2009) dated 1st June 2009 it is required to submit electronic version of thesis to upload at Shodhganga@Inflibnet Centre with an aim to facilitate open access to the academic community world-wide.

8.9.14. Panel of Examiners

8.9.14.1. A panel of eight external examiners (preferably from outside Rajasthan) shall be submitted/recommended for approval to the URC, by the supervisor/SDC/DRC for adjudicating the thesis. The consent from the external examiners may be obtained by sending synopsis prior to thesis submission to save the evaluation time period. One month before thesis submission panel of 8 examiners along with 4 hard copies of synopsis and soft copy (if required) may be submitted at DOR office.

8.9.14.2. The following guidelines are to be followed while preparing the list of examiners:
(a) The examiners must have a Ph.D. degree.
(b) They should have adequate research publications in the field related to the research work of the scholar.
(c) They should not have been involved, directly or indirectly, in any research work of the scholar such as co-authoring, content validation, etc.
(d) They should not be related to the scholar or supervisor.
(e) The name of a former faculty of Nirwan University institutions shall not be recommended as an external examiner until at least three years have elapsed after his/her leaving service.

8.9.14.3. The research supervisor should also submit full contact details of the examiners including their email-id, telephone/fax/mobile numbers.

8.9.14.4. Along with a panel of examiners, brief CV of the examiners (with the selected list of recent publications in the field related to the research work of the scholar) must be attached.

8.9.14.5. If a supervisor is submitting the examiners lists for more than one scholar, there should be no overlapping of names in the lists.

8.9.14.6. The list shall be signed by the supervisor, SDC and DRC members. The list shall also indicate the details of the thesis i.e., name/registration number of the scholar and title of the thesis.

8.9.14.7. The list of examiners must be prepared confidentially and the scholar should not be involved in the process.

8.9.14.8. The University reserves the right to select suitable examiners who may not figure in the submitted list.

8.9.14.9. While submitting the list, the supervisor should ensure that it is complete in all respects as per the guidelines, so that that the evaluation process can be carried out by the University smoothly and expeditiously.
8.9.15. **Adjudication of the Thesis**

8.9.15.1. As soon as the synopsis and panel of examiners are received, the URC shall finalize the board of examiners consisting of 3 experts, without waiting for the thesis, after due verification of the fulfillment of the requirement prescribed.

8.9.15.2. The thesis shall be sent by the URC for evaluation to the three examiners and to Research Supervisor (as examiner).

8.9.15.3. Each examiner shall be requested to send his/her report within 2 months from the date of receipt of thesis, to the Controller of Examinations.

8.9.15.4. If acceptance is not received from the first panel within 45 days, the URC shall call for an additional panel of 6 names from the SDC.

8.9.15.5. In case of receipt of recommendation for the award of Ph.D. degree from two Indian examiners, the viva-voce can be conducted.

8.9.15.6. The report of the examiner would be in prescribed format. The examiner would be required to tick any one from **Category A, B, C, D** (under specific recommendations). The corresponding recommendation would be given in the space provided in the form.

8.9.15.7. Reports received from the examiners shall be confidentially made available to the research supervisor, who will send comments on these reports for consideration to Controller of Examinations.

8.9.15.8. On the basis of the examiners reports, the Controller of Examination will decide whether the thesis be accepted for the viva-voce examination or be rejected or be referred again to a new examiner.

8.9.15.9. The thesis will be processed further for viva-voce examination only after receipt of recommendation of award of degree from two of the examiners.

8.9.15.10. If any examiner asks for modification and/or resubmission of thesis, the scholar shall be required to do so. The thesis may be resubmitted after incorporating the modifications as suggested by the examiner within a period of 3-12 month. The resubmitted thesis will preferably be examined by the same examiner. If two examiners recommend against the award of the degree, the thesis will be rejected.

8.9.15.11. A thesis not approved by two examiners (required minor/major changes) may be resubmitted after revision, incorporating the required modification and/or alterations and/or additions etc. in the light of the examiners’ comments. This submission shall not be made earlier than three months and later than one year. The resubmitted thesis may be examined either by the same examiner or by a new examiner. Further, in such cases approval of DRC is required.

8.9.15.12. Rejection of the resubmitted thesis will disqualify the candidate from further consideration for the award of the Ph.D. degree, on the topic of the research chosen by him.

8.10. **VIVA-VOCE**

8.10.1. The open viva-voce examination shall be conducted by the DRC at the place from where the research scholar has carried out his/her Ph.D. research, in the presence of supervisor and one of the examiners. Supervisor will also be the part of the board for viva-voce examination.
8.10.2. The viva-voce shall primarily be designed to test the understanding of the scholar on the subject matter of the thesis and competence in the general field of study. The scholar shall be asked to make a brief presentation before the panel, wherein all the questions raised by the examiners and the audience have to be answered by the scholar.

8.10.3. The DRC shall submit its report in the prescribed form to the Controller of Examinations within one month after the completion of viva-voce examination. It is the responsibility of the research supervisor to see that all necessary corrections are incorporated in the final version of the thesis before sending the DRC report to the COE.

8.10.4. A pass in the viva-voce examination is compulsory. If a scholar fails in the examination, he/she shall be allowed to re-appear before a panel constituted for this purpose, by the URC Chairman once again, after 3 months from the date of first viva-voce. If he/she fails again, his/her candidature for the Ph.D. degree shall be rejected.

8.11. Award of the Degree/ Provisional Certificate
8.11.1. After satisfactory completion of the viva-voce examination, the report of viva-voce will be submitted to the office of COE by the concerned Department for approval by Chairman, URC.

8.11.2. Provisional Certificate, if requested, will be issued on payment of prescribed fee.

8.11.3. The Provisional Certificate will be valid till the next convocation of the University.

8.11.4. The date of award of Provisional Certificate will be the date of approval by the Chairman, URC.

9. Academic Registration
9.1. Every semester, all research scholars are required to do academic registration, failing which their admission may be cancelled.

9.2. Re-admission of a research scholar, whose Ph.D. registration has been cancelled, may be done by depositing re-admission fee of Rs. 5000/-.

10. Re-Registration
10.1. Scholars who fail to complete the Ph.D. work within the prescribed maximum time limit will be given only one chance to re-register for Ph.D., provided they continue on the same topic under the same supervisor. They must apply for re-registration prior to the expiry of the prescribed maximum period.

10.2. The re-registered scholars are permitted to submit the synopsis and thesis after one year but not later than two years after re-registration. Re-registered scholars will continue to be governed by the same regulations under which they have been previously registered. However, the fees must be paid as per the regulations in force.

11. Cancellation of Registration
11.1. Requests for cancellation of the Ph.D. registration may be submitted either by the research supervisor or by the scholar. However, the final decision rests with the URC.
11.2. The cancellation may be revoked upon request within three months to maximum of 5 years after the date of cancellation by paying the prescribed cancellation revoke fee, along with the fees due to the University. After this period, the registration shall be cancelled once for all.

12. **Degree Requirements**: The essential requirements for the award of Ph.D. degree to scholars are as follows:

12.1. Minimum earned credits of 10 -16 in the course work with a minimum CGPA of 6.0 completed within the first year of provisional registration.

12.2. Satisfactory completion of all the stages of the programme.


13. **Termination from the programme**:-

A scholar’s Ph.D. procedure will be terminated if:

13.1. He/she fails to complete the course work within the first year of provisional registration with a minimum CGPA of 6.0.

13.2. He/she fails to submit a satisfactory Research Proposal in three attempts.

13.3. The Ph.D. thesis has not been accepted after two resubmissions.

13.4. Any disciplinary action has been taken against him/her on the recommendation of the appropriate committee.

13.5. He/she gets continuous non satisfactory 6th month progress report.

13.6. He/she not able to submit Ph.D. thesis within 6 years.

13.7. He/she does not respond to the calls/ letters/ mails sent by Ph.D. office or supervisor.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1.</td>
<td>Name of the Ph. D Scholar : ____________________________</td>
</tr>
<tr>
<td>2.</td>
<td>Department : ____________________________</td>
</tr>
<tr>
<td>3.</td>
<td>Enrollment No : ____________________________</td>
</tr>
<tr>
<td>4.</td>
<td>Title of Thesis : ____________________________</td>
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<td></td>
<td>: ____________________________</td>
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</tbody>
</table>

5. **General Features of Thesis** : (As mentioned below)

   a. Organization and Presentation of Thesis : ____________________________  

   b. Whether quality of Research work is acceptable? \[ \text{Yes/No} \]
   c. Whether the thesis has embodied any new idea? \[ \text{Yes/No} \]

6. **Comments (attach separate sheet if required):**
   I. Corrections in punctuation, grammar, spellings and language: \[ \text{None/Minor/Required Changes} \]
   II. Technical Content of the thesis

   III. Strong/Weak points of the thesis

IV. Write 8-10 questions from the area of research to be asked in the oral examination.
7. Specific Recommendations (Please tick mark any one of the following category):

**Category A:** The thesis is acceptable in the present form for the award of the Ph.D. degree.

**Category B:** The thesis is acceptable and the minor corrections, modifications and improvement suggested by me would be incorporated in the thesis to the satisfaction of the oral defense viva board.

**Category C:** The Thesis needs major technical improvement/modifications, which must be carried out to my satisfaction before I recommend the thesis for acceptance.

**Category D:** The Thesis is outrightly rejected (Kindly provide reasons for the same).

Signature of the Examiner

Name :

Designation :

Institute & Address :

E-mail & Phone :
15. Grade points under Absolute Grading Scheme for Ph.D. Course Work Programme

Grade & Grade Points

At the end of the Semester every scholar is assigned ‘Letter Grade’ based on his/her performance over the semester in all course for which he/she had registered.

The letter grade and grade point indicate the result of quantitative and qualitative assessment of the scholar’s performance in a course.

There are ten letters: A+, A, B+, B, C+ and have NC that have grade point with values distributed on a 10 point scale. The letter grade and the corresponding grade points on the 10-point scale are as given in the following table. In addition to these, the letter grades IA, ID, W, and GA are used which stand for Incomplete (Absent), Incomplete (Detained), Withdrawal, and Grade Awaited respectively.

Grades and Grade Points under Absolute Grading Scheme:

<table>
<thead>
<tr>
<th>Academic Performance</th>
<th>Grades</th>
<th>Grade Points</th>
<th>Marks%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>A+</td>
<td>10</td>
<td>≥90-100</td>
</tr>
<tr>
<td>Excellent</td>
<td>A</td>
<td>9</td>
<td>≥80-&lt;90</td>
</tr>
<tr>
<td>Very good</td>
<td>B+</td>
<td>8</td>
<td>≥70-&lt;80</td>
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<tr>
<td>Good</td>
<td>B</td>
<td>7</td>
<td>≥60-&lt;70</td>
</tr>
<tr>
<td>Average</td>
<td>C+</td>
<td>6</td>
<td>≥50-&lt;60</td>
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<tr>
<td>Not cleared</td>
<td>NC</td>
<td>-</td>
<td>&lt;50</td>
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<tr>
<td>Incomplete (Absent)</td>
<td>-</td>
<td>I</td>
<td>-</td>
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<tr>
<td>Incomplete (Detained)</td>
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<td>Withdrawal</td>
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<td>Grade awaited</td>
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<td>GA</td>
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</tr>
<tr>
<td>Not Satisfactory</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Computation of SGPA and CGPA

I. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

\[
\text{SGPA} (Si) = \frac{\sum (C_i \times G_i)}{\sum C_i}
\]

where \(C_i\) is the number of credits of the \(i^{th}\) course and \(G_i\) is the grade point scored by the student in the \(i^{th}\) course.

II. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.
CGPA = Σ(Ci x Si) / Σ Ci
where Si is the SGPA of the ith semester and Ci is the total number of credits in that semester.

III. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.