

PEOPLE'S UNIVERSITY



RULES & REGULATIONS GOVERNING THE DOCTOR OF PHILOSOPHY (Ph.D.) PROGRAMME

1. APPLICABILITY:

- Doctoral Programme shall be offered only in Disciplines/ Subjects, in which Post Graduate Programmes are offered by People's University.

2. CATEGORIES:

Regular Research Scholars:-

- Scholars, with/without research grant from a funding agency (i.e. CSIR,ICMR,UGC etc) with a valid score of SLET/GATE/NET) can pursue Ph.D Programmes on Regular basis, in the University.
- Scholars with or without scholarship from the University pursuing Ph.D Programmes on Regular basis, in the University.

3. DURATION OF THE Ph.D. PROGRAMME:

• Minimum Time Period

The minimum time period including course work will be three years from date of admission as per UGC regulation 2022.

• Maximum Time Period

The candidates registered for Ph.D. programme shall be allowed to submit their Thesis within five years of the date of their registration. Thereafter, the registration shall stand cancelled automatically unless, for valid reasons, an extension can be granted by the Vice-Chancellor.

• Re-Registration:

After the expiry of the maximum period of Ph.D. registration, a candidate will be allowed to re-register only if an extension of registration is approved by the Vice-Chancellor.

4. ELIGIBILITY FOR ADMISSION:

- Ordinarily candidates will be permitted to pursue Ph.D in Discipline, in which they have obtained Regular Degree.

Inter Disciplinary Ph.D:

- Proposals of research in a subject other than the one in which the candidate has obtained Post Graduate degree, may be accepted by the University Doctoral Committee (UDC) on the recommendation of Faculty Doctoral Committee (FDC) under the category of Inter Disciplinary research.
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Criterion for selection of candidate seeking admission shall be as follows.

- At-least 55% marks/Equivalent Grade in a Full-time Masters Degree Programme in subjects, other than Medical / Dental / Ayurvedic Sciences.
- Masters Degree in Medical / Dental / Ayurvedic Sciences.
- Candidates appearing in final examination, in a Regular Full-time PG Programme shall also be eligible to apply, but they will be eligible for Provisional Registration only after producing proof of passing the Programme.

5. PROCEDURE FOR ADMISSION:

Number of vacancies shall be pre-determined by the University.

- Applications for Ph.D will be received by the University throughout the year and will be processed half yearly.
- The University may conduct one or more Entrance Examination, as per requirement with maximum of 2 time.
- The University employees must submit their applications through proper channel.
- Candidates sponsored by other Organizations/Institutions must submit their applications duly countersigned by authorized signatory, along with a 'No Objection Certificate', from their Organizations/institutions.
- All admissions shall be made through an Entrance test Conducted by the University.
- The candidates obtaining minimum cut-off marks shall be required to undergo Selection Interview, in front of the Faculty Doctoral Committee.
- Faculty Doctoral Committee (FDC) convened Discipline-wise, shall screen and accord approval to the list of selected & waits listed candidates.

6. FEES PAYABLE:

Candidates who have qualified for Ph. D admission shall pay the fee as per the following schedule:

1. After admission and before commencement of course work:

S.N	Fee	Amount
1.	Eligibility	1,100/-
2.	Digitilication	2000/-
3.	Registration Fee (Indian National)	Rs. 10,000/-
4.	Course Work Fee	Rs. 10,000/-
5.	Annual Academic fee for Research Wook Indian Nationals (For Candidate who do not avail Stipend)	1,10,000/- Per Year
6.	Library Fee	Rs. 5,000/- Library Security Deposit - 10,000/- Rs. 10,000/- (Refundable without Interest)
7.	Security Deposit	Rs. 10,000/- (Refundable without Interest)

2. Annual Fee after completion of Course Work:

Particulars	Year	Total Fee
Annual Fee	Year - 1	Rs 1,10,000/-
Annual Fee	Year - 2	Rs 1,10,000/-
Annual Fee	Year - 3	Rs 1,10,000/-

3.For Final Ph.D Examination

(To be paid along with the submission of Ph.D Thesis)	Rs. 25,000.00
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- **Provisional Registration:**
 - Candidates, approved by the UDC on the recommendations of FDC, shall be required to deposit fees, by the stipulated date, to seek Provisional Registration.
 - Duration of the Program shall be as per ordinance.
 - Provisional Registration shall be confirmed on passing the Course Work.
- The Scholars shall not be permitted to pursue any Full Time or Part Time Degree/Diploma Programmes, in the duration of Ph.D Programme.
- **Confirmation Of Registration:**
 - Provisional Registration of Scholars, who successfully completes the Course Work, shall be confirmed.
 - Grade sheet of the Course Work shall be issued to the Scholars.
- **Fees**
 - The fee structure for the Ph.D Programme shall be declared by the University as applicable from time to time.

7. FELLOWSHIPS & CONTINGENCY:

8. COURSE WORK:

- Course work shall be of six months. If any candidate fails in the course work, he/she should be given two more chances to clear otherwise his Ph.D registration will be stand cancelled.
- Controller of Examinations will finalize the Schedule of Written Examination and intimate to the concerned Institutes, where the Scholars are enrolled sufficiently in advance.

9. CONSTITUTION OF UDC AND FDC:

- **DOCTORAL COMMITTEE [UDC]**
 - **Composition:**
 - ✓ Chairman – Vice Chancellor
 - ✓ Head of Faculty (HOF) – Member
 - ✓ Head of Departments (HODs) – Members [Concerned subject / Speciality]
 - ✓ A professor of relevant subject/Supervisor - Member [Nominated by VC]
 - ✓ Dean Academic Affairs - Convenor
 - ✓ HOF, HOD/S keeps on changing faculty wise, speciality, subject wise. Vice Chancellor may co-opt additional member(s) in the committee if required.
- **FACULTY DOCTORAL COMMITTEE [FDC]**
 - **Composition:**
 - ✓ Chairman – HOF of the concerned Faculty
 - ✓ Members – All the HOI/s of the concerned Faculty
 - ✓ Convenor – Chairman – BOS

10. INTAKE:

A Research Supervisor/Co-supervisor who is a Professor, can guide Eight (8) Ph.D. scholars.

An Associate Professor as Research Supervisor can guide six (6) Ph.D. scholars.

An Assistant Professor as Research Supervisor can guide four (4) Ph.D. scholars.

11. SUPERVISORS / CO-SUPERVISORS:

- Scholars will work under the guidance of a Supervisor, approved by the UDC on recommendation of FDC. Co-Supervisors may be nominated, if felt essential by the Board.
- Nomination of Co-Supervisor shall be mandatory in case of research work in Inter Disciplinary Research. In such cases, the Supervisor shall be from the subject/ discipline of research & Co-Supervisor shall be from the Scholar's subject/discipline in Post graduate Degree.
- If a teacher working in a department different from his / her specialization wished to guide a candidate in the subject in which the supervisor holds the eligibility degree, he / she may be appointed as the supervisor / co-supervisor of the candidate. However, the candidate shall be admitted only in the main department corresponding to the subject of research of the candidate in the accordance with the normal procedures.
- In case, Supervisors/Co-Supervisors are unable to continue, the Doctoral Board may nominate replacements.
- Scholars, pursuing Ph.D Programme themselves, shall not be nominated as Supervisors/ Co-Supervisors.
- Supervisors/Co-Supervisors shall not be close relatives of the Scholars.

12. ELIGIBILITY OF SUPERVISORS / CO-SUPERVISORS:

- Ph. D Degree in concerned discipline with minimum three years of teaching/research experience after acquiring Ph.D Degree with at least two publications. However, in Faculty of Medicine and Dentistry with minimum 8 years of teaching experience out of which minimum 3 years of teaching experience in post graduate teaching Institution, after acquiring post graduate degree.

13. RESEARCH PROPOSAL PLAN:

- On completion of course work, a scholar shall prepare a detailed "Research Proposal" with Gantt Chart on the approved research area of his/her interest within 6 months from the date of completion of course work. The objective of the proposal is for the student to define the Ph.D. research problem based on a survey and critical analysis of the literature.
- The research scholar shall present the proposed work in an open seminar and defend it before UDC. The UDC shall make recommendations to the FDC for approval of the "Research Proposal". The FDC shall communicate its recommendations to the Ph.D. cell for further processing. In case UDC/FDC does not find the proposal suitable, it can reject the proposal and communicate the candidate about the decision. UDC/FDC may also ask the candidate to resubmit a revised proposal within the next 6 months if it is found to be deficient. In case the candidate fails to defend the research proposal even after 12 months of completion of course work, the scholar shall be disqualified from continuing Ph.D.

14.SUBMISSION OF TITLE & SYNOPSIS OF THESIS:

- Within six months of Provisional Registration, the Scholar shall be required to submit following documents to the UDC through FDC.
 - Proposed Title of the Thesis.
 - At least seven hard-copies of the Synopsis.
 - A soft copy of the Synopsis in CD in PDF.
 - Relevant ethical clearances/approvals, if use of animals or human subjects/ materials is involved.
- Change in the Title of the thesis shall be permitted, only in exceptional cases, by the Vice Chancellor, based on the recommendations of the UDC.
- **Submission of Six Monthly Reports:** - Each candidate shall submit 6 month progress report to Academic Department of University.

15.SUBMISSION OF THESIS:

- Scholar, on completion of the Research Work, shall submit a Synopsis to the FDC, UDC will take its decision.
- If UDC approves the Synopsis, the Scholars shall be permitted to submit their Thesis and they will be required to submit following documents to Controller of Examinations, through the Supervisor & Head of Institution.
 - At least seven hard copies of the approved Synopsis.
 - At least seven hard copies of the Thesis.
 - Soft copy each of the approved Synopses as well as the Thesis, in a CD ROM in PDF.

16.APPOINTMENT OF EXAMINERS:

- From the panel of examiners submitted by the Chairman FDC, the Chairman (UDC) will appoint two external examiners at his/her own discretion. One out state & one within state for the evaluation of thesis.
 - A soft copy of the synopsis shall be sent to each examiner.
 - FDC through UDC shall request the appointed examiner to give his/her consent for the acceptance of Examiner ship.
 - In case an appointed external examiner declines to act as examiner, the chairman UDC may appoint another external examiner.

18. EVALUATION OF THESIS:

- Each external examiner will be requested to submit a detailed assessment report and his/her recommendation on a prescribed proforma to the COE within 45 days of date of receiving the thesis.
- In case the assessment report is not received from an external examiner within 60 days, the Vice Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.
- The external examiner shall be required to state categorically whether in their individual opinion, the thesis should be.
 - Accepted for the award of Ph.D Degree, or
 - Referred to the research scholar for submission in the revised form, or
 - Rejected.

- The external examiners shall state the reasons for recommending / resubmission / rejection of the thesis. If resubmission is recommended, the external examiner shall specifically indicate the modification that needs to be incorporated in the thesis by the research scholar.
- On receipt of reports from all the external examiners the Controller of Examinations shall place them before the Vice Chancellor who will peruse the report and recommend one of the following:
 - If the examiners are of unanimous opinion that the thesis be accepted for the award of the degree, the research scholar would be required to appear for oral defense.
 - If the examiner are of unanimous opinion that the thesis should be rejected or the thesis be submitted in a revised form then the result be declared accordingly and the research scholar be informed to submit the thesis in a revised form.
 - If there is no unanimity between examiners, an additional external expert shall be appointed as examiner to evaluate the thesis. The report of the additional external examiner, along with all the earlier reports shall be considered by the UDC and a recommendation made either to accept the thesis for the award of the degree or reject the same.
 - In case the research scholar is being required to submit a revised thesis, he / she will submit the same within a period of the year from the date of communication in this regard from the Controller of Examinations. However in exceptional circumstances, this period may be extended by UDC by one more year but the total revision shall not exceed two years in any case. The revised thesis shall be sent for assessment to the original panel of external examiners. In the event of one or more original external examiners not being available, an additional external examiner may be appointed.

19. SUBMISSION OF RESEARCH PAPERS:

- The Scholar shall submit at least one Research Paper, emerging out from the Research Work, for publication in an Indexed Journal.
- The scholar shall be required to submit proof of publication of aforementioned Research Papers, to the Oral Defense Committee. Proof of acceptance of papers for publication along with copy of the Paper(s) may also be accepted.
- Award of Ph.D shall be held in abeyance, if two Research Papers are not published as stipulated in above clause.
- Oral Defense Committee shall proceed with the examination, even if requirement of publications is not complied by the Scholar. However, in this eventuality, decision of award of Ph.D shall be deferred till the submission of the two Research Papers.

20. ORAL DEFENSE (FINAL VIVA VOCE):

- A research scholar, whose thesis is recommended for acceptance on the basis of thesis evaluation, shall be required to defend his / her work/thesis orally before a duly constituted committee, hereinafter referred to as Oral Defense Committee (ODC) during working hours of the University at the University premises. Any deviation from this procedure should have prior permission of the Vice Chancellor
- The composition of ODC is as:
 - Chairman – Dean Faculty
 - Members – one of the two external examiners who have evaluated the thesis

- Convenor - Supervisor / Co-Supervisor.

If none of the external examiner is available for the conduct of Oral Defense, an alternative external examiner shall be appointed by the Controller of Examinations for this purpose only. The external examiner committee for Oral Defese examination shall submit his / her report confidentially in the prescribed proforma to the Controller of Examinations.

- On the completion of all the stages of the examination, the Controller of Examinations shall put before the chairman of UDC, the report of the ODC to approve one of the following:
 - that the degree of Ph. D be awarded; or
 - that the research scholar be re-examined at a later specified time in a specified Manner; or
 - That the degree of Ph. D not be awarded.

In case of, research scholar be re-examined at a later specified time in a specified Manner, the Controller of Examinations in consultation with Vice Chancellor shall also provide to the research scholar a list of all corrections and modification required in the thesis, including suggestions made by the external examiner during the thesis evaluation.

The research scholar shall incorporate all suggestion and changes as discussed in the ODC and submit the same to the FDC for review and approval for the submission of the thesis after incorporating the suggestions / changes. With the approval of FDC will submit report to UDC for resubmission. After the clearance of UDC, the research scholar shall thereafter submit two hard bound copies of the thesis incorporating all the necessary corrections / modification.

21. AWARD OF Ph.D DEGREE:

- The Scholar will be eligible for award of Ph.D degree, on the recommendation of the Academic council and with the approval of the Board of Management of the University, subject to fulfilment of following criterion.
 - Recommendation for award of Ph.D by two Thesis Examiners.
 - Satisfactory performance in Oral Defence Examination.
 - Publication of at least two Research Papers.
 - Recommended for the award of Ph.D by the ODE chariman
- Ph.D Degree Certificate shall indicate Discipline/Subject/Specialty/Faculty, as relevant. Title of the Thesis shall also be indicated in the Certificate.
- Along with the Degree, the University shall issue a Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of UGC (Minimum Standards and Procedure for award of Ph.D Degree), Regulation 2009.

22. PUBLICATION OF THESIS:

- After the Oral Defence Examination, the Scholar shall submit, for University Archives, a copy of the thesis in CD ROM in PDF, duly certified by the Supervisor that all the corrections suggested, if any, by the Examiners, have been duly carried out.
- Papers arising out of the Thesis may be published by the candidate. However, the thesis as whole shall not be published by the candidate without the specific approval of the University.
- Following the announcement of the award of Ph.D, the University shall submit a soft copy of the Ph. D. Thesis to UGC within a period of 30 days, for hosting on INFLIBNET.

24. PLAGIARISM:

- Cases of alleged plagiarism, by the Scholars, shall be brought to the notice of the University Doctoral Committee. Vice Chancellor shall investigate the veracity of such allegations.
- In cases, where allegations of plagiarism are confirmed, the Thesis and award of Ph.D shall be rejected /annulled. Scholars' research registrations shall be terminated and they shall be debarred from registration or other Programmes, in the University.