

Chapter : 11

M.Phil. and Ph.D. Regulations

M.Phil. Regulations

1. Title and Commencement

The University will in general follow the regulations called “UGC (Minimum Standards and Procedures for Award of M.Phil./Ph.D. Degree) Regulations 2016”.

1.1 The University shall not conduct the M.Phil. programme through distance education mode.

1.2 These regulations shall be called Regulations of Master of Philosophy programme, herein after referred to as the Programme and shall be applicable to all M.Phil. degree programmes offered by the University unless otherwise stated.

1.3 These regulations are subject to overall control of Academic Council and the programmes shall be administered by the respective College/Centre/Department.

1.4 These regulations shall come into force with effect from academic session 2016-17.

2. Eligibility and Admission Criteria

2.1 A candidate (Indian/Foreign National) who has qualified for the award of the Master’s Degree of this University or of any other University recognized by the University Grant Commission with not less than 55% marks or an equivalent grade (50% for candidates belonging to SC/ST category); and

2.2 The University shall admit candidates to M.Phil. programme based on the merit of the candidates in an entrance test at the level of the University/College/Department/Centre and his/her aggregate marks at Bachelor and Master degree programmes. The University may take separate administrative decisions with respect to students who have qualified:

(i) UGC/CSIR-NET/JRF examination.

(ii) GATE/GPAT/Teacher Fellowship examination

2.3 Admission to M.Phil. programme will be considered only in those faculties and departments which are in existence at Adesh University.

2.4 At the time of interview, the M.Phil. candidates are expected to discuss their research interests/area, and are to be assessed for their suitability for the programme.

2.5 The number of seats for M.Phil. programme shall be decided well in advance by statutory bodies of the University and notified on the University website and in newspaper advertisements at national level.

2.6 Candidates seeking admission to M.Phil. programme shall get the application form from the Deputy Registrar referring to the advertisement with regard to M.Phil. admission by remitting the cost of the application form. The duly filled in application form shall be submitted on or before the prescribed last date mentioned in the advertisement. If the application form is downloaded from the website the candidate shall remit the cost of application form as Demand Draft in favour of Registrar, Adesh University while submitting the application. Incomplete applications will be summarily rejected.

2.7 Admission of Foreign Students

International students shall be admitted to the programme according to the policy guidelines laid down by the University.

2.8 Entrance Test

An Entrance Test will be conducted as per orders of Registrar, Adesh University. The question paper shall be of 90 minutes duration; thirty minutes shall be for testing Research Aptitude and 60 minutes shall be devoted for testing the domain knowledge of the candidate. The candidate scoring 50% or more marks shall only be considered for admission to M.Phil. programme. Question paper for Research Aptitude Test and testing the domain knowledge shall be set and evaluated by a Board consisting of the concerned subject experts duly constituted by the Vice Chancellor. The process will be coordinated by the Controller of Examinations.

2.9 After admission, the candidate shall be required to participate in the teaching and training of students of Adesh University.

3. Advisory Committee

3.1 An Advisory Committee shall be constituted for each candidate immediately after his/her admission to provide expert opinion on the courses to be studied, frontline researches and to guide the candidate for research and monitor the progress of his/her research throughout continuation of M.Phil. programme.

3.2 The composition of the Advisory Committee shall be as follows:

(a)	An expert from the relevant discipline (to be opted by the candidate from among available supervisors at Adesh University and approved by the Dean Academic Affairs)	Supervisor and Chairperson
(b)	Dean Academic Affairs or his nominee	Member
(c)	A faculty member from the department to which the candidate has been admitted (To be suggested by Supervisor and approved by the Dean Academic Affairs)	Member
(d)	A faculty member from an accredited institute where the candidate plans to do a part of his/her thesis research work under a MoU with Adesh University (if any)	Member

(e)	Dean Post Graduate Studies & Research or his nominee	Member
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3.3 *The Advisory Committee of candidate shall meet every six months to monitor progress of the candidate. The Supervisor shall convene the Advisory Committee meetings and present reports of the meetings duly signed by all the members to the Registrar, through Chairperson, CIBR.*

4. Course Work

4.1 *The University shall follow a Choice Based Credit System in all its Master of Philosophy programmes.*

4.2 *Subject to the approval of the Academic Council, the programme structure, syllabus for the courses, the methodology and the instructional design to be used shall be prepared and prescribed by the respective Board of Studies.*

4.3 *The 35 credit hour M.Phil. programme shall consist of course work for 20 credit hours comprising of theory lectures, tutorials, assignments, field visits, case studies, hands on training/experience, class room presentations, group discussions, library work, quizzes etc. The remaining 15 credit hours shall be devoted to an approved thesis project to be completed in one semester.*

4.4 *The candidate may be required to take additional courses also on recommendation of the supervisor, head of the concerned department and Dean Academic Affairs.*

4.5 *Candidates having clear evidence of prior completion of any of the courses mandatory for M.Phil. programme may be exempted from one or more such courses on recommendation of the equivalence committee.*

4.6 *The equivalence committee shall consist of a subject expert nominated by the Vice Chancellor, the Chairperson of the Centre for Interdisciplinary Biomedical Research, Dean Post Graduate Studies and Research and Dean Academic Affairs as Chairperson of the committee.*

4.7 *The candidate seeking exemption for a course (s) shall apply for the exemption within one week of start of semester to the Chairperson, CIBR through his/her supervisor alongwith syllabus of the equivalent course(s) the candidate claims to have studied. The decision of equivalence committee shall be conveyed to the candidate within two weeks of his/her request.*

4.8 *For candidates undergoing course work, a minimum of 75% attendance is required in each course in order to be eligible to appear for end term/semester examination.*

5. Examination and Evaluation

5.1 *A student shall be continuously evaluated for academic performance in a course through surprise test (s), pre-announced tests, tutorials, practical work, assignment (s), term paper, field work, class seminar (s), periodical tests and the End-Semester Examination, as prescribed in the examination scheme of the respective course and duly approved by the Board of Studies*

concerned. The weightage for Continuous Internal Assessment and the End Semester Examination shall be equal.

5.2 All the examinations shall be conducted by the teacher (s) concerned under the overall supervision of the head of the department and Dean Academic Affairs. The head of the department shall report the award list in respect of all courses taken by different students to the Controller of Examinations through the concerned Dean / Principal of College and within seven days of the completion of End Semester Examination.

5.3 In case a student could not appear in any component of the Continuous Internal Assessment of a course due to medical reasons or under other exceptional circumstances (supported by documentary evidence), a separate examination in that component shall be arranged by the concerned teacher with the approval of respective head of the department before the beginning of End Semester Examination.

5.4 The End Semester Practical Examination (wherever applicable) shall be held before the end of each semester as declared in the academic calendar.

5.5 A student shall be permitted to appear in the End-Semester Examination as per the Conduct of Examination Rules after filling up the prescribed examination form, payment of the prescribed examination fee, satisfying the attendance requirement and fulfilling other eligibility criteria.

5.6 The question paper pattern of End Semester Examination shall be prescribed by the Board of Studies concerned, and it will be compulsory to pass this examination for successful completion of the course.

5.7 Unless prescribed in the Regulations and the Scheme of Examination of a particular programme, a candidate shall be deemed to have completed his/her course successfully if he/she obtains minimum Grade point of 5.00 as per the 10 point scale in each course.

5.8 If a student passes in at least 50% of prescribed courses of a semester he/she shall be allowed to repeat the End Semester Examination of the remaining course (s) along with regular students of preceding semester without putting in any additional attendance. Alternatively, a supplementary examination within six weeks of declaration of result shall be arranged for such students by the respective department/centre with approval from Registrar. The marks for all other components as applicable shall however, be carried forward in such cases. The students shall be required to deposit the examination form along with prescribed fee for all such examinations.

5.9 A student failing in more than 50% of the courses in a semester shall have to repeat the course (s) in the appropriate semester with regular students.

5.10 The marks obtained in Continuous Internal Assessment (CIA) and all the examinations shall be shown to the students.

6. Award of Marks Sheet

6.1 On successful completion of each semester examination, the student shall be awarded grade points for that semester indicating simultaneously the Semester Grade Point Average (SGPA)/Cumulative Grade Point Average (CGPA) of the previous semester (s).

6.2 *The Marks Sheet of last semester shall indicate the grades obtained and credits earned for each course, and Cumulative Grade Point Average (CGPA) as prescribed in the Regulations duly approved by statutory bodies of the university.*

6.3 *The candidates securing CGPA of 8.00/10.00 and above on completion of the programme shall be considered to have achieved distinction and issued a merit certificate accordingly.*

7. Improvement of Grade

7.1 *Students who have been declared pass shall be allowed to repeat End Semester Examination of any two courses twice in order to improve his/her CGPA along with regular students in corresponding semesters, provided that CGPA of such a student is less than 6.0 on 10 point scale. No separate examination would be arranged for such students.*

7.2 *The candidate shall apply for improvement of grade within six months of completion of programme and pay the fees prescribed from time to time.*

7.3 *If the candidate improves grade/marks, then the improved grade/marks shall be taken into account for working out revised award and a revised marks sheet shall be issued to him/her on the surrender of the marks sheet issued earlier. Such improved marks will not be counted for the award of Prizes/Medals, Rank and Distinction. If the candidate does not show improvement in the grade/marks, his/her previous CGPA will continue to be taken into account.*

7.4 *No candidate shall be allowed to improve grade/CGPA in the practical, project work, seminar and field work.*

8. Thesis Research

8.1 *Each candidate shall carry out a research project of 15 credit hours as decided by the Advisory Committee. The report of this project shall be submitted as a thesis that has to be evaluated by an outside expert.*

8.2 *The thesis printed as per style approved by the University shall be submitted at least three months before the completion of the programme.*

9. Eligibility Criteria for M.Phil. supervisor

9.1 *All Assistant Professors and Associate Professors possessing Ph.D. degree having two original research publications in indexed journals or a Professor with 5 original research publications in indexed journals shall be eligible to supervise M.Phil. candidates.*

9.2 *A Professor, Associate Professor or Assistant Professor shall not have, at any point of time, more than eleven, eight and five M.D./M.S./M.Sc./M.Phil./Ph.D. students, respectively.*

9.3 *The allocation of the supervisor to a student shall be decided by the respective department depending on the availability of eligible faculty to become supervisor in a*

specialization and the interest of student as indicated by him/her during the interview for admission or at a later stage.

9.4 Normally no change of supervisor shall be permitted. However, in exceptional cases, a candidate may appeal to the Vice Chancellor through the head of department for any such change.

9.5 If a supervisor retires or takes up a new job outside Adesh University, the candidate may be permitted to continue under the same supervisor or the candidate may be allotted to a new supervisor with the approval of Dean Academic Affairs on recommendation of the Chairperson, CIBR and the Advisory Committee of the student. However, the area of research and the title of the study shall remain unaltered.

10. Duration of the Programme

10.1 The minimum duration of the programme shall be two semesters and maximum duration shall be four semesters .

10.2 Extension

10.2.1 Two extensions of one semester each will be granted after the expiry of maximum period as provided in clause 10.1 on the request (with justification) of the candidate and recommendation of the Advisory Committee on payment of prescribed extension fee as decided by the Board of Management from time to time.

10.2.2 The prescribed extension fee is payable besides the regular semester fee. A candidate must have cleared all his/her dues to the Institute, if his/her application for extension is to be considered.

10.2.3 In exceptional cases, three months extension to submit the thesis may be considered beyond the two availed extensions under clause 10.2.1 by paying a prescribed fee if the Research Supervisor certifies that the candidate will submit the thesis within the stipulated 3 months time.

10.3 Failure to submit thesis

If a candidate fails to submit his/her thesis even after the extension availed under clause 10.2.3, his/her name will be removed from the role of the University.

11. Leave and Discontinuation

11.1 A candidate may avail himself/herself of a maximum period of one semester leave during his/her period of study, but leave during the period of extension will not be permitted.

11.2 A candidate may also be allowed additional leave under extraordinary circumstances such as maternity and illness. Both these kind of leaves may be considered by Dean Academic Affairs on recommendation of Advisory Committee of the student.

11.3 *The period of leave obtained with the approval from the competent authority shall not be counted towards duration of the programme.*

11.4 *Under exceptional circumstances, a candidate may be allowed to discontinue the programme for not more than one semester after completion of course work with approval from the Vice Chancellor on recommendation of Supervisor, Chairperson, CIBR and Dean Academic Affairs.*

12. Fee

12.1 *All types of fee shall be decided by the Board of Management from time to time and notified accordingly.*

12.2 *Candidates not able to pay the fees before the prescribed date shall pay the fees along with the prescribed fine.*

13. Submission of Synopsis

13.1 *Within first semester of admission, the candidate shall prepare a synopsis of the research work to be carried out as partial requirement for the award of M.Phil. degree with the help of his/her supervisor according to the approved format.*

13.2 *The synopsis (not exceeding 3000 words) shall contain the title of the thesis, introduction, its objectives, current status of national and international research on the topic, plan of work and methodology, timeline and bibliography. The title of the thesis should be compact but long enough so that the content and context of the research is clear.*

13.3 *Before submission, a synopsis seminar shall be presented at the respective department in the presence of student's Advisory Committee, faculty and research scholars to receive suggestions and a certificate in this regard given by the Chairperson, CIBR must be submitted along with the synopsis. After the seminar, eleven copies of the synopsis will be submitted for approval by the Research Committee and Ethical Committee of the University along with a soft copy to the Registrar through the Chairperson, CIBR.*

13.4 *The title of the thesis once approved shall not be ordinarily changed unless it is absolutely essential.*

14. Submission of Thesis

14.1 *After completion of research work, the candidate shall deliver a pre submission seminar to the Advisory Committee in which all the faculty of the department and research scholars will participate. The scholar will be allowed to write the thesis only if he/she has presented the thesis research work in a conference/symposium. If satisfied, the Advisory Committee may allow the candidate to write the thesis after assessing the quality and quantum of research work carried out by him/her.*

14.2 *Five copies of the thesis printed on A4 size high quality paper along with a soft copy (in the approved format) shall be submitted. The supervisor shall forward the thesis copies to the Registrar for evaluation through the Chairperson, CIBR.*

15. Evaluation of Thesis

15.1 *The Supervisor of the candidate shall provide to the Controller of Examinations through Chairperson, CIBR and Registrar, a panel of 4 examiners having present or past affiliation with reputed organizations and who are specialists in the subject in which the candidate has submitted his/her thesis. While submitting the panel of examiners, the Supervisor shall also specify the area of specialization of the adjudicators.*

15.2 *The Vice Chancellor will approve one of the four names of examiners submitted by the Controller of Examinations who will be contacted by the Controller of Examinations for consent to evaluate the thesis. Supervisor of the scholar shall be the internal examiner.*

15.3 *The examiners will give a detailed report and the verdict in the following pattern:*

- (a) *Thesis accepted*
- (b) *Thesis not accepted*
- (c) *Revision of thesis sought*
- (d) *Thesis rejected*

Note : The basis of acceptance, rejection or revision shall be recorded by the examiner(s) in their report and conveyed to the candidate through the supervisor.

15.4 *If a revision of the thesis is sought, the candidate shall revise and resubmit it within a period of one month from the date of receipt of the orders.*

15.5 *For the purpose of revaluation the revised thesis shall be sent to the same examiner who suggested the revision.*

15.6 *If an examiner suggests revision for the second time, the thesis, along with the reports of the examiner, will be placed before the Research Committee. If the Research Committee after going through the reports and the thesis, suggests further revision, the revision will have to be carried out and the revised thesis shall again be referred to the same examiner.*

15.7 *If the thesis revised second time is rejected, it may be referred to a third examiner out of the existing panel of examiners. If the third examiner also rejects it, the thesis shall finally be rejected and the candidate shall have no right for its further evaluation.*

15.8 *No marks shall be awarded for thesis research.*

16. Viva Voce and Public Defense

16.1 *After the acceptance of the thesis by the examiner, the candidate shall face public defense and viva voce examination. The Viva Voce Board shall consist of the supervisor, the Chairperson of CIBR, Dean Academic Affairs or his nominee and Dean Post Graduate Studies and Research or his nominee. The supervisor shall be the Chairperson of the Viva Voce Board. The Viva Voce examination shall be open to all faculty members and research scholars and shall follow a power point presentation by the candidate.*

16.2 *The Viva Voce Board shall recommend the award of the degree based on the candidate's defense of his/her thesis.*

16.3 *The Chairperson, CIBR shall forward the recommendations of the Viva Voce Board to the Controller of Examinations through the Registrar after the public defense.*

16.4 *A candidate who is not successful in the public defense and Viva Voce examination shall be permitted to take it a second time after the expiry of one month. Thereafter the Viva Voce shall be permitted as a mercy chance with the approval from Vice Chancellor on payment of prescribed fee only.*

17. Award of Degree

17.1 *A soft copy of the approved thesis and five hard bound copies incorporating all the corrections/suggestions (if any) of the external examiner who evaluated the thesis along with the recommendations of the Viva Voce Board shall be submitted to the Controller of Examinations within 15 days after the Viva Voce. If no correction is suggested by the external examiner, the copies submitted earlier will suffice.*

17.2 *The Registrar shall place the recommendations of the Viva Voce Board before the Academic Council for approval.*

17.3 *The candidate shall be eligible for the award of the degree of Master of Philosophy after the approval of Academic Council.*

17.4 *The degree certificate will mention only the title of the thesis and the Faculty in which the candidate was registered. However, a certificate regarding the Department/Centre, subject of research, discipline, its interdisciplinary nature etc (wherever applicable) can be issued separately by the Registrar on request, based on the recommendations of the Supervisor duly countersigned by Chairperson, CIBR.*

17.5 *The notification on the names of successful candidates shall be issued by the Registrar and placed on University website.*

17.6 *Two of the approved copies of thesis shall be returned to the candidate, one copy each will be given to the supervisor, University Library and departmental library after putting the approval stamp.*

18. Publication of Thesis/Findings

18.1 *The thesis of a candidate after its approval from the Academic Council shall become the property of Adesh University. In case the research comes under the "classified" category, it shall not be published without the approval of the Board of Management on a written request from the candidate through the Chairperson, CIBR on recommendation of supervisor. In case the thesis does not fall under the "classified" category the research scholar may publish his/her thesis results after obtaining necessary permission from the Vice Chancellor. Five copies (2 for the candidate, one each for the Supervisor, University Library and departmental library) of the thesis in its published form shall be submitted to the office of the Registrar.*

18.2 *The intellectual property issues relating to all the approved thesis shall be governed by the Intellectual Property Rights Policy of Adesh University.*

19. Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil. degree(s), the Institution concerned shall submit an electronic copy of the M.Phil. dissertation to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

20. Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

Regulations for Ph.D.

Title and Commencement

1. *The University will in general follow the regulations called “UGC (minimum standards and Procedures for Awards of M.Phil./Ph.D. Degree) Regulations 2016.*

1.1 These regulations shall be called the regulations of the Doctor of Philosophy degree programme hereinafter referred to as the Programme, and shall be applicable to all Doctor of Philosophy programmes offered by the University unless otherwise stated.

1.2 These regulations are subject to the overall control of Academic Council and the programme shall be administered by the Centre for Interdisciplinary Biomedical Research.

1.3 These regulations shall come into force with effect from academic session 2016-17.

2. *The University shall not conduct the Ph.D. programme through distance education mode. However, provision for part time Ph.D. program will exist.*

3. Eligibility and Admission Criteria

3.1 *A candidate (Indian/Foreign National) who has qualified for the award of the Master’s Degree of this University or of any other University recognized by the University Grants Commission with not less than 55% marks or an equivalent grade; and*

3.2 *The University shall admit students for Ph.D. programme through an entrance test at the level of the University/College/Department/Centre and may take separate administrative decisions with respect to students who have qualified:*

(i) UGC/CSIR-NET/JRF examination.

(ii) GATE/GPAT/Teacher Fellowship examination

(iii) M.Phil.

3.3 *Admission to Ph.D. programme will be considered only in those faculties and departments which are in existence at Adesh University.*

3.4 *At the time of interview, the doctoral candidates are expected to discuss their research interests/area, and are to be assessed for their suitability for the program.*

3.5 *The number of seats for Ph.D. programme shall be decided well in advance and notified on the University website and in newspaper advertisements at national level.*

3.6 *Candidates seeking admission to Ph.D. programme shall get the application form from the Deputy Registrar referring to the advertisement with regard to Ph.D. admission by remitting the cost of the application form. The duly filled in application form shall be submitted on or before the prescribed last date mentioned in the advertisement. If the application form is downloaded from the website the candidate shall remit the cost of application form as DD in favour of Registrar, Adesh University while submitting the application. Incomplete applications will be summarily rejected.*

3.7 *No candidate shall be eligible for admission to the programme if he/she is already registered for any other full time programme of this university or any other university/Institute.*

Note: *Candidates admitted to a regular programme in the university shall be permitted to pursue part-time evening Certificate/Diploma programmes of professional nature in the university or other institutions, provided that permission has been obtained from competent authority of the university.*

3.8 *No candidate admitted to this programme shall undertake any employment or join any other course of study without approval from the Vice Chancellor.*

3.9 *After admission the candidate shall be required to participate in the teaching and training of under graduate students at Adesh University.*

3.10 Admission of Foreign Students

International students shall be admitted to the programme according to the policy guidelines laid down by the University.

3.11 Entrance Test

An Entrance Test will be conducted as per orders of Registrar, Adesh University. The question paper shall be of 2 hours duration; one hour shall be for testing Research Aptitude (General) and one hour shall be devoted for testing the domain knowledge of the candidate. The candidate scoring 60% or more marks shall only be considered for provisional admission to Ph.D. program. Question paper for Research Aptitude Test (General) and testing the domain knowledge shall be set and evaluated by a Board consisting of the concerned subject experts duly constituted by the Vice Chancellor. The process will be coordinated by the Controller of Examinations.

4. Categories of Ph.D. Candidates

4.1 *There shall be three categories of Ph.D. candidates:*

Full-time candidates

Part-time teacher candidates (internal & external)

Part-time non-teacher candidates (internal & external)

4.2 *Full-Time Ph.D. Candidates*

All eligible candidates who are admitted to the Ph.D. program as per eligibility criteria given in clause 3 and pursue full-time research for Ph.D. in this University will fall in this category. A candidate working in Adesh University in a project sponsored by the UGC/CSIR/ICSSR/ICAR/DOE/DST/DBT/ICMR and any other funding agency with a duration of not less than two years shall also be eligible to register for Ph.D. under this category, provided his /her Principal Investigator offers his/her consent and the candidate fulfils the eligibility criteria mentioned above.

4.3 Part-Time Teacher Candidates (Internal & External)

4.3.1 Part-time internal teacher candidates:

The eligible candidates are those who are working as temporary or regular faculty members in various departments/constituent colleges of Adesh University with minimum two years of service at the time of last date to apply for the Ph.D. programme.

4.3.2 Part-time external teacher candidates:

The eligible candidates are those who are working as teachers in any educational/research Institution other than Adesh University with minimum two years of services at the time of applying for the Ph.D. programme. Such candidates will have to provide the details of the research facilities as required for pursuing the programme at their parent institutions and have these accredited by the concerned authorities of Adesh University or alternatively will have to carry out research work at the facilities of Adesh University and they may be required to work beyond the 180 days period to complete the requirements of the Ph.D. programme opted by them.

4.4 Part-Time Non Teacher Candidates (Internal & External)

4.4.1 Part-time internal Non-Teacher candidates

The eligible candidates are the permanent non-teaching staff of Adesh University with three years of service at the time of applying for the Ph.D. programme.

4.4.2 Part-Time External Non Teacher Candidates

4.4.2.1 The eligible candidates are those working as staff in departments of state/central government, public/private/NGOs with three years of service at the time of applying for the Ph.D. programme.

4.4.2.2 Retired persons can also register themselves under this category, provided they satisfy the eligibility requirements.

4.5 The regularization of provisional admission of all part time candidates shall be subject to accreditation of research infrastructure of the institute where such candidates propose to carry out their research work, failing which the research work shall have to be carried out at Adesh University or at any other institute approved by Adesh University for such purpose.

4.6 Residential Requirement (Part-Time)

4.6.1 Part-Time teacher and non-teacher external candidates are required to reside on campus for a minimum 180 days during their period of research in addition to one semester spent in completing the mandatory course work.

4.6.2 The Research Supervisor concerned shall decide what constitutes “residence” and where the residential requirement is to be fulfilled, considering the nature of the study and its requirements. The Research Supervisor shall submit a certificate to the Registrar to the effect that the candidate has completed 180 days of residential requirement at the time of submitting the thesis.

5. Doctoral Advisory Committee

5.1 A Doctoral Advisory Committee shall be constituted for each candidate immediately after his/her provisional admission. The purpose of the Doctoral Advisory Committee is to provide expert opinion on the courses to be studied, frontline researches and to guide the candidate for research and monitor the progress of research of the candidate throughout his/her continuation of the Ph.D. programme.

5.2 The composition of the Doctoral Advisory Committee shall be as follows:

(a)	An expert from the relevant discipline (to be opted by the candidate from among available supervisors at Adesh University and approved by the Dean Academic Affairs)	Supervisor and Chairperson
(b)	Joint Research Supervisor - Internal or External (In case of interdisciplinary research or a candidate having affiliation with an institution other than Adesh University)	Member
(c)	Co-Supervisor* - A faculty member from an accredited institute where the candidate plans to do a part of his/her thesis research work under a MoU with Adesh University (if any)	Member
(d)	Dean Academic Affairs or his nominee	Member
(e)	A faculty member from the department to which the candidate has been admitted (To be suggested by Supervisor and approved by the Vice Chancellor)	Member
(f)	Dean Post Graduate Studies & Research or his nominee	Member

*Eligibility of Joint Supervisor and Co-Supervisor will be determined by clause 7.1

5.3 No candidate shall have supervisors from any institute/University other than Adesh University. However, external part time candidates can opt for co-supervisors posted at their place of research.

5.4 The Doctoral Advisory Committee shall meet every six months to monitor progress of research proposal submitted by the candidate. The Supervisor shall convene the Doctoral Advisory Committee meetings and present reports duly signed by all the members to the Registrar, through Chairperson, CIBR.

5.5 *Minimum 6 Doctoral Advisory Committee meetings shall be essential during the tenure of Ph.D. After completion of research work, the candidate shall deliver a pre submission seminar to the Doctoral Advisory Committee in which all the faculty of the department and research scholars will participate. If satisfied, the Doctoral Advisory Committee may allow the candidate to write the thesis after assessing the quality and quantum of research work carried out by him/her.*

6. **Course Work**

6.1 *The 16 credit hour course work as decided by Doctoral Advisory Committee shall consist of theory lectures, tutorials, assignments, field visits, case studies, hands on training/experience, class room presentations, group discussions, library work, quizzes etc. The course work should ordinarily be completed in one semester but the candidate may be allowed to complete it in two semesters also under compelling circumstances. The Course structure, syllabi and pattern of examination shall be as approved by the Academic Council on the recommendation of BOS-CIBR.*

6.2 *The course-work shall be divided into two major heads:*

6.2.1 **Head I (Bridge Course):** *The basic objective of this 'Bridge Course' will be to bring any Ph.D. aspirant who is considered to have 'less knowledge about Medical field', at par with aspirants from Medical background. The field in which the aspirant wants to do Ph.D. will also be considered.*

6.2.2 *The decision of mandating 'Bridge Course' for a candidate shall be done by the Doctoral Advisory Committee.*

6.2.4 *The credit hours for 'Bridge Course' shall not be counted towards 16 credits requirement of Ph.D. course work.*

6.2.5 **Head II (Compulsory Courses):** *Compulsory courses will include a 4 credit hour course on Research Methodology, Biostatistics and Computer Applications and a 2 credit hour course on instrumentation providing comprehensive knowledge of analytical instruments and their application in medical sciences.*

6.2.6 *Other compulsory courses shall consist of advanced courses covering latest knowledge on at least one of the subjects: Human Anatomy, Human Physiology, Biochemistry, Human Microbiology, Pharmacology and Therapeutics, Pathology, Forensic Medicine & Toxicology, Community and Preventive Medicine, Medical Genetics, Biotechnology, Paedodontics, Orthodontics, Periodontics, Community Dentistry, Medical Surgical Nursing, Psychiatry Nursing, OBG Nursing, Pediatric Nursing, Community Health Nursing, Pharmacognosy, Hospital/Clinical Pharmacy, Pharmaceutical Chemistry, Pharmaceutics, Orthopedic Physiotherapy, Neurological Physiotherapy and Cardiothoracic Physiotherapy and any other subject mandated by Doctoral Advisory Committee and approved by Dean Academic Affairs.*

- 6.2.7 *Candidates having clear evidence of prior completion of any of the courses mandatory for Ph.D. programme may be exempted from one or more such courses on the recommendation of an equivalence committee.*
- 6.2.8 *The equivalence committee shall consist of a subject expert nominated by the Vice Chancellor, the Chairperson of the Centre for Interdisciplinary Biomedical Research, Dean Post Graduate Studies and Research and Dean Academic Affairs as Chairperson of the committee.*
- 6.2.9 *The candidate seeking exemption for a course (s) shall apply for the exemption within one week of start of course work to the Chairperson, CIBR through his/her supervisor along with syllabus of the equivalent advanced course(s) the candidate claims to have studied. The decision of exemption committee shall be conveyed to the candidate within two weeks of his/her request.*
- 6.2.10 *For those candidates undergoing one or more compulsory course(s), minimum 75% attendance is required in order to be eligible to appear for course work examination.*

7. Eligibility Criteria for Ph.D. supervisor

- 7.1 *All Assistant Professors and Associate Professors possessing Ph.D. degree having two original research publications in indexed journals or a Professor with 5 original research publications in indexed journals shall be eligible to supervise M.Phil. candidates.*
- 7.2 *A Professor, Associate Professor or Assistant Professor shall not have, at any point of time, more than eleven, eight and five M.D./M.S./M.Sc./M.Phil./Ph.D. students, respectively.*
- 7.3 *The allocation of the research supervisor to a student shall be decided by the respective department depending on the availability of eligible faculty to become supervisor in a specialization and the interest of student as indicated by him/her during the interview for admission.*
- 7.4 *Normally no change of Research Supervisor shall be permitted. However, in exceptional cases, a candidate may appeal to the Vice Chancellor through the head of department for any such change.*
- 7.5 *If a Research Supervisor retires or takes up a new job outside Adesh University, the candidate may be permitted to continue under the same Research Supervisor or the candidate may be allotted to a new Research Supervisor with the approval of Vice Chancellor on the recommendation of RC and Doctoral Advisory Committee. However, the date of registration, the area of research and the title of the study shall remain unaltered.*

8. **Duration of the Programme (After completion of Course Work)**

8.1

Category	With M.Phil.		Without M.Phil.	
	Minimum (Yrs)	Maximum (Yrs)	Minimum (Yrs)	Maximum (Yrs)
Full-Time	3	6	3	6
Part-Time	4	6	4	6

8.2 **Extension**

8.2.1 *Three extensions of one semester each will be granted after the expiry of maximum period as provided in clause 8.1 on the request (with justification) of the candidate on the recommendation of the Research Supervisor and on payment of the prescribed extension fee as decided by the Board of Management from time to time.*

8.2.2 *The prescribed extension fee is payable besides the regular annual research fee. A candidate must have cleared all his/her dues to the Institute, if his/her application for extension is to be considered.*

8.2.3 *In exceptional cases, three months extension to submit the thesis may be considered beyond the three availed extensions under clause 8.2.1 by paying a prescribed fee if the Research Supervisor certifies that the candidate will submit the thesis within the stipulated 3 months time.*

8.2.4 *The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of /Ph.D. for up to 240 days.*

8.3 **Cancellation of Registration**

If a candidate fails to submit his/her thesis even after the extension availed under clause 8.2.3, his/her registration will be cancelled.

8.4 **Re-Registration**

If a candidate has made significant progress in his/her work but has not submitted the thesis even after the expiry of the extensions granted under clauses 8.2.1 and 8.2.3, the candidate will be considered for re-registration with the same thesis title on the recommendation of the Research Supervisor and Doctoral Advisory Committee only on the basis of his/her published/documented work. The candidate will be permitted to submit his/her thesis after 18 months from the date of re-registration but before the expiry of 36 months on payment of prescribed fee for re-registration and thesis submission.

9. Leave

9.1 A full-time candidate may avail himself/herself of a maximum period of one year leave during his/her research period fixed for the submission of his/her thesis, but leave during the period of extension will not be permitted.

9.2 A full-time research scholar may also be allowed additional leave under extraordinary circumstances such as maternity and illness. Both these kind of leaves may be considered by Dean Academic Affairs on recommendation of Research Supervisor and the Chairperson, CIBR.

9.3 The period of leave obtained with the approval from the competent authority shall not be counted towards duration of the programme.

10. Fee

10.1 All types of fee shall be decided by the Board of Management from time to time and notified accordingly.

10.2 Candidates not able to pay the fees before the prescribed date shall pay the fees along with the prescribed fine.

11. Submission of Synopsis

11.1 Within one year of admission, the candidate shall prepare a synopsis of the research work to be carried out towards the award of Ph.D. degree with the help of research supervisor according to the approved format.

11.2 The synopsis (not exceeding 3000 words) shall contain the title of the thesis, introduction, its objectives, current status of national and international Research on the topic, plan of work and methodology, timeline and bibliography. The title of the thesis should be compact but long enough so that the content and context of the research is clear.

11.3 Before submission, a synopsis seminar shall be presented at the Department in the presence of Doctoral Advisory Committee, faculty and research scholars to receive suggestions and a certificate in this regard given by the Chairperson, CIBR must be submitted along with the synopsis. After the seminar, eleven copies of the synopsis will be submitted for approval by the Research Committee and Ethical Committee along with a soft copy to the Registrar through the Research Supervisor and the Chairperson, CIBR.

11.4 The title of the thesis once approved shall not be ordinarily changed unless it is absolutely essential.

11.5 The attendance certificate for part time candidates, duly signed by the Research Supervisor, must be submitted along with the synopsis.

12. Submission of Thesis

12.1 Prior to submission of the thesis, the candidate shall make a pre-submission presentation in the department that shall be open to all faculty members and research students, for getting

feedback and comments, which shall be suitably incorporated into the draft thesis under the advice of his/her supervisor.

12.2 Every candidate shall submit with his/her thesis a certificate from the supervisor (s) that the thesis submitted is a record of original research work carried out by the candidate under his/her supervision and that the thesis has not previously formed the basis for the award of any degree/diploma, or other similar titles of this or any other university and that the thesis represents independent work of the candidate.

12.3 The thesis printed on both sides of the A4 size high quality paper shall not exceed 500 pages excluding the bibliography, annexures etc.

12.4 Five copies of the thesis along with a soft copy (in the approved format) shall be submitted. The research supervisor shall forward the thesis copies to the Registrar for evaluation through the Chairperson, CIBR.

12.5 The candidate must have one original research publication accepted or in print in an indexed journal and made two presentations in a conference/symposium out of his/her thesis research before the thesis is accepted for evaluation. However, for any publication provisions of clause 16.1 shall apply.

13. Evaluation of Thesis

13.1 The Supervisor of the candidate with the approval of Doctoral Advisory Committee shall provide to the Controller of Examinations a panel of 4 examiners (2 from within the state and 2 from outside the state) having present or past affiliation with reputed organizations and who are specialists in the subject in which the candidate has submitted his/her thesis. While submitting the panel of examiners, the Supervisor shall also specify the area of specialization of the adjudicators.

13.2 The Vice Chancellor will approve the names of 2 examiners out of the panel submitted by the Controller of Examinations. These will be contacted by the Controller of Examinations for their consent to evaluate the thesis. In addition, the supervisor of the student shall also be an internal examiner for thesis evaluation.

13.3 The examiners will give their verdict in the following pattern:

- (a) Thesis accepted*
 - (i) Commended*
 - (ii) Highly commended*
- (b) Thesis not accepted*
 - (i) Revision sought*
 - (ii) Rejected*

Note : The basis of acceptance, rejection or revision shall be recorded by the examiner(s) in their report and conveyed to the candidate through the supervisor.

13.4 In case of a fractured mandate by external examiners (one accepted, one rejected), the thesis will be sent for evaluation to a third external evaluator. The thesis shall be accepted if two

of the three external examiners recommend acceptance along with the acceptance by the internal examiner, the supervisor.

13.5 If a revision of the thesis is sought, the candidate shall revise and resubmit it within a period of 6 months from the date of receipt of the orders.

13.6 For the purpose of reevaluation the revised thesis shall be sent to the same examiner (s) who suggested the revision.

13.7 If an examiner suggests revision for the second time, the thesis, along with the reports of the examiner, will be placed before the RC. If the RC, after going through the reports and the thesis, suggests further revision, the revision will have to be carried out and the revised thesis shall again be referred to the same examiner.

13.8 If the thesis revised second time is rejected, it may be referred to a third examiner out of the existing panel of examiners. If the third examiner also rejects it, the thesis shall finally be rejected and the candidate shall have no right for its further evaluation.

14. Viva Voce and Public Defense

14.1 After the acceptance of the thesis by two examiners, the candidate shall face public defense and viva voce examination. The Viva Voce Board shall consist of the Research Supervisor and one of the adjudicators, the Chairperson, CIBR and Dean Academic Affairs or his nominee and Dean Post Graduate Studies and Research. The Research Supervisor shall be the Chairperson of the Viva Voce Board. The Viva Voce examination shall be open to all faculty members and research scholars and shall follow a power point presentation by the candidate.

14.2 The Viva Voce Board shall recommend the award of the degree based on the candidate's defense of his/her thesis.

14.3 The Chairperson, CIBR shall forward the recommendations of the Viva Voce Board to the Controller of Examinations after the public defense.

14.4 A candidate who is not successful in the public defense and Viva Voce examination shall be permitted to take it a second time after the expiry of three months. There shall be no further opportunity.

15. Award of Degree

15.1 A soft copy of the approved thesis and five hard copies incorporating all the corrections/suggestions recommended (if any) at the time of Viva Voce must be submitted to the Controller of Examinations within 15 days after the Viva Voce. If no correction is suggested during Viva Voce examination, the copies submitted earlier will suffice.

15.2 The Registrar shall place the recommendations of the Viva Voce Board before the Academic Council for approval.

15.3 The candidate shall be eligible for the award of the degree of Doctor of Philosophy after the approval of Academic Council.

15.4 *The degree certificate will mention only the title of the thesis and the Faculty in which the candidate was registered. However, a certificate regarding the Department/Centre, subject of research, discipline, its interdisciplinary nature etc (wherever applicable) can be issued separately by the Registrar on request, based on the recommendations of the Supervisor duly countersigned by Chairperson, CIBR.*

15.5 *The notification on the names of successful candidates shall be issued by the Registrar and placed on University website.*

15.6 *Two of the approved copies of thesis shall be returned to the candidate, one copy each will be given to the supervisor, University Library and departmental library after putting the approval stamp.*

16. Publication of Thesis/Findings

16.1 *The thesis of a candidate after its approval from the Academic Council shall become the property of Adesh University. In case the research comes under the “classified” category, it shall not be published without the approval of the Board of Management on a written request from the candidate through the Chairperson, CIBR on recommendation of Research Supervisor. In case the thesis does not fall under the “classified” category the research scholar may publish his/her thesis results after obtaining the necessary permission from the Vice Chancellor. Five copies (2 for the candidate, one each for the Supervisor, University Library and Departmental Library) of the thesis in its published form shall be submitted to the office of the Registrar.*

16.2 *The intellectual property issues relating to all the approved thesis shall be governed by the Intellectual Property Rights Policy of Adesh University.*

Depository with INFLIBNET

17 *Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree (s), the Institution concerned shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.*

18. *Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.*