

**PT. B. D. SHARMA UNIVERSITY OF HEALTH SCIENCES, ROHTAK**  
**ORDINANCE FOR THE AWARD OF DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D)**

1. The Degree of Doctor of Philosophy may be awarded by Pt. B.D. Sharma University of Health Sciences, Rohtak in select academic disciplines of the University as deemed fit and found appropriate for such purpose from time to time.
2. Only those departments which have adequate research infrastructure and expertise in terms of qualified supervisors/guides for conducting original innovative research shall be permitted to register Ph.D. candidates. The Ph.D. Cell of the University on behalf of Vice-Chancellor shall assess the research supervision capabilities of the Departments and determine whether the concerned department may be allowed to start Ph.D. programme. Head of the Department shall certify in writing and give under taking to the Office of the Dean, Academic Affairs that they have all the necessary tools and means to conduct research studies of experiments in the specified area. Before commencement of an academic session every year the Ph.D Cell shall, based on its assessment, notify to the Office of the Dean Academic Affairs about availability of seats for Ph.D course in each University Teaching Department. Departments unable to convince to the satisfaction of the University shall not be allowed to register Ph.D Candidates.

3. **MODE OF ADMISSION**

60 per cent of the total seats of the academic year/session for PhD programme shall be filled by the candidates who have qualified any national level test i.e. ICMR/DBT/CSIR/UGC etc. For remaining 40 percent of seats, university shall publish Ph.D. admission notification in leading news papers once a year in the month of February. Admission to the open seats for the Ph.D programme shall be made through an Open Research Entrance Test (RET) (Stage-I); followed by an assessment in the concerned department (Stage-II) and personal interview (Stage-III). Categories exempted \* from appearing in the entrance test (Stage-I) also will have to qualify the departmental assessment (Stage-II) and interview (Stage-III).

4. **ELIGIBILITY**

M.B.B.S./ B.D.S./ Master's degree in any branch of Medical/Surgical/Dental/Pharmaceutical/Paramedical/Bio-Medical/Interdisciplinary allied and Translational Health Sciences subjects\*/Nursing.

Candidates with the following qualifications are eligible to Register for Ph.D. degree. \*\*\*

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Sr. No.	Broad discipline	Specialties/subjects
A-1	Super Specialties D.M/M.Ch.	Doctor of Medicine, and M.Ch., - Master of Chirurgery in different Branches / Specialties. D.N.B. in various medical and surgical superspecialties
A-2	Masters degree in Medicine/Surgery	M.D. - Doctor of Medicine, and M.S.- Master of Surgery in different Branches / Specialties.
A-3	Postgraduate Medical Diploma in Different Branches/Specialties	D.Ch., D.O., D. Ortho, D.L.O., D.G.O. etc
A-4	Diplomate of the National Board of Examinations	D.N.B. in different branches/specialties of the National Board.
B.	Dentistry. M.D.S	Masters Degree in Dentistry in different Branches / Specialties
C.	Pharmacy. M.Pharm	Masters Degree in Pharmacy in different Branches / Specialties.
D.	Nursing. M.Sc.	Nursing in different Branches/ Specialties.
E.	Physiotherapy M.P.T.	Masters Degree in Physiotherapy in different Branches / Specialties.
F.	Occupational Therapy. M.O.T.	Master of Occupational Therapy in different Branches / Specialties.
G.	Medical Technology	M.Sc.(Medical Lab Tech), M.Sc. (Operation Theatre Technology), M.Sc. (Neonatal Care Technology), M.Sc. (Imaging Technology), M.Sc. (Perfusion Technology), Master of Optometry & Ophthalmic Tech, Master of Radiation Technology and allied branches.
H.	Public Health. M.P.H.	Master of Public Health
I.	Audiology & Speech Language Pathology M.A.S.L.P	Masters in Audiology & Speech Language Pathology
J-1	Basic & Allied Sciences	M.Sc. Medical Anatomy/Medical Physiology/Medical Microbiology/Medical Biochemistry/Medical Pharmacology/Medical Physics/Epidemiology & Biostatistics/Clinical Embryology/Clinical Psychology/ Neuro Sciences/ Medical Genetics/ Medical Bio-technology/ Bio Medical Engineering/ Translational Health Sciences/ Forensic Science/ Biotechnology/ Bioinformatics/ Biophysics/ Molecular Biology/ Genetic Engineering/Molecular Genetics/Bioengineering/Genomics/Human Genetics/Clinical Nutrition/Genetics/Microbiology.
J-2	Engineering & Technology	i). B.E./B.Tech (4 years) graduates with two years M.Sc. in any of the discipline as at "J-1" above ii).M.Tech degree in relevant branch of Engineering such as Biochemical Engineering/Biotechnology/Molecular Biology/Bioengineering.
J-3	Veterinary Sciences**	M.VSc. (eligibility will be considered only in interdisciplinary/Translational Health Sciences subjects)
J-4	Medical (post MBBS)	Bachelor of Medicine and Bachelor of Surgery
J-5	Dental (post BDS)	Bachelor of Dental Surgery

## 5. ADMISSION PROCESS

Eligible candidates shall apply in prescribed application form which will be submitted by March 31<sup>st</sup>. University shall conduct entrance examination in May and result of the examination shall be declared within 72 Hrs. Merit shall be prepared on the basis of the marks obtained in the entrance examination. From, amongst the candidates who have qualified the entrance examination, three times of actual seats available shall be short listed for interview. A Departmental assessment before all the faculty members of the Department shall be held in the concerned Department followed by an interview in the office of the Vice-Chancellor before an expert Ph.D. Cell in the month of July and the candidates finally selected shall be admitted in the Department by August 1<sup>st</sup>.

## 6. Admission Committee

As soon as candidate is declared successful in Stage I and/or II, III he/she will report to the chairman of the Ph.D. Admission Committee of the concerned department. Chairman of the Ph.D. admission committee of a particular department will call a meeting of the committee for all the qualified candidates to be admitted in a particular academic session. Admission committee after due scrutiny of all the requisite documents/credentials will approve admission of a Ph.D. Candidate in a particular department. The recommendation of the admission committees of all the departments will be submitted to the Chairman Ph.D. Cell for further necessary perusal and for communication to concerned higher authorities/offices/bodies of the University as deem fit.

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7. **Constitution of admission committee**

Admission Committee will be constituted department wise and will consist of Head of the Department and one Sr. Professors, one Professor, one Associate Professor and one Assistant Professor by seniority and rotation. All members must ratify the eligibility conditions of the candidate for admission to the Ph.D. programme. In case a Department does not have requisite number of Sr. Professors/Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise of at least three faculty members, which shall be constituted by the Vice-Chancellor on the request of the concerned Head of the Department from amongst the teachers of the concerned department.

8. **Duration of Course**

The duration of course will be 3 years for all Master Degree qualifications holders (max 5 years) with four mandatory doctoral committee meetings. For Post M.B.B.S./Post B.D.S./any other similar Bachelor degree professional course in Health Sciences the duration of course will be five years (max. 6 years) with six mandatory doctoral committee meetings.

9. **Provisional Registration**

All selected candidates shall be provisionally registered for Ph.D. in the concerned Department and shall be assigned a provisional Registration Number. For Registration, a fee of Rs. 5,000/- shall be paid at the University receipt counter.

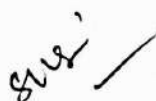
10. **Stipend/Fellowship for Ph.D. Course**

During interview candidate shall declare if he/she has his/her own source of funding through CSIR/DBT-ICMR/UGC etc. or any other bonafide agency. Candidates without any source of funding may be provided University Research Fellowship for not more than two consecutive terms of 6 months each. These candidates may be allowed for applying for Intra Mural Research Grant.

Candidates already employed at Pt. B.D. Sharma PGIMS Rohtak or at the colleges maintained by Pt. B.D. Sharma University of Health Sciences or elsewhere shall not be paid any stipend.

11. **Orientation**

University shall arrange for an orientation programme for all the selected candidates for Ph.D. programme once every year soon after all candidates are admitted. In orientation they will be apprised and/or exposed to the available facilities in the University. They will also be informed about mandatory trainings as required for course such as General laboratory conduct, Bio-safety, Chemical and laboratory Hazards, Animal Care and surgical Procedures, handling of Radio-activity, Research Integrity, Ethics and Information Sharing and security.



12. **Allotment of Ph.D. Candidates**

Allocation of Ph.D. candidates to eligible guides shall be on the basis of availability of adequate research resources in a department or a sister department that the co-supervisor belongs to. Subject to available resources and research facilities to support Ph.D. candidates in a particular department, the Head of Department in consultation with faculty depending upon the research interest of the student/faculty member; will allocate Ph.D. students to eligible Ph.D. guides subject to limit to guide maximum number of candidates at a time. No Faculty member shall be allowed to serve as supervisor/guide to a close or immediate relative.

13. **Pre-Ph.D Course Work**

Admitted candidates shall undergo course work for six months which will include Research Methodology including Biostatistics, Research Ethics and Integrity, Application of Computers in Health & Bio Medical Research and Advances in specific disciplines/subjects/specialties. It will be the responsibility of the concerned department to conduct pre Ph.D. course work for the respective students to be admitted in a department. The duration of Coursework should not exceed six months. The assessment of Pre-PhD Course shall be done through an examination to be conducted by the Controller of Examinations.

14. **Registration**

Candidates who have successfully completed the Pre-Ph.D. Course Work shall be formally registered in the concerned department for Ph.D. Programme and shall be assigned a Registration Number which will be valid for the entire duration of the course and till the conferment of degree.

15. **Assignment of Thesis Topic**

After formally getting registered in the department, candidate shall be assigned a thesis topic by the faculty supervisor.

16. **Doctoral Committee (DC)**

The supervisor in consultation with Head of the Department shall constitute a Doctoral Committee within one months of allocation of supervisor to a candidate. The Doctoral Committee will advice the candidate about the research work to be undertaken in order to successfully achieve the aims and objectives of the proposed research work within the stipulated time period.

17. **Constitution of Doctoral Committee**

- a. Chief Supervisor – Chairman/Chairperson
- b. Co-supervisors (upto three faculty members) on recommendation of Chief Supervisor from the same or any other department of institution having expertise on the concerned topic
- c. At least one co-supervisor from the same department where candidate is registered/enrolled.

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- d. It shall be mandatory for supervisor and co-supervisor from the Department to participate in the DC meeting.
- e. Two outside experts shall be nominated by the Vice Chancellor for a period of three years/(5 years in case of Post MBBS/Post BDS Applicants). The proceedings of meeting of the DC will be valid if at least one out of the two outside experts attend the meeting. Out of two outside experts, one should preferably be from an institution of National Importance.

(\*\*\* Vice Chancellor, Dean Academic Affairs, Dean of the Faculty, Dean Research/Chairman Ph.D Cell may attend the doctoral committee meeting of any Ph.D. candidate if they desire to do so. However, the views advanced by them shall only be 'opinions' and not be a binding on the doctoral committee to accept such views. Such 'views' shall not necessarily constitute the proceedings of the meeting of the doctoral committee. It will be the discretion of the doctoral committee to endorse in part or toto or outrightly decline the views advanced by them in the interest of smooth conduct of intended Ph.D. work of the Ph.D. candidate as per the approved protocol/synopsis of the Ph.D. candidate.)

#### 18. Provision of Co-supervisor

There shall be co-supervisor from the concerned Department as well as from an interdisciplinary Teaching Department of the University as per requirement. The outside experts may also act as co-supervisor. It shall be the discretion of the Chief-supervisor of Ph.D. candidate and Head of the Department to assign co-supervisor for the Ph.D. candidate. No more than three co-supervisors shall be assigned to a Ph.D. Candidate.

#### 19. Periodicity of DC Meetings

A doctoral committee meeting shall be held every six months. For candidates, holding a master degree qualification, four meetings are mandatory. In case of Post MBBS/BDS six doctoral committee meetings are mandatory.

#### 20. Conduct of DC Meetings

The Head of the Department on request of the Supervisor of the Ph.D. candidate shall hold DC Meeting. A copy of the proposed research presentation of each candidate for every DC meeting shall be sent to all the members of the DC at least 7 days before the meeting of the Committee.

#### 21. Protocol/Synopsis Presentation

In next six month of beginning of 1st year, candidate who has successfully completed the Pre-Ph.D course (after qualifying the examination) shall present his/her Ph.D protocol/synopsis in the 1st Doctoral Committee Meeting. He/She will present his/her Ph.D thesis title and shall present his/her plan in detail. The Doctoral Committee members are expected to give their observations and suggestions on the proposed research topic, its scope, relevance and implications and may suggest modification in thesis topic and/ or proposed plan if so needed. The recommendations of the DC shall be communicated to the Dean of the Faculty by the Supervisor through Head of the Department who shall forward the same to the Chairman Ph.D. Cell. The Ph.D scholars may be assigned any teaching workload for 6-12 Hrs per week by the concerned HOD.

#### 22. Modification of Research Topic

Research topic may be suitably modified during first two DC meetings. No modification on Thesis

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Topic shall be permitted after 2<sup>nd</sup> DC meeting.

**23. Doctoral Committee proceedings**

The 'Doctoral Committee' will be the sole competent body for all the technical and practical purposes for successful conduct of Ph.D. work of a bonafide Ph.D. candidate. No body or authority other than the doctoral committee itself, shall hold power to comment on technicality of the research work of the Ph.D. candidate. After commencement of doctoral committee meeting, the recommendations of the 'Doctoral Committee' will be communicated to the Dean of Faculty for information. However, the Dean of Faculty will have no say on technicality of the recommendations of the doctoral committee and will have no authority to alter/change/revise/amend any of the recommendation of the doctoral committee. Dean of the Faculty will forward the file to the Chairman Ph.D Cell but not later than one week. Chairman, Ph.D. Cell will forward the proceedings to the Dean Academic Affairs within ten days from date of receipt of the same from the Dean of the Faculty. The recommendations of the Doctoral Committee will prevail without supersession of the same by any authority or Officer of the University.

**24. Intimation to Academic Council**

Dean Academic Affairs will intimate to the Academic Council the proceedings of the First and Last meeting of the Doctoral Committee for the kind information of the Academic Council.

**25. (i) Eligibility of Ph.D. Supervisor**

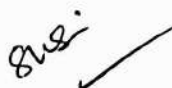
A regular teacher selected through duly constituted selection committee and possessing a Ph.D./DM/MCh/MD/MS/MDS/MHA degree with at least five years' experience as a regular faculty and having at least 5 Research Publications in indexed journals may be appointed as supervisor to guide the work of a Ph.D. Candidate.

(\*\*\*Ordinarily no teachers from the department other than to which the candidate belongs, will be permitted to serve as supervisor/guide. However, if so warrants, as long as there are no qualified supervisors available in certain specialties/departments, the vice chancellor for a specific time period/academic session may appoint regular teachers from other relevant Medical/Surgical/Super-specialty/Allied departments as supervisor fulfilling the above criteria to serve as Supervisor/Co-supervisor by recording the reasons for doing so).

**(ii) Eligibility of Ph.D. Co-Supervisor**

A regular teacher selected through duly constituted selection committee and possessing a Ph.D./DM/MCh/MD/MS/MDS/MHA degree with at least three years' experience as a regular faculty and having at least 3 Research Publications in indexed journals may be appointed as co-supervisor to guide the work of a Ph.D. Candidate. The co-supervisor may be from the same department or from a related/siter/interdisciplinary department to which the candidates belongs to.

A faculty member who himself/herself is registered in a Ph.D. Course shall not be eligible to guide a Ph.D. candidate during the period of his/her Ph.D. course.



**26. CHANGE OF SUPERVISOR**

The change of Supervisor may be allowed:

i) in case the Supervisor has expired

OR

ii) by mutual consent of both the Supervisor and the Ph.D. Candidate:

OR

iii) in case of extreme hardship where it becomes almost impossible for a candidate to work/ continue his/her research work with the Supervisor or incase the Supervisor or the candidate requests on valid/genuine grounds. The candidate/supervisor will represent to the Head of the University Department who will put the matter before the Doctoral Committee in concerned specialty for decision. However, the change in such cases will be allowed after the approval of the Academic Council.

In case supervisor superannuates or leaves the University, he or she shall continue to be supervisor and the co-supervisor if available from the Department or appointed by the vice chancellor shall look after the work of Ph.D. Candidate.

However, the change in such cases will be allowed after the approval of the Vice Chancellor in anticipation approval of the Academic Council.

**27. Limit on number of Ph.D. candidates**

Ordinarily, no supervisor shall be allowed to register more than 3, 2, and 1 Ph.D. students as Sr. Prof. or Professor/Assoc. Prof./Assistant Prof respectively in an admission year. However, if so deems fit, Vice Chancellor will have discretion to allow one more student on and above the prescribed limit in any department as a whole, and provided there are genuine reasons to justify the increase and the department has adequate research resources and research infrastructure.

**28. Permission for writing**

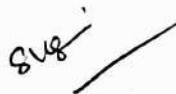
Once satisfactory completion of the research work of the candidate fulfilling the aims and objectives of the research study doctoral committee in it's meeting shall permit the candidate to start writing the Ph.D. thesis but not earlier than 2½ years.

**29. Appointment of examiners**

On receiving application along with an abstract of the thesis from the Ph.D. Candiate duly certified by the Supervisor, that his/her research work is complete and ready for submission, the doctoral committee in the concerned specialty on the recommendations of supervisor and Head of the University Department, shall approve a panel of six external examiners to evaluate the thesis. The Vice Chancellor shall approve three examiners to whom the thesis would be sent and who are authority in their respective specialty. After receiving satisfactory response from all the examiners, one examiner approved by the Vice Chancellor shall be invited for viva voce examination.

**30. Submission of thesis**

Thesis shall be submitted in 5 printed/ neatly typed copies in the University. The candidate shall submit his/her thesis within six months from the date of last DC meeting.



### 31. Evaluation of thesis

The thesis shall be referred to three examiners appointed by the Vice-Chancellor out of the panel of external examiners. The examiners shall be requested to send their report within two months.

The examiners shall give detailed report on the thesis and make clear cut recommendations whether:

- a) The thesis be accepted. \_.
- b) The thesis be rejected.—

OR

- c) The Ph.D. Candidate be asked to resubmit the thesis with improvement/after revision.

In case the examiner(s) recommend the revision/improvement of the thesis then he/she may make suggestions for such improvement/revision as deemed fit and proper. Provided that the Ph.D. Candidate shall submit the revised thesis after six months of the date of communication of the decision of the University to him/her.

A thesis shall be permitted to be resubmitted, if so recommended by the original examiner(s) only once and it shall be examined by the examiners who assessed the original thesis unless the original examiner (s) is/are not available/unwilling to do so. In the later case, thesis shall be processed in normal course again.

The examiners must categorically state whether the thesis is suitable for publication in its original form or in a modified form, to be spelt out by the examiners.

### 32. Ph.D. Viva-voce examination

The supervisor in consultation of the Head of the Department shall conduct Viva-voce examination in which candidate shall present his Ph.D work and defend his findings in a open thesis defense forum. All co supervisors shall also be present in the Viva-Voce Examination.

The viva-voce examination shall be held by a Board of Examiners consisting of Head of the University Department, Supervisor and co-supervisors and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of thesis. In case both the examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another examiner out of the panel to conduct the viva-voce examination. The viva-voce examination shall be held at Rohtak in the University Department. The date, time and the subject of the thesis shall be notified by the Head of University Department to the Supervisor, Co-supervisor, Doctoral Committee Members including experts, teachers and other Ph.D. scholars of the Department/concerned departments who may be permitted to be present at the time of the viva-voce examination, but they shall have no right to put any question (s) to the examinee.

### 33. Condition of Publication

Before submission of the thesis, it is essential for the candidate to have either one paper either published or accepted for publication in peer reviewed indexed international/national journals with his/her name as the





first author.

**34. Declaration of Result**

The reports of the examiners on the thesis as well as on the viva-voce shall be communicated to the controller of examinations for declaration of result. Based on candidate's performance in the Public Viva Voce Examination defense, the candidate shall be declared having passed/failed the Ph.D. examination by the Controller of Examinations on the date the Viva-Voce exam was conducted. The result should be declared within ten days of receipt of the result of Viva-Voce Examination. A copy of the result shall be communicated to the Ph.D. Cell for record.

**35. Intimation to the Dean of the Faculty**

On declaration of the result by the Examination Section, Ph.D. Cell shall will intimate to the Dean of the concerned faculty that the candidate has successfully qualified the Ph.D. Examination and is declared worth for award of Degree under the faculty of.....

**36. Award of Ph.D degree**

Ph.D. degree shall be awarded to the successful candidates subsequently in the formal University Convocation. Whereas provisional Ph.D. degree certificate may be issued to the candidate, if he/she request to obtain a copy of the same before commencement of the Convocation on payment of required/prescribed fee.

**37. Period of research work**

Every candidate registered for Ph.D programme shall be required to pursue his/her research work at least for three years including six month's Pre-PhD course work. The reduction in this period shall not be allowed under any circumstances. Candidate may perform a part of the thesis work at the place of the Co-supervisor if, so required. Under no circumstances any Ph.D. candidate shall be allowed to exceed five/six years term to complete the Ph.D. thesis work.

**38. Cancellation of registration**

Vice Chancellor on the recommendation of the Doctoral Committee, Chairman Ph.D. Cell and Dean Academic Affairs may cancel the registration of a Ph.D candidate whose research work has been reported to be unsatisfactory by the Doctoral Committee. Registration shall also be cancelled on personal request of the candidate. Registration may also be cancelled in the event of any proven unacceptable scientific conduct or adverse research integrity such as plagiarism, tempering with research data or misrepresentation or evidence of fabrication of research data of other colleagues or published data of other authors, non-deposition of fee, mis-conduct, unsatisfactory progress of research work, absence from work without information/ permission etc.

**39. Originality of Ph.D. Thesis Work**

Ph.D thesis shall be an original piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts or theories. In either case, it should



evince the candidate's capacity for critical acumen and judgement. Thesis will be accompanied separately by a declaration from the candidate countersigned by the Supervisor and Head of the University Department in the following format:

**Note:**

Any issue concerning procuring procedure or interpretation of the provisions contained in this ordinance shall be referred to the vice chancellor whose decision shall be final. All such cases shall be reported to the Chairman, Ph.D. Cell and the Dean Academic Affairs.

**40. Declaration by the candidate**

This is to certify that the material embodied in the present work entitled..... is based on my original research work. The same will be certified by the Supervisor and the Co-supervisors. Besides it will be endorsed by the candidate, supervisor and Co-supervisors that the presented piece of research work has not been submitted in part or full for any other diploma or degree of this or any other University or Institute.

(Signature of the Candidate)

(Countersigned by (Supervisor)

(Head of the Department)

**CERTIFICATION BY THE SUPERVISOR & CO-SUPERVISOR/(S)**

**CERTIFICATE**

This is to certify that the thesis entitled "....." comprises the work done by ....., under our guidance and perceptorship in the Department of ....., Institute of ....., Pt. B.D. Sharma University of Health Sciences, Rohtak

**Supervisor**

**Co-supervisors**

A candidate shall also submit indicating how far the thesis embodies the result of his own research or observations and in what respects his investigations appear to him to advance the knowledge of subject of his thesis.

The Ph.D. Candiadate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject. But he/she shall not submit as his/her thesis, any work for which a degree has been conferred on him/her by this or any other University.

**41. Publication of thesis**

The permission for publication of the thesis if applied for by the concerned Ph.D. Candidate may be given by the Vice-Chancellor if the examiners have recommended that the thesis is suitable for publication. If there is difference of opinion among the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration

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and recommendations:

- |   |             |
|---|-------------|
| i) Chairman Ph.D. Cell                              | - Chairman  |
| ii) Head of the University Department               | - Member    |
| iii) Supervisor/CO-supervisor/(s) of the candidate- | - Member(s) |

Where the Dean/Head of the Department is the Supervisor, the Vice-Chancellor would nominate some other expert on the committee. The Recommendations of the Committee shall be referred to the Vice-Chancellor for consideration and approval.

#### 42. FEE

Every Ph.D. Candidate for Ph.D programme shall pay fee asunder or as prescribed by the Vice Chancellor time to time:

- |  |             |
|--|-------------|
| i) Prospectus Fee  | Rs. 1000 /- |
| ii) Registration Fee   | Rs. 5000/-  |
| iii) Annual Fee  | Rs.5000/-   |
| iv) Evaluation fee<br>(to be charged at the time of submission of Ph.D thesis) | Rs15,000/-  |
| v) Library Security (Refundable)   | Rs. 5,000/- |

Each examiner shall be paid remuneration of Rs.3,000/- for evaluating the thesis and Rs.5,000/- for conducting viva-voce. Examiner shall be paid TA & DA as per the govt/University rates.

#### General Instructions and Guidelines

1. No Ph.D. Candidate shall, without the prior permission of the Vice-Chancellor, join any other course of study or appear in any other examination conducted by a University leading to admission for any Degree or Diploma or undertake any other employment during the period of his/her study. Otherwise his/her registration for Ph.D will be cancelled by the Vice-Chancellor on the recommendations of the Doctoral Committee in the concerned specialty. However, the action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
2. All candidates are expected to present courteous behavior and discipline at the place of work and in the campus. University may expel any candidate and may terminate registration of any admitted candidate at any time without notice, if evidence of committing an offence of potentially dangerous nature or an unacceptable conduct is found or the candidate poses any problem for security or academic/intellectual sanctity of the University or is found involved in anti-social activities.
3. The condition of waiver of certain types of fees does not apply for the Candidates employed/working with the colleges affiliated with the University or elsewhere and will have to pay all specified dues.
4. Serving candidates shall not be paid any stipend during the course of study.
5. Serving candidates if selected for admission to the Ph.D. programme shall have to produce a no objection certificate from the current employer before registration in the programme.

6. A provision for short-term international exchange of Ph.D. candidates in between the duration of the course in certain specialties may be laid as per the norms in other national institutions subject to financial commitment from premier national and international scientific agencies, under certain prestigious fellowship programmes or international travel grants from time to time, however, university does not commit for any such exchange at it's own cost.
7. Candidate shall have to obtain permission of the University for traveling abroad for conferences, workshops or training programs.
8. Candidate shall be eligible for all general, academic, scientific, intellectual, financial privileges and benefits of the university if set forth in related Ordinances of the University from time to time.

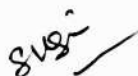
Note: \*Interdisciplinary allied and Translational Health Sciences will include Biotechnology/Molecular Medicine or Molecular Biology/Bioengineering /Genetic Engineering/Biomedical Science/ Human Genetics/Translational Health Sciences/Regenerative Medicine/Genomics/Biophysics/ Bioinformatics or any such emerging discipline related to health science and experimental medicine.

9. The following categories of candidates are exempted from appearing entrance test for Ph.D. Program- who have qualified CSIR, ICMR, DBT, DST (INSPIRE) etc. or any other equivalent national level fellowship test. They however are required to qualify Stage II and III.
10. The candidate shall apply for admission to Ph.D. program in a manner stipulated by the University from time to time. Each prospective applicant will apply for admission in one department only. Only one application form per candidate will be accepted.
11. This revised ordinance and the regulations contained therein shall come in immediate force in supersession of the Ph.D. Ordinance passed in the 3<sup>rd</sup> Meeting of the Academic Council dated 2.7.2010 and approved in the 9<sup>th</sup> meeting of the Executive Council dated 14.07.2010; and the regulation passed in the 13<sup>th</sup> meeting of Academic Council dated 06.10.2016 and approved in the 25<sup>th</sup> Executive Council meeting held on 10.04.2017.
12. Nothing in this ordinance shall be deemed to debar the University from amending the ordinance and the regulations part that of.




**Regulation for assessment of research infrastructure/resources and research supervision capabilities of Departments for conducting Ph.D. programme**

1. Before initiating the admission process, Ph.D. Cell will seek information form Heads of the Departments on-
  - i) Willingness of their respective department for participating in Ph.D. programme commencing in the forthcoming session/year.
  - ii) Specialties/Areas available and open for doctoral research in their respective department
  - iii) Whether adequate research resources and research infrastructure and expertise to guide Ph.D. candidates are available in the department.
  - iv) Tentative number of seats to be available in the department and how many Ph.D. candidates can be accommodated in the Department for pursuing Ph.D. in the forthcoming admission session/year.
2. Head of the Department after due consultation and convening a meeting with all the faculty members, will also inform about the prospective Ph.D. guides in the respective department.
3. Faculty members who are tentatively intended to act as prospective Ph.D. guides by the Head of the Departments will be supplied an application form by the Ph.D. Cell. Prospective Ph.D. guides will formally apply to be recognized as eligible Ph.D. guide after filling the required information and attaching the relevant credentials.
4. All prospective Ph.D. guides who fulfill the prescribed eligibility criteria shall be designated as eligible Ph.D. guides by the competent authority. No faculty member will need to apply for recognition as Eligible Ph.D. guide over and again. Credential issued of this effect once will be valid till superannuation.
5. On receipt of the above information Ph.D. Cell will have an assessment of the research resources and research expertise of the participating departments done by arranging a presentation and through physical inspection of respective departments.
6. Ph.D./Research Cell will constitute sub-committees to facilitate assessment of research resources and research expertise to guide prospective Ph.D. candidates to be admitted.
7. Each Subcommittee that will assess the research infrastructure, research resources and the research expertise of the Department will give it's recommendations as commendable, satisfactory and unsatisfactory. Wherever the recommendation is unsatisfactory there should be proper and sufficient reasons to substantiate the same.
8. At the end of assessment, the Head of the Department will endorse that all facilities exist in the department for the conduct of Ph.D. programme.
9. Ph.D. Cell will communicate with participating Departments the schedule of assessment/inspection in advance. Each sub-committee will submit an assessment report to the chairman PhD. Cell who will forward the same to the Dean academic affairs of the University with his comments and recommendations. Unfavorable recommendations/remarks/comments about any department should be recorded in writing with proper reasons unless there is reasonable unwillingness/reluctance from the Head of any department.



10. Dean Academic Affairs on the basis of the recommendations of the Chairman Ph.D. Cell will announce the number of the seats available for conducting Ph.D. in various participating departments in a particular academic session/year.







Ph.D. Cell  
PT. B.D. SHARMA UNIVERSITY OF HEALTH SCIENCES  
ROHTAK

Assessment Form for Research Infrastructure/Research Resources of Department

Certified that we the Chairman and Members of the Assessment Sub-Committee on the basis of the presentation made before us by the Department of..... PGIMS/PGIDS/College of.....on.....and subsequently on the basis of the on-site assessment made by us, endorse and declare that the availability and adequacy of the research resources/research infrastructure the department of ..... for conducting the Ph.D. programme, may be rated to be:

- A. Commendable
- B. Satisfactory
- C. Unsatisfactory

Chairman	Member 1	Member2	Member3	Member4
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Endorsed that all facilities exist in the Department for conduct of Ph.D. programme.

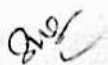
Head  
Department of  
PGIMS/PGIDS/College of Nursing / Physiotherapy / Pharmacy  
etc.

*D. Sharma* → *Susi* → *[Signature]*

Ph.D. Cell  
PT. B.D. SHARMA UNIVERSITY OF HEALTH SCIENCES  
ROHTAK

APPLICATION FOR RECOGNITION AS Ph.D. SUPERVISOR/Guide

1. Name (in block letters) :
2. Address of Correspondence :
- Telephone No :  
Mobile No :  
E. mail :
3. Date of Birth :
4. Date & Year of Superannuation :
5. Institute/College where working :
6. Designation :
7. Academic qualification  
(Copy of the  
Ph.D./D.M./M.Ch/M.S./M.D./M.D.S.) degree :  
to be enclosed)
8. Any other additional academic qualification :  
(please attach certificate)
9. Month and year of award of :  
(Ph.D./D.M./M.Ch/M.S./M.D./M.D.S.) degree)
10. Topic of Ph.D./M.Ch/M.S./M.D./M.D.S.) Thesis :
11. Details of Post Doctoral research/teaching :  
experience after  
(Ph.D./D.M./M.Ch/M.S./M.D./M.D.S.) degree  
Please attach all experience certificates
12. Date of Joining as a Faculty Member in the :  
Present Institution and total experience as a  
Faculty Member  
(Please attach experience certificate)
13. Department, Subject and/or Specialty in which :  
Supervisorship is sought
14. Extramural/Intramural Research Grant/(s) :  
Awarded while working as Faculty Member in  
Current Institution  
(Please attach sanction letter)





15. Publication Details: In Tabular form giving :  
✓ Name of Author/(s), Title of Paper,  
Journal Name and Year of Publication  
(minimum five should be enclosed)

Signature of the candidate

Signature and remark of the HOD

Signature of the Head of the Institute/College

  
\_\_\_\_\_

SIGNATURE

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## Regulation for Conduct of Pre PhD Course Work

The six-months mandatory course work program is a pre-requisite for the enrolled Ph.D. students, aims to prepare them to engage in research endeavors. The course involves the activities associated with scientific research in the area of Health & Medical Sciences. It introduces the essential aspects of designing, supporting, and conducting a research project. Those who successfully complete the course will be able to produce a well-developed research proposal, select an appropriate methodology with which to conduct the research, defend the methodology, understand the various tasks required to carry out the research, to find the resources needed to guide them through the research process and the documentation and publication of findings.

The course-work broadly consists of Research Methodology including Biostatistics, Research Integrity and Publication Ethics, Application of Computers in the Health and Biomedical Sciences and advances in respective discipline. Precisely the entire course will be divided into the following sub-courses:-

Sr. No.	Code	Course Name	Credits	Hours
1.	CW 01	Research Methodology	4	60
2.	CW 02	Biostatistics	4	60
3.	CW 03	Research Integrity & Publication Ethics	2	30
4.	CW 04	Application of Computers in Health & Bio-Medical Research	2	30
5.	CW 05	Advances in the Concerned Specialty/Subject	4	60

### DETAILED ACCOUNT OF THE COURSE WORK

#### CW 01 – Research Methodology

##### Objective:-

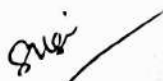
To gain a comprehensive overview and understanding of the Research Methodology for conducting original research with aim to develop ability and aptitude for research in Ph.D. students.

##### Expected Outcome:-

To be able to design a fairly good and reasonably feasible research study.

##### Course Structure

Scientific Enquiry, The Research Process, Types of Research, Characteristics of good research, Identification of the area of research, Selection of research methods and appropriate research tools, Rationale to undertake the research study, Conceptualizing the Research Problem, Research Question, Formulating objectives of Research, Research Hypothesis, Various Sources of Scientific/Research Literature, Tools to locate the relevant sources of Literature, Methods of literature Survey, The Process of Review of Literature pertaining to a given area of study, Identification of most important and relevant Scientific studies or experiments worth citing, Structuring the Review, Critically reviewing the scientific literature, Referencing Styles and Referencing Tools. Research Design,



Features of a good research design, Setting up Experiments, Data Collection, Data Interpretation, Presentation of Research Findings, Validity and Reproducibility in Research, Writing thesis and research papers, Publishing findings of Research in Scientific/Specialty Journals.

#### CW 02 – Biostatistics

##### Objective:-

To gain a thorough understanding of Statistical Methods and tools applicable to Scientific Research.

##### Expected Outcome:-

To be able to design a statistically valid scientific study and apply relevant statistical tools to answer a chosen research question.

##### Course Structure

Grouped and Ungrouped data, Structured and Unstructured Data, Presenting data- Tabular-Frequency distribution tables, Figures and graphs-bar chart, pie chart, histogram, line graph, frequency polygon, scatter diagram, Measurement Scale, Validity and Reliability, Variables, Measures of Central tendency, Measures of variability: Range, Standard deviation, Raw and Derived Scores, Transformation of Scores, Coefficient of variation, Standard error, Analysis of Variance, Probability, Sampling methods, Sampling Design, Criteria of Selecting a Sampling Procedure, Sample Size, Sample size calculation: Sample size for different study designs, Characteristics of Good Sample Design, Statistical power, Correlation and Regression, Analysis of Variance, Probability Distributions, Statistical Significance, Hypothesis testing, Logic and Importance of Hypothesis Testing, Qualities of a good Hypothesis, Null Hypothesis & Alternative Hypothesis, Confidence Interval, Selection of Appropriate Statistical Techniques and Tests- Parametric and Non Parametric Tests, Probability Distribution, Statistical Significance, Descriptive Statistics.

#### CW 03 – Research Integrity and Publication Ethics

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##### Course Objective

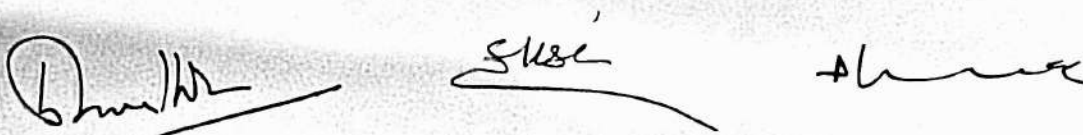
To allow students gain a reasonable exposure and knowledge about the research Integrity and publication ethics.

##### Course Outcome

To be able to conduct a research study within prescribed ethical framework, write a research paper or review free from plagiarism and communicate it for publication in a relevant scientific journal in accordance with internationally accepted scientific publishing standards.

##### Course Structure

The course is intended to provide the student an in-depth understanding of the following topics:



- i. Various Publishing Platforms
- ii. Scientific & Research Journals
- iii. Responsible Research- Ethics in conducting scientific/research experiments
- iv. Regulatory Frameworks
- v. Challenges Associated with good research
- vi. Personal and professional integrity of a researcher
- vii. Personal and professional commitment of a researcher
- viii. Ethics in utilizing public information and Health Data and records of patients
- ix. Ethics in crediting the works of others
- x. Ethics associated with publishing and reporting the facts and the findings
- xi. Best practices in publishing research findings
- xii. Ethical practice in publishing one's own work and acknowledging contribution of all workers in a fair m
- xiii. Contributions of teams of researchers and due recognition of the works of everyone
- xiv. Dealing with research and publication misconduct

Dr. H. S.

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## CW 04 – Application of Computers in Research (Bio Computing)

### Course Objectives

To help Ph.D. students get acquainted about basics of computers and their application to solve research problems

### Course Outcome

At the end of this course students are expected to develop basic computer proficiency in using computational methods/software/programs for solving the intended research problems.

### Course Structure

Evolution of computers, Basic computer organization-Software and Hardware, Operating System, computer memory, computer generations, Various File Formats, MS-Office and its application, File handling in windows, various versions of Windows, Microsoft Office applications, Subject/field specific tools Scientific Analysis and Image Editing tools, Data Communication and Networks- local area network, wide area network, internet, intranet, extranet, website, E-mail, Search Engines, E-Journals, Major Research Organizations and Major Research Websites-NCBI, Clinical Research and Data analysis software, SPSS, Sigma Plot, Uptodate, Turnitin, End-Note, Mendeley, Health Science Softwares- Electronic Health Records (HER), Electronic Medical Records (EMR), Electronic Patient Record (EPR), Electronic Data Capture (EDC), Medical Records System (MRS), Managed Document Service (MDS), Management Information System (MIS), E-prescribing, Telemedicine, Electronic Data Capture (EDC), encapsia, StudyPal, Real Time Clinical Trial Management System (CTMS), e-Clinical Suite, OpenClinica, R, SAS (Statistical Analysis Software), Epi-info, Mini-tab, ATLASi, Turnitin, iThenticate, PASS Sample Size Software, NCSS Software, Computer Viruses and Internet Security.

CW- 05 Advances in the concerned subject/specialty (syllabus to be provided by the concerned Department)

### SCHEME OF Pre-Ph.D. EXAMINATION

Sr. No.	Code	Course Name	Credits	Hours	Internal Assessment	Assignments	Theory Marks	Total Marks
1.	CW 01	Research Methodology	4	60	20	20	60	100
2.	CW 02	Biostatistics	4	60	20	20	60	100
3.	CW 03	Research Integrity & Publication Ethics	2	30	10	10	30	50
4.	CW 04	Application of Computers in Health & Bio-Medical Research	2	30	10	10	30	50
5.	CW 05	Advances in the Concerned	4	60	20	20	60	100



		Specialty/Subject						
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1. At the end of six months Pre-Ph.D. Course work all Ph.D candidates are subject to appear in the Pre-Ph.D examination to be conducted by the University.
2. To be declared "pass/successful" in the Pre-Ph.D. examination all candidates will have to secure at least 50% Marks separately in each paper and in aggregate in the Pre-Ph.D. examination.
3. Long Answer Type, Short answer Type, True/False, Fill In the Blanks, Multiple Choice Type questions may be asked in the examination.
4. Only those candidates who successfully clear the Pre-Ph.D. Examination will be allowed to register for the Ph.D. Programme.

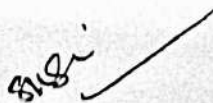
*Dr. H. K. ...*

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### Regulation for conduct of Doctoral Committee Meetings

1. The Guide/supervisor of the candidate shall inform all the members of the Doctoral Committee regarding convening the doctoral committee meeting ordinarily by giving a notice of at least one week.
2. The first DC must be held within three months of registration and should approve the synopsis and proposed plan of work of the candidate. The candidate has to submit the synopsis for doing the PhD work before the doctoral committee meeting. After approval of the synopsis by the doctoral committee, the candidate should submit the signed copy of the synopsis to the Ph.D. Cell along with the minutes of the first doctoral committee meeting.
3. Candidate shall make a 30-45 minutes presentation on the chosen research topic, relevance, objectives, scientific study methods and its impact on research contributions. During the meeting the Supervisor and the esteemed DC members are supposed to assess the research aptitude as well as the feasibility of the proposed research work and accordingly recommend and guide the proposed research work.
4. If the first DC is not held within six months of enrolment, the matter will be referred to Dean Academic Affairs for decision regarding cancellation of PhD registration.
6. The supervisor/guide must ensure that the progress of the research work is regularly monitored. The DC must be convened at least once every 6 months and satisfactory progress must be endorsed by the DC. Please ensure that co-guides are available at the time of DC and participate in DC. Any changes in part or full (including title) of the proposed work of the candidate must be approved by the DC.
7. Should the research study to be conducted involve any ethical issue the same will be referred to the Institutional Ethics Committee.
8. Doctoral committee will make sure that the research work embodying the Ph.D. thesis is of publishable quality and the work is published in a indexed journal/(s).
9. It will be the responsibility of Supervisor/Guide to convene the Doctoral Committee meeting and submit the signed report within 10 days to the Ph.D. Cell. The report signed by all members will include recommendations along with clear overall assessment of quality of work with other remarks if any, as following:
  - i. Excellent
  - ii. Good
  - iii. Satisfactory
  - iv. Needs improvement, with suggestions/modifications
  - v. Not satisfactory, with reasons
12. The final DC will also approve satisfactory completion of the work as proposed in the synopsis and give permission to the candidate to write the thesis.
11. The final DC should be held at least 6 months before the end of the maximum registration period (of 5/5 years). The guide will give a minimum notice of 7 days to the candidate to make any presentation before the final DC.
12. The Doctoral Committee can make suggestions for modifications or extension of work if required. Detailed records of progress will be maintained simultaneously both with guide and at Ph.D. Cell.
13. Completed Ph.D. work has to be presented before the Doctoral Committee. On approval of the Doctoral Committee, the Ph.D. candidate will be allowed to submit his/her thesis for evaluation.



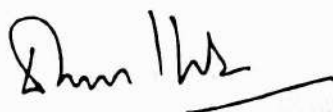
14. The candidate will handover raw data to Supervisor/Guide and Supervisor/Guide must archive the raw data related to Ph.D. research work and patient consent forms/IEC and/or other mandatory approvals for at least 5 years after its submission.
15. The Doctoral Committee shall be functional till the end of public viva-voce examination for monitoring and advising scholars for whose thesis examiners have recommended modifications, corrections, etc., to be incorporated in the thesis before the defense.
16. DC members shall participate in all monitoring review meetings to advice scholars suitably and approve the synopsis and thesis of the candidate for submission.
17. If the progress of the research scholar is found unsatisfactory, the Doctoral Committee shall record the reasons for the same, and suggest corrective measures. If the scholar fails to implement these corrective measures over a period of one year, the Doctoral Committee may recommend with justification the cancellation of the registration.
18. The doctoral committee of any candidate from an institution/college affiliated to Pt. B.D. Sharma UHS Rohtak will be constituted in the concerned institution/college itself and the doctoral committee meetings of the candidate will also be held in the concerned department of the affiliated institution/college. The Supervisor/Guide of candidate shall submit the signed proceedings/report of the doctoral committee meeting within 10 days to the Ph.D. Cell of the University.
19. The candidate pursuing his/her Ph.D. at an affiliated institution will also present the progress of the Ph.D. work annually before the Ph.D. Cell of the University at the end of 12 and 24 months form the date of registration in Ph.D. programme. Ph.D. Cell will issue notice for convening these presentations mentioning the date, time and venue of the presentation.
20. The proceedings of the doctoral committee meetings shall be submitted to the Chairman Ph.D. Cell by the Chief Supervisor within 10 days of commencement of the DC meeting after getting the same forwarded by HOD to the Dean Academic Affairs.





## Regulation on Ph.D. thesis evaluation and conduct of Viva Voce Examination

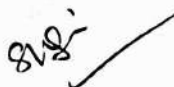
1. Before submission of the thesis it is essential for the candidate to have 1 research paper either published or accepted for publication in an indexed journals with his/her name as the first author and/or corresponding author. He/she should have completed the mandatory courses before submission of thesis.
2. Three months before the submission of the thesis, the Ph.D. student shall make a presentation at the Doctoral Research Colloquium for approval. The feedback and comments obtained may be suitably incorporated in consultation with the Doctoral Committee. In this colloquium Ph.D. candidate must submit evidence of 1 publication (published or accepted for publication) in an indexed Journal. In the research publication the data must emanate from the research conducted for Ph.D.
3. The candidate shall submit 5 printed copies of thesis (on both side of paper) and one soft copy (pdf file) of thesis in English, along with a summary in 500 words, to the Ph.D. Cell. Published Paper should be incorporated along with thesis. Ph.D. guide and co-guides will give a written certificate stating that the thesis is the original work of candidate conducted under his/her supervision and they are in possession of original raw data and consent and mandatory approval forms.
4. Candidate shall only be allowed to submit the Soft/Hard Copy of the thesis in the O/o the Controller of Examinations only after producing "No Dues Certificate" duly signed by all concerned departments along with receipt of fee for evaluation of thesis. A copy of proof of submission of thesis should be submitted by the Candidate to the Ph.D. Cell for record.
5. While submitting for evaluation, research student shall submit an undertaking and a certificate from the Supervisor/Guide attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in any Institution. Plagiarism Report generated by the Plagiarism Software should be attached. It is imperative on the part of the guide and doctoral committee to ensure that submitted thesis is plagiarism free, before submission.
6. The title page of the thesis, cover, format, etc., should strictly conform to the format of presentation vide Annexure..... and the thesis (all copies) should carry a declaration by the candidate and certificate as prescribed, duly signed and issued by the Supervisor. The Ph.D.Thesis/Synopsis will be written in English.
7. The Ph.D. candidate through the Supervisor/Guide shall submit the soft copy of the finalized thesis to the UGC approved software to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor vide Annexure.... attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution. The Plagiarism threshold level will be as decided by the Chairman Ph.D. Cell.
8. The Ph.D. thesis submitted by the Ph.D. Candidate shall be evaluated by at least three external examiners appointed by the Vice-Chancellor from a panel of six external examiners. The supervisor shall submit the panel of six examiners along with their brief CV, latest e-mail id, telephone nos. etc. URL of the Institution as per the format provided.







9. No close or immediate relative of the candidate/supervisor be appointed to act as an examiner.
10. The Board of Examiners so appointed shall evaluate the thesis and report on the merit of the thesis for the award of the Ph. D degree with the supervisor as the Convenor of the Board of examiners. Each examiner is expected to give a detailed report on the thesis apart from a duly filled in proforma for adjudication in the format prescribed by the University.
11. The Examiners who evaluate the thesis shall report to the Controller of Examinations on the merit of the thesis for Ph.D. Degree as "Highly Commended", "Commended" or "Not Commended" in the format prescribed, along with a detailed report. If all three Examiners commend the thesis, such reports of the examiners will be sent to the Research Supervisor who will act as Convenor and prepare a consolidated report within a month. It shall include the main points made in the individual reports together with a reference to critical comments and suggestions, if any, made by the examiners.
12. If all the three examiners unanimously recommend the award of the degree, the candidate will be asked to appear for the Viva-Voce Examination. In addition, the candidate should carry out the corrections etc., if any, suggested by the examiners, before the public viva-voce examination the Controller of Examinations will forward those suggestions to the Ph.D. Cell who will forward the same to the supervisor concerned for necessary action. The Supervisor shall furnish a certificate to this effect, together with the list of corrections, to the University before the public viva-voce examination.
13. If one of the external examiners reports the evaluation of the thesis as "Not Commended", the Vice-Chancellor, having regard to the nature of the comments of the examiner who has "Not commended" the thesis, may at his/her discretion, refer the thesis to fourth examiner from the panel for evaluation. The fourth examiner, so appointed, will not be provided with the report of the other examiners. If the fourth examiner reports the evaluation of the thesis as "Commended" the candidate will be asked to defend his/her thesis in a public Viva Voce prescribed in this regulation. If the fourth examiner also does not "Commend" the thesis the candidate has to resubmit the thesis, after revision, if suggested by the examiners.
14. Supervisor shall not correspond with the examiners under any circumstances while the thesis is in the evaluation process. Any violation will lead to debarring the faculty member from guiding Ph.D. thesis and he/she will face disciplinary action. Similarly, any attempt by the scholar to contact the examiners will lead to withholding/withdrawal of degree
15. Any complaint relating to evaluation of the thesis, etc., will be referred to a Committee constituted by the Vice-chancellor and based on the report of the committee, action will be taken by the Vice-Chancellor.
16. A candidate whose thesis has not been commended as specified above will be permitted to resubmit it a second time after carrying out additional work suggested and revising the thesis within a period of one year from the date of communication of the Controller of Examinations in this regard. A specific statement from the candidate and the Supervisor about the additional research work conducted and the revision done in the thesis should be provided. The resubmitted thesis shall be referred to the same examiner who originally valued the thesis for reevaluation.
17. The viva-voce examination shall be conducted by the Supervisor/Co-supervisor, Head of the Concerned Department and one of the external examiners appointed by the Vice-Chancellor. The Viva-voce may be held through video conferencing or in hybrid mode. If none of the examiners who evaluated the thesis is available at the time of Public Viva-Voce, another examiner from the panel may be appointed by the



Vice-Chancellor and such examiner will be provided with a copy of the thesis and reports of all the three examiners, well in advance before the date of Public Viva-Voce examination to defend thesis. If for any reason the Supervisor is unable to conduct the viva-voce examination even one month after the approval of the consolidated report on the Ph.D. thesis by the University and after appointment of the viva-voce examiner, the matter will be referred to the Dean Academic Affairs by the Controller of Examinations. The Dean Academic Affairs will recommend to the Vice-Chancellor a suitable faculty member from the Department in the place of the Supervisor to conduct of the viva-voce examination in time.

18. A public notice will be issued by the Supervisor/Guide at least seven days prior to the Public Viva Voce Examination of the Ph.D. Candidate and will be fixed on the Notice Boards. A copy of the thesis of the candidate appearing for the public viva voce examination shall be deposited in the departmental library for perusal of those interested in the thesis before the conduct of the public viva-voce examination, together with appropriate public notice issued by the Supervisor for the purpose. The Viva notification will be circulated by Head of the Department to all Faculty members, Research scholars of the department. Faculty members/Research scholars from other departments can also attend the Viva-Voce examination. A copy of the viva notification will be put on the web site by the Chairman Ph.D. Cell. The Public viva-voce will be conducted at a central place online mode/in-person or hybrid mode and the proceedings of the viva shall be sent to the Office of the Controller of Examinations, as prescribed supra.
19. In addition, members of the department in the subject/specialty concerned where the candidate conducted research and outside specialists, if any, may participate in the public viva-voce examination. The Supervisor shall convey to the University, the result of such public viva-voce examination duly endorsed by the external examiner, together with a list of participants (online registrants) in the examination with their signature/email address, designation.
20. The Head of the Department will ensure that no questions are raised by any committee member or from audience with an intention to harass the candidate. Similarly no remarks are to be entertained during viva voce examination which are out of the scope of the research work or not related to fundamentals/basics of the subject.
21. Viva must be conducted in a disciplined environment. No discussions on questions raised by anybody in the audience or persons other than committee members should be allowed. No one should raise their voice, pass comments or shout in the meeting to discourage or demoralize the candidate.
22. Faculty Chairman will ensure that Viva Voce is conducted in a transparent and impartial manner to uphold academic standards.
23. A candidate, who is not successful at the public viva voce examination, may be permitted to take the same on a second occasion, after three months.
24. If he/she is not successful even on the second occasion at the public viva-voce examination, the degree will not be awarded to him/ her.
25. No candidate shall be permitted to submit a thesis or to appear for the public viva-voce examination on more than TWO occasions.
26. The Institution shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.



27. The scholar successful in defending his/her thesis in the Public Viva-Voce Examination shall be declared to have qualified for the Ph.D. Degree with effect from the date of the Public Viva-Voce, on approval by the Vice-Chancellor and the result will be placed before the Academic Council for ratification.
28. In all other matters not specifically covered under this regulation, the Vice-Chancellor may take a decision having regard to the circumstances of the case. If deemed necessary, he/she may refer the matter to the Ph.D. Cell, for suitable recommendations for taking a decision.

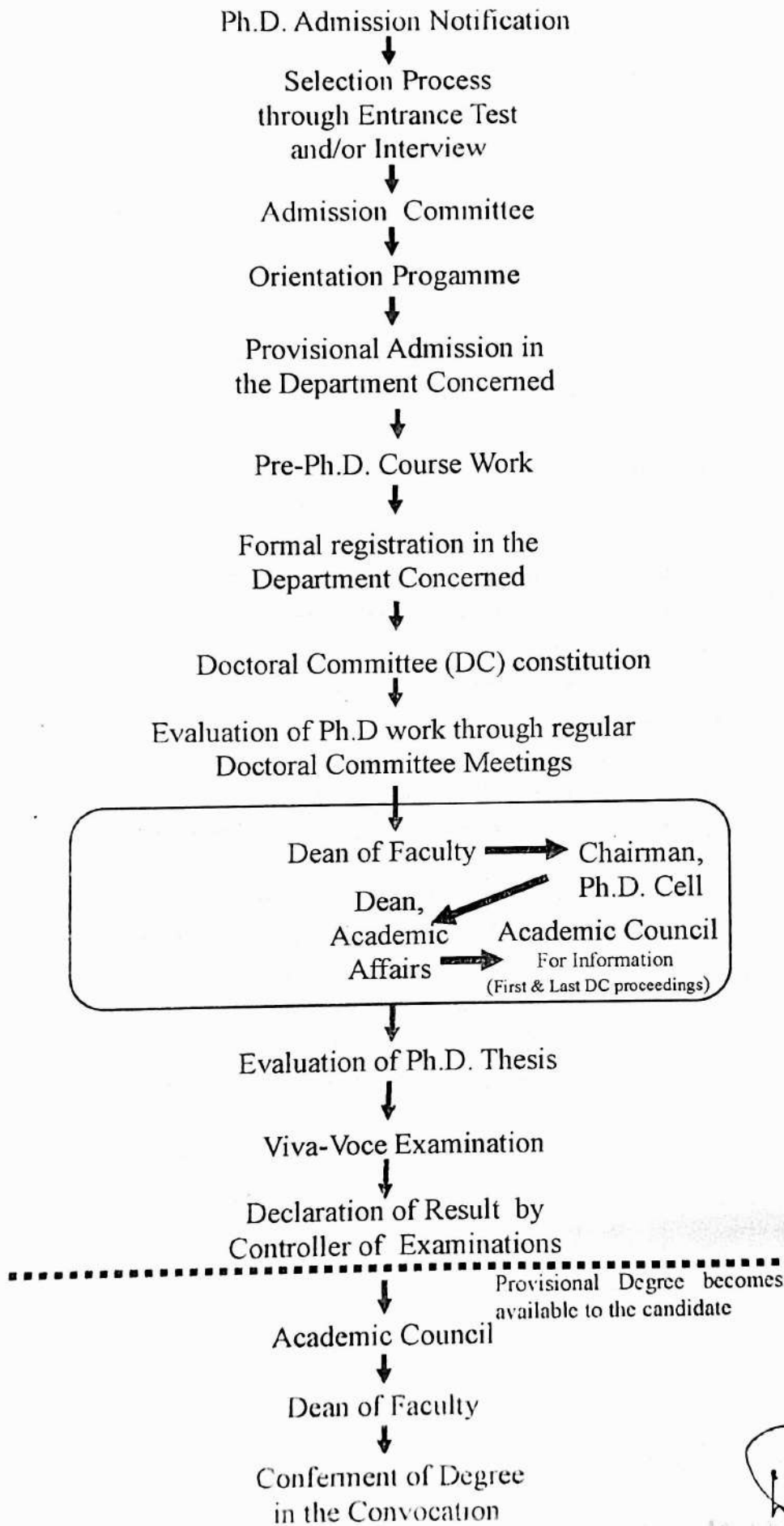
#### Award of Degree

The University shall issue a provisional degree certificate once the result has been declared by the Controller of Examinations, certifying to the effect that the degree has been awarded in accordance with the provisions of the ordinance for Award of Ph.D. Degree. The candidate will be awarded the formal Ph.D. Degree at the next convocation. The Ph.D. Degree Certificate shall incorporate the title of the thesis. It shall not include the name of the faculty/discipline/department/specialty.

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Principal  
 Controller of Examinations  
 Dean of Faculty  
 Registrar

### Regulation for admission and registration of in service candidates to Ph.D. programme

1. An in-service candidate desirous of enrolling to Ph.D programme shall obtain no objection certificate from the concerned Head of the Institution. The concerned reporting officer/competent authority shall clearly mention on the NOC that in the event of selection the candidate shall be immediately relieved to join the course.
2. In service candidates possessing the prescribed eligibilities and qualifications and having minimum ten years regular service in the institution as a faculty member may be exempted from appearing in the entrance examination.
3. After having found to fulfil the prescribed eligibilities and qualifications the candidates three times of actual seats available in the Department shall be short listed for interview. A Departmental assessment before all the faculty members of the Department shall be held in the concerned Department followed by interview in the office of the Vice-Chancellor. After having declared successful in the interview, the in service candidates shall be admitted in the Department.
4. On deposition of the prescribed fees, the candidates shall undergo six months course work in the concerned department. It shall be the responsibility of the concerned department to conduct Pre-Ph.D. Course work for all the students admitted in a particular academic session.
5. For joining the course work all in-service candidates shall have to be relieved immediately from their concerned reporting officer. Candidate shall make a written request for his/her expeditious relieving to the concerned reporting officer/competent administrative authority of the candidate after having been recommended and forwarded the application by the Ph.D. cell.
6. The formality for relieving should be completed immediately but in any case, in not later than one week from the announcement of commencement of PhD course work.
7. At the end of the course work all candidates will have to appear in Pe-Ph.D. examination to be conducted by the examination section of the University to enable candidates to formally register in the Ph.D. program.
8. On successful completion of the Course Work after having passed the examination the candidate will be formally registered in the Ph.D. program.
9. It will be the responsibility of the individual department to successfully get the research work conducted in respect of each of the admitted Ph.D. student. As far as possible and if so required the in-service candidates may be allowed to utilize the additional time available to them in addition to their own duties after the working hours and on holidays to complete their intended research work.
10. After having been granted NOC for Pre-Ph.D. Course work to the faculty members or other staff members of the University, there shall not be any further requirement for obtaining NOC again for executing Ph.D. work if the concerned person qualifies the Pre-Ph.D. Course and is considered eligible for the Ph.D. degree course.

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## Regulation on method of selection of candidates for admission to Ph.D. Programme

### METHOD OF SELECTION

The admission to Ph.D. programme is open to the following category of candidates: -

1. Candidate fulfilling the eligibility conditions and having own source of funding from any national/state agency (fellowship from CSIR/UGC/DBT-ICMR etc. or any other national scholarship awarding agency).
2. Candidates eligible to appear in the open research entrance examination (RET) without any source of funding
3. Candidates fulfilling eligibility and employed/engaged in extramural faculty research schemes/projects as temporary/contractual research staff
4. Candidates fulfilling eligibility and employed in the Institute in regular capacity in technical cadre
5. Candidates fulfilling eligibility and employed in the Institute in regular capacity in nursing cadre
6. Institute faculty employed in regular capacity in any of the constituent institutions/colleges of the University
7. Sponsored/deputed candidates

#### Note:

(i) The Candidates who are likely to complete requisite qualification and degree by 30th July of the year, may also apply. However, the candidates who are completing their requisite qualification after 30th July, 2023 are not eligible to take up the entrance test.

(ii) Candidates working in Central Govt./Semi-Govt./Autonomous Organizations should submit their Applications (Downloaded copy of Registration Slip) through proper channel i.e. employer. They will be required to submit a 'No Objection Certificate' from their employer before they are allowed to take the entrance examination of Ph.D. Course at UHS Rohtak.

(iv) A candidate is allowed to submit application for one specialty/department only.

(v) The Ph.D. Seats shall lapse if the selected candidate does not join by .....

The candidates seeking admission to PhD programme of this University will have to appear in the entrance examination (RET) of 100 Marks comprising of three stages:

Stage I: Theory Examination consisting of 70 Marks of MCQ Type

The theory paper will be divided into two parts

i Questions of General Knowledge/Aptitude including Research Methodology: 20 questions

ii. a) Medical MBBS level- 50 questions

(b) Non Medical Sciences- 50 questions of Masters Level

(There will be negative marking to the extent of 0.25 marks for each wrong answer in the theory paper. More than one answer will be treated as wrong answer and awarded negative mark. Zero mark will be given for questions not answered.)

Stage II: Evaluation of the Basic Practical Skills/Clinical Skills of 20 Marks in the Department Concerned

Stage III: Interview before the Ph.D. Cell in the chairmanship of Vice-Chancellor-10 Marks

Note: (i) To be eligible for Stage II (the Assessment of Practical Skills in the Department) candidate must secure minimum 35 marks (General Category Candidates) and minimum 30 marks (SC/ST) candidates out of 70



marks.

- (ii) Out of the candidates who secured the required marks in Stage-I, candidates 3 times the number of seats advertised will be called for departmental clinical/practical/lab based assessment (carrying 20 marks) on the fourth day.
- (iii) To be eligible for Stage III, all candidates irrespective of category must secure at least 50% Marks (at least 10 Marks) in Stage II.
- (iv) To be declared qualified in stage II, candidate has to practically demonstrate basic minimum practical skills including communication skills.
- (v) For final selection the candidates are required to obtain minimum 50% marks for general category and 45% marks for SC/ST in aggregate of Stage I, II and III.
- (vi) Candidates with Fellowships/funding from National Scholarship Awarding Agencies valid for two years from the date of the Award will be exempted from appearing in Stage I of the entrance examination and their merit shall be prepared based on their performance in Stage II and III examination. To be considered for final selection to Ph.D programme such candidates must have secured minimum 50% (i.e 15 Marks) in aggregate of Stage II & III but minimum 50% (10 marks) marks in stage II.
- (v) In service faculty candidates with more than 10 years regular service will be exempted from appearing in Stage I of the entrance examination and their merit shall be prepared based on their performance in Stage II and III examination. To be considered for final selection to Ph.D programme such candidates must have secured minimum 50% (i.e 15 Marks) in aggregate of Stage II & III but minimum 50% (10 marks) marks in stage II.
- (vi) The result of final and stage I shall be displayed on the Notice Board of the Examination Section, UHS Rohtak. Result of Stage II shall be displayed on the notice board of the Department concerned. No individual intimation will be sent.
- (vii) Candidates who fail to attend the required stages (stages- I & II or III alone) as the case may be, as mentioned above will not be eligible for Stage III hence shall not eligible for admission to Ph.D. Program.

#### INTER-SE MERIT (FOR MEDICAL CANDIDATES)

If two or more candidates obtained equal marks in the entrance examination, their inter-se-merit for selection shall be determined on the basis of the following:

- i) Candidate who has obtained higher marks in the MBBS examination shall rank senior to a candidate who has obtained lower marks. In case any candidate has not filled up the percentage of aggregate marks in MBBS/BDS exam, he/she will rank junior to other candidate in inter-se-merit.
- ii) If the marks obtained in MBBS examination are the same, then a candidate senior in age shall rank senior to a candidate who is junior in age.
- iii) In case any candidate has not filled up the percentage of aggregate marks in exam, he/she will rank junior to other candidate in inter-se-merit.

#### INTER-SE MERIT (FOR CANDIDATES OTHER THAN MEDICAL CANDIDATES)

If two or more candidates obtained equal marks in the entrance examination, their inter-se-merit for selection shall be determined on the basis of the following:



- i) Candidate who has obtained higher marks in the Master Degree examination shall rank senior to a candidate who has obtained lower marks.
- ii) If the candidate has equal marks in Master's Degree examination then the candidate who has obtained higher marks in the Bachelor Degree examination shall rank senior to a candidate who has obtained lower marks.
- iii) If the marks obtained in Bachelor Degree examination are the same, then a candidate senior in age shall rank senior to a candidate who is junior in age.
- iv) In case any candidate has not filled up the percentage of aggregate marks in exam, he/she will rank junior to other candidate in inter-se-merit.

#### INTER-SE MERIT FOR INSERVICE FACULTY CANDIDATES

If two or more in service faculty candidates obtained equal marks in the Stage II & III of the entrance examination then their inter-se-merit for selection shall be determined on the basis of the following:

1. A candidate who has obtained higher marks in the MBBS/equivalent qualifying examination shall rank senior to a candidate who has obtained lower marks.
2. In case any candidate has not filled up the percentage of aggregate marks in MBBS/ equivalent qualifying exam, he/she will rank junior to other candidate in inter-se-merit.
3. If the marks obtained in MBBS/ equivalent qualifying examination are the same, then a candidate senior in age shall rank senior to a candidate who is junior in age.
4. Candidate who has put more years of service in the institution.

#### SPONSORED / DEPUTED CANDIDATES

Sponsored/Deputed candidates are required to appear in the entrance examination along with other candidates. Candidate applying for admission as a sponsored / deputed candidate is required to furnish the following certificates with his/her application from his/her employer for admission to the course.

- a) That the candidate concerned is a permanent or regular employee of the deputing/ sponsoring authority and should have been working for the last at least three years.
- b) That after getting the training at UHS administered institutions and the candidate will be suitably employed by the deputing/ sponsoring authority to work at l e a s t for five years in the specialty in which the training is received by the candidate at UHS administered institutions.
- c) That no financial implications in the form of emoluments/ stipend etc. will devolve upon UHS, during the entire period of his/her course. Such payment will be responsibility of the sponsoring authority.

Note: i) Deputation/ Sponsorship of candidates holding tenure appointment (like house job or Junior or Senior residency, Adhoc or Contract or honorary Appointment against a leave vacancy shall not be accepted.

ii) that the sponsorship Institute should not nominate more than one candidate for a specialty/ super specialty, Sponsorship / deputation of candidates will be accepted only from the following:

- a. Central Government Departments/Institutions.
- b. State Government Departments/Institutions.
- c. Autonomous Bodies of the Central or State Government.
- d. Public Sector College affiliated to universities and recognized by the Medical Council of India. In case of candidate deputed/sponsored by the Medical College affiliated to Universities and recognized by



the Medical Council of India, the deputation/sponsorship certificate signed only by the Principal of Medical College concerned shall be accepted.

- Note: 1. Deputation/ Sponsorship of candidates by private nursing homes is not accepted.  
2. Deputed/ Sponsored candidates selected are also required to appear in the selection test.  
3. Deputed/sponsored candidates selected for admission to any course of the Institute are required to make their own arrangement for stay during the period of their studies.

#### FOR INSERVICE FACULTY MEMBERS/STAFF OF UHS ROHTAK ADMINISTERED INSTITUTIONS

- I. Members of the medical/dental faculty/other health Sciences faculty with more than 5 years service in the institution in regular capacity may apply for registration to Ph. D course as In-service candidates. However, they will have not to appear in the stage I of the entrance examination provided the Medical Faculty members have at-least 3 research publications during the 3 years immediately preceding the date of his/her application either as primary author or a co-author in indexed Indian/foreign journals (With minimum two as first authors) in concerned area and in related field of research. The candidate will be asked to submit a brief synopsis outlining the proposed research to be undertaken during the PhD course. They will not however, be relieved off their responsibility in the department but they will put in extra time for their project.
- II. Members of the medical/dental/other health Sciences faculty working on contract basis with more than five year's service in the institution may apply for registration to Ph. D course as In-service candidates. However, they will have not to appear in the stage I of the entrance examination provided the Medical Faculty members with unimpeachable professional and research integrity and at-least 2 research publications during the 3 years immediately preceding the date of his/her application either as primary author or a co-author in indexed Indian/foreign journals (With minimum one as first authors) in concerned or closely related field of research. The candidate will be asked to submit a brief synopsis outlining the proposed research to be undertaken during the PhD course. They will not however, be relieved off their responsibility in the department but they will put in extra time for their project.
- III. Candidates working in tenure or temporary capacity such as Demonstrators/Research Fellows/ Research Assistants/Project Assistants etc. will have to appear in the Entrance Examination and stage II & III. However, such candidate will be exempted from appearing in stage I if he/she have minimum 2 Pubmed indexed Journal publication with at least one 1<sup>st</sup> author publication during the 3 years, immediately preceding the date of his/her application. The candidate will be asked to submit a brief synopsis outlining the proposed research to be undertaken during the PhD course. They will not however, be relieved off their responsibility in the department but they will put in extra time for their project.
- IV. In-service candidates working in regular capacity such as Biochemists/Radiation Physicists/Medical Technologists/Orthoptists or other such titles employed in the University Clinical and Teaching Departments with more than 10 years service and Minimum 2 (1<sup>st</sup> or Co-author). Publications during the 3 years immediately preceding the date of his/her application, subject to otherwise fulfilling the requisite eligibility criteria may also apply for registration to Ph.D. course without

appearing in stage I (entrance examination). The candidate will be asked to submit a brief synopsis outlining the proposed research to be undertaken during the PhD course. They will not however, be relieved off their responsibility in the department but they will put in extra time for their project.

- V. In case the candidates under the categories (I-IV above) are not able to fulfill the condition of publications, they may appear in the entrance examination as a regular candidate and secure admission to Ph.D. course after clearing all three stages of selection process.
- VI. Each case may be examined by a specially constituted ad-hoc committee of three members under the Chairmanship of the Chairman Ph.D, Cell before the candidate is permitted to be registered for Ph.D. Program.
- VII. The individual should be below 50 years of age.
- VIII. In the faculty category, the individual should be a regular Medical Faculty of the Institute and should have rendered a minimum of 5 years continuous service at the institute.
- IX. The applicant already in service should route his/her application through proper channel.

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## Regulation for registration of admitted candidates

1. Soon after the orientation all admitted students are required to visit the respective departments for which they had applied and found qualified after the entrance test.
2. Head of the Department will hold an induction/interaction meeting where admitted students will interact with the recognized faculty supervisors of the department. In mutual consultation of the recognized faculty supervisors, admitted students will identify potential areas of research for themselves where a proposed doctoral study may be possible. All recognized faculty supervisors should be present in the meeting. In the meeting, based on the mutual preferences and other relevant considerations a guide/supervisor may be allotted from amongst the recognized supervisors/guides to each of the admitted students.
3. Once the allotment of guide has been made, all admitted students will start marking their attendance in the respective department. Concerned faculty supervisor will pass instructions to the admitted student as and when required and guide them as required from time to time.
4. Department will conduct a common Pre-Ph.D. Course for all the admitted students of a particular department.
5. During the Pre-Ph.D Coursework, student under guidance of his/her guide may start working on making choices for preparing outline of some tentative research topics of potential relevance in an identified area of research in which student may be interested and for doing which facilities would be available. During this time only as per the requirements of the research work maybe given training in general laboratory conduct, Bio-safety, Chemical and laboratory Hazards, Animal Care and surgical Procedures, handling of Radio-activity, Research Integrity, Ethics and Information Sharing and security or any other area relevant for the conduct of the research work.
6. After successful completion of the mandatory Pre-Ph.D. Coursework, all admitted students will be formally registered in the concerned department for conduct of Ph.D. programme.







## Regulation on admission of sponsored candidates to Ph.D. Programme

1. Defense officers/teachers/scientists from national institutions/government organizations/ universities recognized by UGC, may be allowed to enroll for the Ph.D. Program if they are found suitable.
2. Sponsored candidates are required to appear in the entrance examination along with other candidates. Candidate applying for admission as a sponsored candidate is required to furnish the following certificates with his/her application from his/her employer for admission to the course.
  - a) That the candidate concerned is a permanent or regular employee of the deputing/sponsoring authority and should have been working for the last at least three years.
  - b) That after getting the training at UHS administered institutions and the candidate will be suitably employed by the deputing/ sponsoring authority to work at l e a s t for five years in the specialty in which the training is received by the candidate at UHS administered institutions.
  - c) That no financial implications in the form of emoluments/stipend/expenditure on research work etc. will devolve upon UHS, during the entire period of his/her course. Such payment will be responsibility of the sponsoring authority.
3. Sponsorship of candidates holding tenure appointment (like house job or Junior or Senior residency, Adhoc or Contract or honorary Appointment against a leave vacancy shall not be accepted.
4. The sponsoring Institute shall not nominate more than one candidate for a specialty/ superspecialty, Sponsorship of candidates will be accepted only from the following:
  - i. Central Government Departments/Institutions.
  - ii. State Government Departments/Institutions.
  - iii. Autonomous Bodies of the Central or State Government.
  - iv. Public Sector College affiliated to universities and recognized by the Medical Council of India.  
In case of candidate deputed/sponsored by the Medical College affiliated to Universities and recognized by the Medical Council of India, the deputation/sponsorship certificate signed only by the Principal of Medical College concerned shall be accepted.
5. Sponsorship of candidates by private nursing homes is not accepted.
6. Sponsored candidates selected are also required to appear in the entrance test.
7. Sponsored candidates selected for admission to any course of the Ph.D. Course are required to make their own arrangement for stay during the period of their studies.
8. They will not be paid fellowship, contingency and shall not be entitlement for free medical care or accommodation at the institute campus.
9. They will have to provide a no-objection-certificate from the competent authority of their organization.
10. They will have to provide evidence for sanction of leave for a minimum period of three years from their parent organization. If a candidate is not able to complete his Ph.D. in 3 years, the candidate may need to take additional leave from his/her Institution (of the kind due) to complete the work. The responsibility of this lies with the candidate.
11. The individual should have a minimum 10 years of active service left in their parent organization at the time of submission of application.
12. The individual should be a regular employee of their parent organization and should have rendered a minimum of 5 years of continuous service.







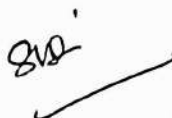
13. The supervisor/ guide should provide proof/give undertaking that he/she has sufficient funds for completing the Ph.D. work of the enrolled candidate.

Dr. H. K.      Suzi      Shree

**Regulation for admission and registration of in service Faculty candidates to Ph.D. programme**

1. In service faculty candidate shall apply in writing through proper channel for admission to the Ph.D. programme of the institution.
2. An in-service candidate desirous of enrolling to Ph.D programme shall obtain no objection certificate from the concerned Head of the Department.
3. The concerned Head of the Department shall clearly mention on the NOC that no prescribed and routine teaching/clinical/Laboratory/Field work of the department will be adversely affected if the desirous faculty candidate joins the Ph.D. programme in the Department and as far as possible and if so required the in-service candidates may be allowed to utilize the additional time available to them after the working hours and on holidays to complete their intended research work.
4. In service candidates possessing the prescribed eligibilities and qualifications and having minimum five years regular service in the institution as a faculty member may be exempted from appearing in the entrance examination.
5. After having found to fulfil the prescribed eligibilities and qualifications the candidates three times of actual seats available in the Department shall be short listed for interview. A Departmental assessment before all the faculty members of the Department shall be held in the concerned Department followed by interview in the office of the Vice-Chancellor. After having declared successful in the interview, the in service candidates shall be admitted in the Department.
6. The desirous in service faculty candidate will not be required to take any study/academic/earned or any other leave of kind due for pursuing the Ph.D. Course as long as he/she is pursuing Ph.D. at his/her own department at his/her very place of work.
7. In the event of selection of the Inservice faculty candidate he/shall be immediately allowed to join the course in the concerned department under supervision of a qualified Ph.D. supervisor.
8. On deposition of the prescribed fees, the candidates shall undergo six months course work in the concerned department without any formality of getting relieved. It shall be the responsibility of the concerned department to conduct Pre-Ph.D. Course work for all the students admitted in a particular academic session.
9. At the end of the course work all candidates will have to appear in Pe-Ph.D. examination to be conducted by the examination section of the University to enable candidates to formally register in the Ph.D. program.
10. After having been granted NOC for pursuing Ph.D there shall not be any further requirement for obtaining NOC again for executing Ph.D. work if the concerned person qualifies the Pre-Ph.D. examination and is found eligible for the Ph.D. degree course.
11. On successful completion of the Course Work after having passed the examination the candidate will be formally registered in the Ph.D. program. It will be the responsibility of the individual department to successfully get the research work conducted in respect of each of the admitted Inservice (Faculty) Ph.D. student.







Regulation for admission and registration of in service (other than faculty) candidates to Ph.D. programme

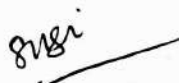
1. An in-service candidate desirous of enrolling to Ph.D programme shall obtain no objection certificate from the concerned Head of the Institution. The concerned reporting officer/competent authority shall clearly mention on the NOC that in the event of selection the candidate shall be immediately relieved to join the course.
2. In service candidates possessing the prescribed eligibilities and qualifications and having minimum ten years regular service in the institution as an employee may be exempted from appearing in the entrance examination.
3. After having found to fulfil the prescribed eligibilities and qualifications the candidates three times of actual seats available in the Department shall be short listed for interview. A Departmental assessment before all the faculty members of the Department shall be held in the concerned Department followed by interview in the office of the Vice-Chancellor. After having declared successful in the interview, the in service candidates shall be admitted in the Department.
4. On deposition of the prescribed fees, the candidates shall undergo six months course work in the concerned department. It shall be the responsibility of the concerned department to conduct Pre-Ph.D. Course work for all the students admitted in a particular academic session.
5. For joining the course work all in-service candidates shall have to be relieved immediately from their concerned reporting officer. Candidate shall make a written request for his/her expeditious relieving to the concerned reporting officer/competent administrative authority of the candidate after having been recommended and forwarded the application by the Ph.D. cell.
6. The formality for relieving should be completed immediately but in any case, in not later than one week from the announcement of commencement of PhD course work.
7. At the end of the course work all candidates will have to appear in Pe-Ph.D. examination to be conducted by the examination section of the University to enable candidates to formally register in the Ph.D. program.
8. On successful completion of the Course Work after having passed the examination the candidate will be formally registered in the Ph.D. program.
9. It will be the responsibility of the individual department to successfully get the research work conducted in respect of each of the admitted Ph.D. student. As far as possible and if so required the in-service candidates may be allowed to utilize the additional time available to them in addition to their own duties after the working hours and on holidays to complete their intended research work.
10. After having been granted NOC for Pre-Ph.D. Course work to the in-service staff members (other than faculty) of the University, there shall not be any further requirement for obtaining NOC again for executing Ph.D. work if the concerned person qualifies the Pre-Ph.D. Course and is considered eligible for the Ph.D. degree course.





### Regulation for conduct of Ph.D. in the affiliated institutions

1. All the affiliated institutions may be allowed to conduct Ph.D. programme in their respective Departments following the prescribed ordinance and regulations of the University in this regard.
2. Before initiating the admission process, Ph.D. Cell will seek information form Heads of the Departments in the affiliated institutions through Principle of College/Institute on-
  - i). Willingness of their respective department for participating in Ph.D. programme commencing in the forthcoming session/year.
  - ii). Specialties/Areas available and open for doctoral research in their respective department
  - iii). Whether adequate research resources and research infrastructure and expertise to guide Ph.D. candidates are available in the department.
- iv) Tentative number of seats to be available in the department and how many Ph.D. candidates can be accommodated in the Department for pursuing Ph.D. in the forthcoming admission session/year.
2. Head of the Department through the Principal of the College/Institution, after due consultation and convening a meeting with all the faculty members, will also inform to the Ph.D. cell through Principal/Director of Institution about the prospective Ph.D. guides in the respective department.
3. Details of eligible Faculty members who are tentatively intended to act as prospective Ph.D. guides will be supplied by the Head of the Departments through Principals/Directors of concerned college. All such prospective guides will be supplied through the Principal/Director of the College/Institution an application form by the Ph.D. Cell. Prospective Ph.D. guides will formally apply to be recognized as eligible Ph.D. guide after filling the required information and attaching the relevant credentials.
4. All prospective Ph.D. guides who fulfill the prescribed eligibility criteria after completion of due procedure and decision of the University shall be designated as eligible Ph.D. guides by the competent authority. No faculty member will need to apply for recognition as Eligible Ph.D. guide over and again. Credential issued of this effect once will be valid till superannuation.
5. On receipt of the above information Ph.D. Cell will have an assessment of the research resources and research expertise of the participating departments done by arranging a presentation and through physical inspection of respective departments.
6. The assessment will be made by an assessment team comprising of at least three members with a Professor as Chairman and two faculty members of the rank not below Assistant Professor duly constituted by the Vice Chancellor and the members of the assessment team will be provided transport and will be paid TA/DA and remuneration as for other courses.
7. Ph.D. Cell may also constitute sub-committees, if so required to facilitate proper assessment of research resources and research expertise available with any department/guide to whom a prospective Ph.D. candidates may be allocated. Each Subcommittee that will assess the research infrastructure, research resources and the research expertise of the Department will give it's recommendations as commendable, satisfactory and unsatisfactory. Wherever the recommendation is unsatisfactory there should be proper and sufficient reasons to substantiate the same.
8. At the end of assessment, the Head of the Department will endorse that all facilities exist in the department for the conduct of Ph.D. programme and will submit report to the PhD Cell through the concerned Principal/Director of the College/Institute.



9. Ph.D. Cell will communicate with participating Departments through the respective Principals/Directors the schedule of assessment/inspection in advance. Each sub-committee will submit an assessment report to the chairman Ph.D. Cell who will forward the same to the Dean academic affairs of the University with his comments and recommendations. Unfavorable recommendations/remarks/comments about any department should be recorded in writing with proper reasons unless there is reasonable unwillingness/reluctance from the Head of any department.
10. Report of assessment will be submitted to the University on the basis of which decision will be made by the competent authority whether or not Ph.D. may be allowed in any department of the affiliated institution. Decision of the competent authority will be conveyed to the respective Principals/Directors of the affiliated institution through Ph.D. Cell of the University. On positive decision a 'Letter of Permission' will be issued by the Registrar of the University specifically mentioning the duration for which such permission will be valid.
11. Dean Academic Affairs on the basis of the recommendations of the Chairman Ph.D. Cell will announce the number of the seats available for conducting Ph.D. in various participating departments of a college/institute in a particular academic session/year.
12. Institutions/colleges fulfilling all the requirements may be allowed to conduct Ph.D. programmes in the respective departments of their college/institution.
13. To maintain quality, University at its own may also conduct surprise/periodic assessment if so deem fit at any point of time. In case it is found by the University that any department of the affiliated college/institute has no adequate infrastructure/research resources or research expertise in the concerned subject/specialty/discipline the permission of continuation of Ph.D. will be withdrawn and the Ph.D. programme will be discontinued with immediate effect or from the next academic session what ever found appropriate by the competent authority.





