

*MANAV BHARTI UNIVERSITY*

*Solan (H.P.)*

*Ph.D. Rules*

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Manav Bharti University offers research programs in relevant subjects for which fee have been approved by H.P. Govt. leading to the degree of Doctor of Philosophy. The provisions in these rules govern the conditions of *eligibility, registration, supervision, submission and evaluation of thesis, viva voce and defense of thesis etc.* These rules are effective from the batches of students admitted in the academic year 2010-2011 onwards.

### **Eligibility**

- Persons having passed Post Graduate Degree in the appropriate field with at least 55% marks or having grade equivalent thereto awarded by the recognized University.
- 5% relaxation for reserve category students.
- An eligible candidate shall apply in the prescribed form on payment of requisite fees. Prescribed form shall also be available on the University information centers. A candidate may apply in downloaded form and deposit the requisite fees through Bank Draft drawn in favour of 'Manav Bharti University' payable at Solan (H.P.).
- The form shall be available at the reception counter of University campus on every working day including Sunday between 9 AM to 5 PM.

### **Entrance Examination:**

Entrance examination will be conducted twice a year (in the month of June and December every year). Entrance test will include General Aptitude Test and Subject Specific Test. There will be no entrance test for NET/SET/GATE/JRF/GPAT qualified and M.Phil. degree holder candidates.

Entrance test shall be followed by an interview organized by the University. Candidates are expected to discuss their research interests/area at the time of interview and a fixed number of candidates will be admitted to Ph.D. programme.

### **Registration**

- Candidates selected may submit the requisite fee for Ph.D. Programme within 15 days to the date of declaration of result of entrance test and interview.
- The date of provisional admission shall be the date of registration.

- If the candidate desires, he/she can partially modify the title and the proposed plan of the research, RDC shall approve such changes on the recommendation of the guide.
- A candidate who has registered for Ph.D. degree in any other University and has requisite qualification for registration to Ph.D. programme of the university may be allowed to transfer his/her registration to the University provided he/she deposits the requisite registration and other fees of the University. In such case the date of registration in previous University will be subject to approved by RDC.

#### **Course Work:**

After the admission, each student will undertake course work for a minimum period of one semester. The course work shall include research methodology and reviewing of published work in area of research. Evaluation will be done by RDC. RDC will decide the minimum qualifying requirement for allowing a student to proceed further with the writing of thesis.

The candidates who have done M.Phil. shall be exempted from course work.

After course work, candidate shall be required to submit the synopsis and make a presentation before a RDC. The presentation will be arranged by the RDC on a date suggested by the Research Guide. In case of any dispute/problem, RDC shall take appropriate steps. This presentation shall be arranged within one month of synopsis submission.

#### **Supervisor/Co-Supervisor**

- All Professors, Associate Professors and Assistant Professors holding a Doctorate Degree with two year teaching experience are eligible to be considered as Guides with the approval of RDC. In exception cases, Vice-Chancellor can relax the condition of experience.
- On the basis of interview, the allocation of research guide for a selected candidate shall be decided by the RDC from amongst the research guides recognized by the Manav Bharti University. While admitting candidates to Ph.D. programme, The RDC will pay due attention to the state reservation policy.

- At any given time a guide shall not have more than eight registered Ph.D. students working under his/her supervision.
- Normally a candidate shall be required to complete his/her doctoral research under the supervision of the guide who recommends his case for admission. However, the RDC may allow change of guide on the production of a 'no objection' certificate from the first guide and an acceptance letter from the new guide.
- In case of a dispute between a candidate and his guide, the committee consisting of the following shall examine the matter and report to the Vice-Chancellor, whose decision shall be final:
  - i] RDC
  - ii] The Head, place of research [If the complaint is against the Head, he shall not participate in the proceedings of the meeting].

The report shall include, among other things, specific recommendations. The report shall be submitted to the Vice-chancellor.

#### **Place of work & Progress of work**

- On the recommendations of the Guide(s), the University may allow the Research work for the Ph.D. degree to be partially or wholly carried out at another organization duly approved for the purpose by the University for the students concerned.
- The Research Degree Committee (RDC) shall evaluate the progress of Ph.D. work of the student and upon their satisfaction shall recommend continuation of his work. If RDC is not satisfied with the progress of research work may recommend termination of registration to the Board of Studies.

#### **Submission and Evaluation of Thesis**

- Every candidate whose registration has been confirmed can submit his thesis on completion of three years from the date of registration. M.Phil. degree holder can submit thesis on completion of two years. In exceptional cases, if permitted by the Vice-Chancellor on the recommendation of Supervisor(s) and Dean, the thesis can be submitted earlier.

- Prior to submission of thesis, student shall make a presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of supervisor. Ph.D. student shall publish a research paper in a referred reputed journal before the submission of thesis.
- In case a candidate fails to submit his/her Ph.D. thesis within five calendar years from the date of provisional registration, the permission granted to him/her will lapse unless the Vice-chancellor extends the period, which shall not be more than two year(s) for special reasons reordere*d* in writing.
- The thesis shall be submitted in triplicate and a soft copy (CD) along with a certificate from the supervisor that the work done by the candidate is original and is consistent with the approved synopsis.
- The guide will prepare a panel of six persons qualified to examine the thesis and send the list to Dean (Research) of the University. From this panel, the Vice-Chancellor will appoint two examiners, to whom the thesis will be sent for evaluation. Out of two examiners, one will be from out of the state.
- The thesis shall be sent for evaluation to two external examiners. A maximum of two months time shall be given to the examiners for sending the report, failing which the Vice-Chancellor may appoint alternate examiner(s).
- The examiners shall clearly recommend whether the thesis be: (a) approved (b) Resubmit after revision/extension of work (c) Rejected.
- If both the examiners approve the thesis, the viva-voce examination will be conducted.
- If one examiner approves the thesis and other examiner recommend revision, the viva-voce examination may be held. However, the comments of the examiner recommending revision shall be sent to the supervisor and the clarifications of the candidate will be placed before the Board of viva-voce.
- If one examiner approves the thesis and other examiner rejects the thesis, the thesis shall be sent to the third examiner to be appointed by the Vice-chancellor. If third examiner approves the thesis, the viva-voce examination will be held.
- If both the examiners recommend revision, the candidate shall be asked to revise the thesis.

- If both the examiners reject the thesis, the thesis shall be rejected.

### **Viva voce and Defense of Thesis**

- The day, date, time and the place for the viva voce and the defense of thesis shall be notified by the RDC. Normally the viva voce and the defense of the thesis shall be arranged in the University. In exceptional cases, the Vice-Chancellor may allow the viva to be conducted at a place of research outside the University. In such a case the procedure and norms for the conduct of viva, payments, etc. shall be as laid down by the University.
- The defense of the thesis shall take place in the presence of one external examiner and the RDC, who shall jointly evaluate the performance of the candidate. In case of dispute, Dean (Research) shall take the decision in favor of the candidate.
- If the external referee is not able to be present at the time of the defense, the Vice-Chancellor, on the recommendation of the guide and the Dean (Research) shall appoint a senior research guide to act as an examiner for the viva-voce.
- The examiners present for the viva-voce and the defense of the thesis shall submit their final consolidated report about the award of the Ph. D. degree immediately after the defense is over.
- In case the defense is not satisfactory, the examiners can unanimously recommend that a fresh viva-voce and defense of the thesis be organized within period of not less than one month.
- The overall result shall be officially declared within eight days from the date of the receipt of the favourable report on the defense of the thesis.
- The board for viva-voce shall comprise of :
  - (a) One of the two thesis examiners who approved the thesis.
  - (b) RDC

### **Depository with UGC**

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all the Institutions/Universities. The University shall issue a certificate, certifying that the Degree has been awarded in

accordance with Regulations issued by UGC as per the Notification dated 1<sup>st</sup> June 2009 and subsequently the Gazette of India published on 11<sup>th</sup> July 2009.

### **Research Degree Committee (RDC)**

- There shall be Research Degree Committee for all of the subjects.
- Constitution of RDC

RDC shall consist of

(i) Vice-Chancellor	Chairman
(ii) Registrar	Secretary
(iii) Dean (Research)	Member
(iv) Head of Departments	Member
(v) Supervisor (s)	Member

- RDC shall perform the following functions:
  - (a) Examine the progress report of Ph.D. work and provide its recommendation.
  - (b) Examine reports of the examiners concerning to thesis examination of each candidate and give its specific recommendation.
  - (c) The RDC will meet in each academic session at regular intervals.
  - (d) Half of the members of the RDC shall form the quorum for the meeting.

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