1.0   SHORT TITLE, APPLICATION AND COMMENCEMENT:

1.1   This Ordinance shall be called the **Doctor of Philosophy (Ph.D.) Ordinance, 2017**.

1.2   This ordinance shall come into effect from the date of its notification by the University.

1.3   The University shall award **Doctor of Philosophy (Ph.D.)** degrees in Science, Engineering and Technology, Management, Mass Communication and Journalism, Law, Architecture and Planning, Arts, Humanities, Medical, Dental and other allied disciplines.

1.4   There will be following two research advisory committees

   i)   Research Degree Committee (RDC),
   ii) School Research Committee (SRC)

1.5   The term of committees referred in clause 1.4 will be for three years excluding ex officio members.

1.6   In general, the persons having Ph.D. degree will be associated with the Ph.D. programme.

1.7   A Professor with proven research background will be appointed as Ph.D. Program coordinator by the Vice-Chancellor for a period of three years.

2.0   COMPOSITION OF RESEARCH ADVISORY COMMITTEES:

2.1   Research Degree Committee

Vice-Chancellor	Chairman
Pro Vice Chancellor (if any)	Member
Dean Academic Affairs	Member
Deans of Schools	Member
Ph. D. Program Coordinator	Member
Dean Research	Member Convener
Two Eminent Academicians*	Member

The eminent academicians will be nominated by the Vice-Chancellor for a Period of three years.

2.2 School Research Committee (SRC):

Dean Research	Chairman
Concerned Dean of School	Co-Chairman
All HoDs of school	Member
Two Professors/Assoc. Professors*	Member
Ph.D. Program Coordinator	Member Convener
Concerned Supervisor	by Invitation

In case when there are not enough Professors.

3.0 **FUNCTIONS:**

3.1 **Research Degree Committee** shall deal with policy matters and make recommendations regarding conferment of award of Ph.D. degree to Academic Council.

3.2 **School Research Committee (SRC):**

i) **SRC** shall be responsible for admission to the programme and to examine eligibility fulfillment for registration.

ii) It will review the research plan and finalize the topic of research.

iii) **SRC** shall be responsible for regular monitoring of the progress of research work. A research scholar shall appear before the School Research Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the research scholar to Dean Research.

iv) In case the progress of the research scholar is unsatisfactory, the SRC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures for two consecutive reporting periods, the SRC may recommend for cancellation of the registration of the research scholar.

4.0 **ELIGIBILITY FOR ADMISSION:** Candidate possessing any one of the following criteria shall be eligible for admission.

4.1 Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

4.2 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the Govt. notification adopted by the university, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

5.0   DURATION OF THE PH. D. PROGRAMME:

5.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

5.2 Extension beyond the maximum limit can be given up to a maximum of two years for recorded reasons by RDC on the recommendation of SRC.

5.3 The women candidates and persons with disability (more than 40% disability) may be allowed an additional relaxation of maximum two years duration. In addition, the women candidates may be provided maternity leave/child care leave once in the entire duration of Ph.D. for up to 240 days.

6.0   PROCEEDURE OF ADMISSION:

6.1 Entrance Test followed by an interview shall be conducted twice in a year normally in June and December as prescribed by SRC.

6.2 Candidates with M. Phil. Degree or equivalent degree from any other institute/university recognised by UGC or qualified with fellowship /scholarship offered by the University/National and International Agency/NET/GATE will be exempted from entrance test. However such candidates will appear for the interview, along with the candidates who qualified for the entrance test.

6.3 Foreign candidates who fulfill eligibility criteria will be admitted after an online test and interview.

6.4 University shall decide on biannual basis a manageable number of Ph.D. scholars to be admitted depending on the number of available research supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and other facilities.

6.5 The admission shall be based on the criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned.

6.6 The University shall admit candidates by a two stage process (i) an entrance test and (ii) an interview in the subject area of the candidate to be conducted by a committee constituted by SRC.

6.7   The entrance test will have two sections of equal weight:

    (i) research aptitude and
    (ii) core subject

7.0   ALLOCATION OF RESEARCH SUPERVISOR:

7.1   A supervisor to a candidate shall be allocated by SRC from amongst the regular faculty members of the University holding a doctoral degree and based on his/her specialization and the research interest of the student. A co-supervisor from the university may also be allocated by SRC.

7.2   Co supervisor from any other recognized institution may be appointed by SRC on the approval of the Vice Chancellor, if eligible otherwise for appointment as a supervisor.

7.3   Any regular full time faculty of the University with a Ph.D. degree and with at least three research publications is eligible as Research Supervisor.

7.4   A research supervisor/co-supervisor who is a professor, at any given point of time, cannot guide more than eight (8) Ph.D. scholars. An associate professor as research supervisor can guide a maximum of six (6) Ph.D. scholars and an assistant professor as research supervisor can guide up to a maximum of four (4) Ph.D. scholars.

7.5   SRC on the approval of the vice chancellor shall appoint another faculty as a new supervisor in case a supervisor retires, leaves the university or is unable to supervise or for any other genuine reason.

8.0   COURSE WORK:

8.1   Each candidate admitted with a Master degree shall complete a minimum of 14 credits of course work. This would include a course in research methodology of 04 credits as a compulsory course. All courses of study shall be at Master's degree level, and will need the approval of SRC. School Research Committee may permit a candidate to replace 10 credit worth of course work by a specially-designed 'Advanced Independent Study' course to be proposed by the supervisor and approved by Vice-Chancellor through the School Research Committee. This may involve studying, understanding and presentation on at least 12 research papers in the area of proposed research work. The final evaluation of this will be carried out through a committee of three persons appointed by SRC knowledgeable in the area.

8.2   All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the department during the initial one or two semesters. However, in case a selected candidate has done course work from a recognized Institute/ University with required credits and CGPA shall be exempted from course work.

8.3   A Ph.D. Scholar has to obtain a minimum CGPA of 6.0 in the course work in order to be eligible to continue in the program.

8.4 Candidates already holding M.Phil. degree and admitted to the Ph.D. programme may be exempted from the Ph.D. course work by the SRC subject to the approval of RDC.

9.0 COMPREHENSIVE VIVA-VOCE EXAMINATION:

9.1 Each candidate needs to qualify in a comprehensive viva-voce examination as per guidelines of SRC based on broad field of his/ her research. The comprehensive examination will be conducted by SRC. The Committee will include one external expert recommended by Dean Research and approved by the Vice-Chancellor.

9.2 SRC will make one of the following recommendations:

    I. Qualify
    II. Not qualified

9.3 A candidate will normally have only two attempts for qualifying in the comprehensive viva-voce examination.

10.0 RESEARCH PLAN:

10.0 Qualified candidates shall submit a research plan in the prescribed format to Ph.D. Programme coordinator through research supervisor.

10.1 The candidate shall present the research plan before SRC, which may approve it or recommend modifications.

10.2 SRC on the basis of successful completion of pre-registration requirements will recommend the registration of the candidate in Ph.D. programme to the Vice Chancellor for approval.

10.3 Pre Ph.D. registration requirements should generally be completed within 12 months.

11.0 REGISTRATION:

11.1 The date of approval of research plan will be taken as date of registration.

11.2 The University shall maintain a list of all the registered Ph.D. students on its website on yearly basis. The list shall include the name of the registered candidate, title of his/her research plan, name of his/her supervisor/co-supervisor, date of enrolment/registration.

12.0 REVIEW OF THE PROGRESS:

12.1 Each research scholar will submit a progress report at the end of each semester in the prescribed format, through his/her Supervisor, to the Dean, Research for review by the SRC.

12.2   In case two consecutive progress reports are unsatisfactory, the research scholar may be de -registered from the Ph.D. programme.

13.0   TRANSFER OF CREDITS:

13.1   SRC may allow transfer of credits for course work done as an admitted candidate elsewhere. However, in all cases, a candidate will need to present a research proposal to SRC and get it approved.

13.2   The SRC may allow up to 1 year relaxation in the time required for submission of thesis based on the time spent in other institution.

14.0   PRE REQUISITE FOR THESIS SUBMISSION:

14.1   Research scholar can submit his / her Ph.D. thesis only after 24 months of registration i.e. approval of the Research Plan.

14.2   Publication/acceptance of two research papers in an indexed journal after enrolment as a research scholar.

14.3   Presentation of two research papers in national level conferences/symposia.

15.0   PRE Ph.D. THESIS SUBMISSION PRESENTATION:

15.1   On completion of the research work, the research scholar shall submit a copy of synopsis to Ph.D. Programme coordinator who, in turn, will advise SRC to conduct a pre-submission open presentation.

15.2   SRC will make one of the following recommendations:

   i)   Satisfactory for submission
   ii)   Modification or more work required

   In case SRC recommends more work, another presentation is to be scheduled.

16.0   PANEL OF EXAMINERS:

The supervisor will submit a panel of the examiners drawn from premier Institutes/ University/ Organizations (other than Sharda University) to SRC. The panel will have minimum of five examiners each from India and abroad. The Vice Chancellor shall approve the names of three external examiners, one from abroad, out of the names recommended by SRC. Supervisor shall be the fourth examiner.

17.0   SUBMISSION OF THESIS:

17.1   The research scholar will submit the thesis along with the documents as per the guidelines of the university.

17.2 After satisfactory check of the thesis on plagiarism, the University will send the synopsis of the thesis to the examiners for their consent for evaluation. On receipt of the consent, the thesis in hard /soft copy would be sent to them for evaluation.

17.3 If the consent of the examiners is not received within one month, the synopsis of the thesis may be send to the next examiner as approved by the Vice-Chancellor.

18.0   THESIS REPORT:

18.1 The examiners will be required to submit their evaluation report (either a hard copy or soft copy) within 2 months from the date of dispatch of the thesis.

18.2 The examiners will recommend either of the following:

   i)   The thesis be accepted after successful completion of viva-voce examination.
   ii)   The thesis be revised incorporating the comments of examiners and verified before Viva-Voce Examination.
   iii)   The thesis be revised incorporating the comments of examiners and be resubmitted.
   iv)   The thesis be not accepted.

18.3   FINAL VIVA VOCE OF PH.D. THESIS:

   1.   If all the four examiners recommend the award of degree, viva voce examination be conducted.
   2.   If one of the examiner's report is unsatisfactory, thesis be send to other examiner
   3.   If more than one examiner's report is unsatisfactory, thesis be rejected for award of degree.

18.4 The University shall develop appropriate process so as to complete the entire process of evaluation of Ph.D. thesis preferably within a period of six months from the date of submission of the thesis.

19.0   VIVA-VOCE:

19.1 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. Dean Research will initiate the process of viva - voce examination. The viva-voce examination will be conducted by a committee consisting of Dean Research, HoD, one external thesis examiner nominated by the Vice Chancellor, and the supervisor as coordinator.

19.2 If performance of the research scholar in the viva-voce examination is unsatisfactory, he / she will be asked to reappear within a month and not later than six months.
If unsatisfactory on second attempt, the candidate will not be awarded degree.

20.0 AWARD OF DEGREE:

20.1 On successful completion of viva-voce examination, Dean Research with the approval of Vice Chancellor will issue a letter mentioning that the research scholar has completed all the requirements and shall receive the Ph.D. degree in the convocation.

20.2 Finally the Research Degree Committee will receive the proposal and recommend to the Academic Council of the University for final Approval.

20.3 After approval of the Academic Council, the research scholar will be awarded Ph.D. degree in the convocation.

21.0 CONTROLLER OF EXAMINATION (CoE):

The Controller of Examination shall be responsible for all the matters related to examination.

22.0 PLAGIARISM:

In case of any plagiarism reported against any research scholar at any stage, even after the award of degree, necessary action will be taken by the university.

23.0 POWER TO RELAX:

23.1 Academic Council, in exceptional circumstances, on the recommendation of Research Degree Committee may relax any of the provisions of the said Ordinances.

24.0 DEPOSITORY WITH INFLIBNET:

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

25.0 AWARD OF DEGREES TO CANDIDATES ENROLLED FOR THE PH.D. PROGRAMME PRIOR TO IMPLEMENTATION OF THESE ORDINANCES:

Award of degrees to candidates enrolled for the Ph.D. programme before the date of notification of these ordinances shall be governed by the provisions of the Ph.D. Ordinance of the University, as was approved by the Executive Council of the University in its meeting held on 12th November 2013.

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