



# Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

Ordinance No 45/2009

(Approved on 14.03.2015 by Academic Council)

## Doctor of Philosophy (Ph.D.)

### **DEFINITIONS :**

Unless otherwise repugnant to the Act, the Statutes and the Ordinances of the University, the terms used in this Ordinance shall be read with the following interpretations:

1. 'Academic Council' means the Academic Council of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, as explained under Section-22 of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996 and Clause-15 of THE SCHEDULE attached to the Act, and shall have the same meaning as 'VIDYA-PARISHAD'.
2. 'Board of Studies' (BoS) means Board of Studies of the concerned Department/Centre, as explained under Clause-17 of THE SCHEDULE attached to Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya Act, 1996.
3. 'Candidate' means a person who applies for the Ph.D. programme as per the present Ordinance, and also includes all those who are already registered and pursuing the programme.
4. 'Co-supervisor' means the second supervisor who assists the supervisor in monitoring and guiding the research scholar.
5. 'Departmental Admission Committee' (DAC) means a committee of the Department / Centre formed to conduct the admission test for the Ph.D. programme.
6. 'Examiner' means an expert proposed by the supervisor for evaluation of the thesis, and includes the panel of examiners.
7. 'Literature Review' means study, review and analysis of the literature or material related to the field of research of the research scholar, which is used or to be used while pursuing the Ph.D. programme.

8. 'Non-teaching staff' means all regular staff of the University who are selected by a duly constituted selection committee and not included in the teaching faculty.
9. 'Open Viva-Voce' means viva-voce of the candidate to be conducted after submission and satisfactory approval of the thesis and before the award of the Ph.D. degree, and which may be witnessed by anyone in the University.
10. 'Panel of Examiners' means the set of three examiners approved by the Vice-Chancellor from within the list of proposed examiners for evaluation of the thesis.
11. 'Ph.D.' stands for Doctor of Philosophy.
12. 'Pre-Ph.D. Programme' means a course-work to be pursued prior to the pre-registration seminar by the candidates who do not hold an M.Phil Degree.
13. 'Pre-registration Seminar' includes a written submission and presentation about the research field and topic, to be given by the candidate before registration of the topic.
14. 'Pre-submission Seminar' includes a written submission and presentation based on findings of the research work to be given by the scholar before submission of the thesis.
15. 'School Board' (SB) means the School Board of every School of the University.
16. 'Supervisor' means the principal supervisor who monitors and guides the research scholar.
17. 'Teaching faculty' means all regular staff of the University holding teaching post in concerned Departments/Centres/Institutes of the University, in accordance with the provisions of the statutes of MGAHV Act 1996 (3 of 1997)

## **PROVISIONS :**

### **ADMISSION -**

- 1.1 Admission to this academic programme shall be made in the beginning of each academic year through all India publicity/advertisement, which will indicate the vacancies.
- 1.2 The Doctoral (Ph.D.) Programme is a regular and residential programme.

### **ELIGIBILITY -**

- 1.3 The candidates must have at least 55% marks (50% for SC/ST) in their Master's Degree in the subject concerned/allied/cognate subject.

## **ADMISSION -**

- 2.1. (a) Candidates having M. Phil. Degree and the candidates who have cleared UGC – NET/JRF/SLET/SET and I.C.M.R. shall have to appear in
- (i) Interactive Session/Group Discussion and Interview.
  - (ii) Submission of Initial Research Proposal
- (b) The Candidates holding Master's (Post Graduate) degree shall have to appear in
- (i) Written Test.
  - (ii) Interactive Session/Group Discussion and Interview
  - (iii) Submission of Initial Research Proposal

Written test shall be of 100 marks.

Pattern of Question Paper for the written test

- |                               |                |
|-------------------------------|----------------|
| (i) Long Answered Question    | : 01 (20x1=20) |
| (ii) Objective type Questions | : 80 (1x80=80) |

Time for examination shall be 2 hrs. 30 minutes

The candidate who secures a minimum of 50% marks in the written test shall be shortlisted for the interactive session/group discussion and interview.

The interactive session/group discussion and interview shall carry 50 marks.

The candidate shortlisted for the interactive session/group discussion and interview shall have to submit an INITIAL RESEARCH PROPOSAL (based on the topic/field of research in which he/she wants to pursue research) before the admission committee, which will carry 50 marks.

Marks obtained in the interactive session/group discussion and interview and the marks obtained for initial research proposal shall be taken into account while preparing the final merit list for admission.

## 2.2. **ADMISSION COMMITTEE**

Constitution of Departmental Admission Committee (DAC) / Admission committee of the centre (ACC) for the Screening of applications, to conduct Written Examination, Interactive Session/ Group Discussion and Interview and for evaluation of Initial Research Proposal shall be as follows:

- (i) Head of the Department / Director of the Centre (Chairperson)
- (ii) All Professors of the concerned Department/ Centre.
- (iii) All Associate Professors of the concerned Department/ Centre.
- (iv) All Assistant Professors of the concerned Department/Centre.
- (v) One expert member from the other School of the university nominated by the Vice-Chancellor from a panel consisting of four members submitted by the HOD/Director.
- (vi) One SC/ST member as observer from other School to be nominated by the Vice-Chancellor.

- 2.3 All candidates who are admitted to the Ph.D. programme, but do not have M.Phil. Degree shall be required to undertake a pre-Ph.D. programme (course work) for a minimum period of one semester. It shall include a course on research methodology, which may comprise, *inter alia*, of quantitative methods and computer applications. The literature review and study of research area shall also be a mandatory part of the aforesaid course work.

There shall be 04 (Four) papers for pre Ph.D. course work Examination :

- 1- Research Methodology
- 2- Review of Literature
- 3- Computer Application: course shall be decided by the Department/Centre.
- 4- Special paper with options decided by the department/centre considering the research area.

Each paper will carry 100 marks.

- 2.4 Pattern of question paper :

- (i) Long Answered type questions
- (ii) Short answer type questions
- (iii) Objective/Multiple Choice type questions

A student must attain minimum 50% marks in the pre Ph.D. course work exam to qualify for the pre-registration seminar.

- 2.5 An M.Phil./Pre-Ph.D. qualified scholar shall have to present a pre-registration seminar initially on nature of his/her research proposal within one year of his admission before the Departmental Committee/Committee of the Centre. After approval by the BoS the research proposal shall be submitted to the School Board by the Department/Centre concerned for final approval. Registration shall be awarded to the Ph.D. research proposal after the final approval is obtained from the School Board.

- 2.6 Allotment of research scholar (s) shall be made by the BoS on recommendation of the Departmental Committee/Committee of the Center.

- 2.7
- i) The teaching faculty of the University, who do not have a Ph.D. degree but have completed three years of teaching may apply directly for admission to Ph.D. programme.
  - ii) Any teaching faculty availing this facility has to submit a written declaration along with application that his normal duties will not be affected by his/her admission to Ph.D. programme.
  - iii) Study leave for Ph.D. may be granted according to the Leave rules adopted by the University.
  - iv) Seats occupied by the teaching faculty in the Ph.D. programme will not be counted while calculating the total number of seats allotted to a

supervisor. Not more than one teacher scholar may be allotted to a Supervisor.

- 2.8 i) The non-teaching staff of the University, who do not have a Ph.D. degree but have completed five years of service may apply for admission to Ph.D. programme, but he/she has to follow the process for admission to the Ph.D. programme mentioned under aforesaid clauses no. 2.1, 2.3 and 2.5
- ii) Any non-teaching staff availing this facility has to submit a written declaration to the concerned authority of the University, that his normal duties will not be affected by his/her admission to Ph.D. programme.
- 2.9 i) Candidates from other countries may apply directly for admission to Ph.D. programme provided they fulfil the eligibility conditions.
- ii) Seats occupied by the candidates from other countries in the Ph.D. programme will not be counted while calculating the total number of seats allotted to a Supervisor. Not more than one such scholar shall be allotted to a Supervisor.
- iii) Seats occupied by the candidates, having JRF shall not be counted, while calculating the total number of seats allotted to a Supervisor.
- 2.10 Candidates working in other Universities, institutions/organizations of the Government of India/the State Governments may be allowed to apply for admission. They have to follow the admission process. They may be allowed to pursue Ph. D. while working in their parent organizations and may be exempted from residency requirements. No fellowship/financial assistance by the University shall be provided to them.

### **RESERVATION -**

- 3.1 The guidelines of the University Grants Commission (UGC) and the directions of the Ministry of Human Resource Development (MHRD) issued from time to time with regard to reservation for SC/ST/OBC/PWD in Ph.D. admissions shall be applicable automatically.
- 3.2 Percentage of reservation shall be applied on the total number of vacant seats available in the department in each academic year and shall be advertised accordingly.
- 3.3 Interchangeability of seats among SCs and STs shall be applicable as per rules.

- 3.4 In case no eligible candidate from the reserved categories is available, the vacant seats in the reserved quota shall not be filled by any non SC/ST candidates.

#### **SUPERVISOR -**

- 4.1 A supervisor shall be appointed by the BoS. The supervisor shall be a Professor, Associate Professor, or an Assistant Professor with Ph.D. must have the experience of teaching at Post-Graduate level for at least three years and with minimum 5 (Five) research papers published in refereed /ISSN journals. However, an Assistant/Associate Professor who does not hold Ph.D. degree but has M.Phil and 4 (four) years teaching experience at PG level and without a Ph.D. and M.Phil degree having experience of teaching at PG level for at least 6 (Six) years with at least five research papers published in refereed/ISSN journals or reputed journals, may also be appointed as a supervisor.

In addition to the Supervisor, the BoS may appoint co-supervisor, if required, from the University or outside, on the recommendation of the supervisor. The proposed co-supervisor must have the eligibility of being a supervisor according to the university ordinance. He must have a specialization in the concerned area proved by published work. A person shall not be a co-supervisor for more than two scholars at a time.

#### **RESEARCH COMMITTEES -**

- 5.1 Subject to the general supervision of the Academic Council all matters pertaining to the Ph.D. programme of the University shall be dealt in accordance with the Statutes and Ordinances by the following committees:
- (i) The Board of Studies (BoS)
  - (ii) The School Board (SB)
  - (iii) The Academic Council
- 5.2 The Board of Studies (BoS) of the Department/ Centre shall consist of the following :
- (i) Head of the Department/ Director of the Centre (Chairperson)
  - (ii) All Professors of the Department/ Centre.
  - (iii) All Associate & Assistant Professors of the concerned Department/Centre.
  - (iv) One Alumni from the same department/Centre nominated by the Vice-Chancellor
  - (v) Two external subject experts from the panel consisting of five members submitted by the HoD/DoC and nominated by the Vice-Chancellor.

*\* The tenure of the members (iv to v) shall be two years.*

5.3 The School Board shall consist of the following :

- i) Dean of the School (Chairperson)
- ii) All HoD's in the School
- iii) All Professors in the School
- iv) One Associate Professor from each of the Department/ Centre by rotation of seniority.
- v) One Assistant Professor from each of the Department/ Centre by rotation of seniority.
- (vi) One Alumni from the same School nominated by the Vice-Chancellor
- vii) Two external subject experts from the panel consisting of five members submitted by the Dean of the concerned School and nominated by the Vice-Chancellor.

*\* The tenure of the members (iv to vii) shall be two years.*

- 5.4 (i) Minimum two meetings of the Board of Studies and the School Board shall be mandatory in every academic calendar year with no gap of maximum six months between two meetings.
- (ii) The meeting of the Board of Studies shall be followed by the meeting of the School Board within a maximum period of 01 (One) month.

5.5 Change of topic : The BoS shall have the power to change of topic of research:

- (i) Under extra-ordinary circumstances the BoS may change the topic of research on the request of the research scholar and the consent of the supervisor communicated to the Head of the Department/ Centre. The concerned topic may be changed within six months from the date of registration. However, any minor change or modification may be allowed by the BoS up to six months before the submission of thesis.
- (ii) If the University could not conduct the BoS meeting for the purpose mentioned above within six months, the said rules shall in no way affect the admission or fellowship/scholarship of any of the student.

5.6 Change of Supervisor: The BoS shall have the power to change of supervisor:

- (i) Under extra-ordinary circumstances the BoS may change the supervisor of the research scholar on recommendation of the Departmental Committee/Committee of the centre.
- (ii) However change of Supervisor shall not be permitted after the completion of 2 (Two) years from the date of registration of Research Topic.

## **NO. OF SEATS UNDER A SUPERVISOR -**

- 6.1 The total number of scholars for Ph.D at a time shall be limited to: 8 (eight) under a Professor, 7 (seven) under an Associate Professor, and 5 (five) under an Assistant Professor.

## **MINIMUM DURATION -**

- 7.1 No scholar shall be permitted to submit the thesis for the Ph.D. degree, unless he/she has pursued research in the University for not less than two years from the date of registration.

## **TOTAL DURATION –**

- 7.2 The maximum period for the submission of the Ph.D. thesis shall be Four years.

## **EXTENSION OF DURATION -**

- 7.3 The BoS may extend the registration of the candidate for maximum one year beyond the aforesaid period of four years. If the candidate fails to submit his/her thesis, within the extended period his/her registration shall lapse automatically.

## **RESIDENCY PERIOD AND ATTENDANCE -**

- 8.1 Ph. D. scholars shall be required to be present in the University for not less than two years to pursue full time research after the date of registration.

Their presence (twice in a week) in the University shall be duly recorded and maintained by the Department/Centre concerned. Minimum 75% attendance shall be compulsory in every month.

Ph. D. scholars shall not be permitted to undertake any kind of employment during residency period. After completion of residency period he/she may be permitted to undertake employment on recommendation of the supervisor and the BoS.

## **LEAVE -**

- 8.2 (i) A Ph.D. scholar may avail maximum 30 days of general leave in an year, in addition to the leave for the academic, research and field work, based on the recommendation of the Supervisor concerned.
- (ii) G.O.I. rules regarding Female/Male candidates shall be followed in case of Maternity / Paternity Leave.

## **REVIEW OF PROGRESS -**



- 9.1 The Supervisor will regularly monitor the progress of the research work of the research scholar.

The research scholar shall prepare a tri-monthly report stating the progress of his research work. The report shall be examined by the supervisor concerned who shall then indicate in clear terms about his satisfaction or dissatisfaction with the report.

If a supervisor finds that the progress of the research work of a scholar is not satisfactory, a report to this effect may be submitted by him/her to the Head of the Department/ Director of the Centre for necessary action.

#### **FELLOWSHIP/ SCHOLARSHIP-**

- 10.1 Ph.D. research scholars will be provided fellowship/scholarship as per the guidelines of the UGC/funding agencies., however fellowship provided by the University shall be for a period of maximum four years only.

#### **PRE- SUBMISSION SEMINAR -**

- 11.1 When the Supervisor is of the opinion that the thesis is at the final stage of completion, the research scholar through his/her supervisor shall be required to give a notice to the HoD/DoC for pre-submission seminar on his/her research findings. This shall be done at least three months and not more than six months before the intended period of submission of the thesis.
- 11.2 The pre-submission seminar shall be conducted by a Committee chaired by the HoD/DoC. The other members shall be the Supervisor, Co-Supervisor and one external expert nominated by the Vice-Chancellor on recommendation of the HoD/DoC. The Candidate shall incorporate the suggestions of the Committee in his/her thesis. If pre-submission seminar committee is not satisfied with the presentation and performance of the candidate, he/she may be asked to face another pre-submission seminar within three months.

#### **SUBMISSION OF THE THESIS -**

- 12.1 The Ph.D thesis submitted by the scholar shall satisfy the requirement that it is a research work characterized by either the discovery of new facts or by fresh interpretation of facts or theories. It should reveal the scholar's capacity for critical examination, original thinking and critical judgment. Its literary presentation should also be satisfactory. The thesis must be submitted in the format prescribed by the university.
- 12.2 The thesis shall include a certificate in the format prescribed by the university from the Supervisor and the scholar that it incorporates the scholar's bona-fide research work and it has not been submitted for award of any other degree to this or to any other University or any institute of learning.

- 12.3 The candidate shall publish at least one research paper related to the research field of the scholar published in a refereed/ISSN/reputed journal before the submission of the thesis and shall produce evidence for the same in the form of a reprint of the paper.
- i) Four spiral binding and soft copies each of the thesis shall be submitted.
  - ii) Four copies of the summary containing findings of research work presented in the thesis shall be submitted at the time of submission of the thesis.
  - iii) Three hard bound copies of the thesis with soft copies shall be submitted after the Viva-voce examinations.
- 12.4 The thesis submitted by the scholar shall be forwarded by the HoD/DoC to the Controller of examinations within two weeks of submission of the thesis to the Department/Centre for further processing.

**ELECTRONIC VERSION OF THE THESIS TO BE SUBMITTED FOR “Shodhganga” -**

- 13.1 As per the guidelines of the UGC, the research scholar has to submit an electronic version of his/her thesis to “Shodhganga” a digital repository set-up at the INFLIBNET at the time of submission of the thesis after viva-voce, however it will be published (made visible) on “Shodhganga” only after release of notification by the University regarding the award of Ph.D. degree. This is mandatory for all research scholars.

**PANEL OF EXAMINERS -**

- 14.1 The supervisor shall submit a list of proposed examiners consisting of eight names (excluding his own name) in the prescribed format to the HoD/DoC, which will be placed before BoS. After recommendation of the BoS, the panel shall be sent to the Controller of Examinations for appointment of examiners by the Vice-Chancellor.

The Supervisor shall not be the examiner of the thesis.

The Vice-Chancellor shall approve three names from within the aforesaid list for constitution of the panel. Within 15 days of such approval the Controller of Examinations shall send a letter to the examiners for their consent. Within 15 days of the receipt of the consent of the examiners, he/she shall dispatch the thesis to the examiners for evaluation.

- 14.2 If any examiner refuses to give his consent for such evaluation or fails to communicate his/her consent within 30 days of the receipt of the letter sent by the Controller of Examinations, the Vice-Chancellor shall, on request of the Controller, approve another name from the same list.
- 14.3 It shall be open to the University to appoint an examiner from outside the country.

## **EVALUATION -**

- 15.1 The Ph.D. thesis submitted by the research scholar shall be examined by the panel of 03 (three) examiners.

## **EXAMINER'S REPORT AND DEFENCE OF THE THESIS -**

- 16.1 Each examiner shall, after examining the thesis submitted by the research scholar for award of Ph.D. degree, submit a report in a prescribed proforma to the University containing a clear recommendation that the thesis in his/her opinion :
- (a) is recommended for the award of the Ph.D degree;
  - (b) should be modified/revised; or
  - (c) may be rejected.

If any examiner fails to submit/send his report within 90 days of receipt of the thesis sent by the Controller of Examinations, the Vice-Chancellor shall, on request of the Controller, approve another name from the same list.

- 16.2 The thesis shall be accepted for the award of the degree of Doctor of Philosophy on the unanimous recommendation of the examiners. If all the examiners reject the thesis, no degree will be awarded. If the thesis is rejected by any one of the examiners, it shall be referred to a fourth examiner to be appointed by the Vice-Chancellor out of the panel already approved. The opinion of the fourth examiner shall be final.

If the thesis is recommended for revision by one or more than one Examiners, it shall be sent back to the same Examiner (s) for re-evaluation after revaluation.

- 16.3 Before Viva-Voce examination, a technical report may be made available to the research scholar through the HoD/DoC.
- 16.4 The defence of the thesis by the research scholar shall be in the form of an open viva-voce.
- 16.5 The viva-voce examination shall be conducted by a Viva-Voce Board chaired by the HoD/DoC and consisting of one of the examiners who has examined the thesis and the supervisor concerned. It will be notified by the HoD/DoC at least three days in advance.
- 16.6 The external examiner for viva-voce will be nominated by the Vice-Chancellor. The Controller of Examinations will fix the date of viva-voce in consultation with the external examiner. The panel must be informed minimum 15 days before the date fixed for the Viva-Voce.
- 16.7 After successful completion of the Viva-Voce a certificate declaring the same shall be issued by the HoD/DoC to the research scholar.

- 16.8 In case the Viva-Voce Board is not satisfied with the performance of the scholar, it may give a maximum period of three months to him/her to appear again before the Board and present his/her defence of the thesis.

#### **RE-SUBMISSION OF THESIS -**

- 17.1 A candidate whose thesis has been referred back for revision shall re-submit it within one year of the intimation of the decision of the University.
- 17.2 A thesis which has been re-submitted shall be examined by the same external examiner (s). In case the examiner (s) is/ are unwilling to act as such, another examiner (s) may be appointed by the Vice-Chancellor from the approved panel of examiners.

#### **AWARD OF DEGREE -**

- 18.1 Based on the reports of the examiners and the viva-voce, the BoS shall recommend the case to the Academic Council for award of the degree.

#### **PROVISIONAL CERTIFICATE –**

- 18.2 After successful completion of viva-voce, the HoD/DoC will send the recommendation of the Viva-Voce Board with all reports after the final submission of thesis by the research scholar concerned (after viva-voce) to the Controller of Examinations and a Provisional Certificate shall be issued by the Controller of Examinations after notification. The notification shall be issued twice a month i.e. in 2<sup>nd</sup> and 4<sup>th</sup> week.
- 18.3 Along with the degree/provisional certificate, the University shall issue a Certificate that the degree has been awarded in accordance with the provisions contained in the UGC Minimum Standards and Procedures for Award of Ph.D. Degree, Regulations. 2009.

#### **LANGUAGE -**

- 19.1 The Language of the thesis shall be ‘Hindi’, written in ‘Devnagari’ script.
- 19.2 The summary of the thesis shall be submitted in Hindi and English both.

#### **REMOVAL OF DIFFICULTIES :**

- 20.1 Notwithstanding anything contained in the above ordinance, the Vice-Chancellor may take such measures, as may be necessary, for removal of difficulties.
- 21.1 This ordinance will supersede all the earlier Ph.D. Ordinances/regulations of the university.

• Note :

*This ordinance has incorporated all necessary provisions contained in UGC (Minimum Standards and Procedure for Award of M.Phil /Ph.D Degree) Regulation, 2009.*

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### Appendix: As a Part of Ordinance

1. शोध-प्रबंध का मुखपृष्ठ : अन्य सूचनाओं के साथ केवल शोधार्थी का नाम होगा, शोध निर्देशक का नहीं
2. शोध-प्रबंध के मुखपृष्ठ हेतु प्रस्तावित रंग : गहरा नीला
3. पी-एच.डी शोध-प्रबंध प्रस्तुतीकरण : क) संदर्भ पद्धति : APA का पालन किया जाएगा।  
ख) फॉन्ट : Arial Unicode (Kokila)
4. शोध प्रबंध का प्रस्तावित प्रारूप :

1. घोषणा-पत्र / प्रमाणपत्र : शोधार्थी एवं निर्देशक की ओर से एक ही होगा।
2. भूमिका :
3. विषयानुक्रमणिका :
4. संक्षिप्ताक्षर (यदि आवश्यकता हो) :
5. अध्यायवार मूल अतर्वस्तु :
6. परिशिष्ट :
7. संदर्भ सूची :

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