

JECRC University (Minimum Standards and Procedure for Award of Ph.D. Degrees) Ordinance, 2021

Ordinance No. 9C

(April, 2021)



JECRCTM
UNIVERSITY
BUILD YOUR WORLD

JECRC University
Plot No. IS-2036 to IS-2039,
Ramchandrapura Industrial Area,
Vidhani, Sitapura Extension, Jaipur-303905.

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JECRC University(Minimum Standards and Procedure for Award of Ph.D. Degrees) Regulations, 2021.

1 Short title, Application and Commencement:

- 1.1 This “JECRC University(Minimum Standards and Procedure for Award of Ph.D. Degrees) Ordinance, 2021” (herein after called as ‘the Ordinance’, as presented herein, will be applicable with immediate effect to all the Faculties/Departments of JECRC University(herein after called ‘the University’).
- 1.2 This Ordinance is framed under Sub-Section (1) and (2) of the Section 30 of the JECRC University, Jaipur Act, 2012 (Act No. 15 of 2012), with the approval of Board of Management of JECRC University, Jaipur on the recommendations by Academic Council and supersedes the previous Ordinances namely “Research Programmes leading to Award of Ph.D. Degree” Ordinances 9A and 9B issued in the past.
- 1.3 The research degree awarded by the University, conferred upon a candidate after having satisfactorily completed the prescribed course of study and meeting with other conditions laid down by the University in this Ordinance shall be called Doctor of Philosophy Degree, abbreviated as Ph.D.

2 Master of Philosophy (M. Phil.) Degree programme

- 2.1 The University has not offered Research Degree namely Master of Philosophy (M.Phil.) since inception and shall not offer the same in future keeping in view New Education Policy 2020.

3 Eligibility Criteria for Admission to Ph.D. Programme

- 3.1 Subject to the conditions stipulated in this Ordinance, the following persons are eligible to seek admission to the Ph.D. programme:
- 3.2 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 ‘B’ in the UGC 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign education Institution accredited by an Assessment and Accreditation Agency which is approved, recognised or authorised 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 education institutions.

- 3.3 A relaxation of 5% of marks, from 55% to 50%, shall be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time.

4 Duration of the Programme:

- 4.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 4.2 Extension beyond six years may be granted by the Vice-Chancellor in exceptional circumstances on the recommendations of DRC for a period of not more than two years on year to year basis based upon valid reasons.
- 4.3 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

5 Procedure for Admission:

- 5.1 JECRC University shall admit Ph.D. students through an Entrance Test conducted at its Campus / Centre(s) in online / physical mode. Students who have qualified UGC-NET (including JRF) / UGC-CSIR NET (including JRF) / SLET or any recognized Teacher Fellowship may be exempted from the University Entrance Test.

5.2 JECRC University shall:

5.2.1 Decide on an annual basis through its Department Research Committee (DRC) a predetermined and manageable number of Ph.D. scholars to be admitted in an Academic Year depending on the number of available Research Supervisors, availability of seats with them and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Clause 6.6), laboratory, library and such other facilities

5.2.2 Notify well in advance in the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.

5.2.3 Adhere to the State-level reservation policy, as applicable.

5.3 Ph.D. Research Scholars shall be admitted on the basis of merit of entrance test and an interview in the following manner:-

5.3.1 The merit list for admission to PhD shall be prepared on the basis of marks obtained by the candidate out of 70 marks of entrance test and 30 marks of interview. The qualifying marks of Entrance Test shall be 50%. The question paper of the Entrance Test shall consist of 50% questions of Research Methodology and 50% from the specific subject having a total of 70 questions of one mark each. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any shall be notified well in advance). NET / JRF/ SLET qualified candidates will be exempted from appearing in the Entrance Test and their merit will be determined on the basis of weightages as under:-

Description	Weightage
Percentage of Marks Obtained in Senior Secondary Examination of CBSE or Equivalent	10
Percentage of Marks Obtained in Under Graduate Degree	20
Percentage of Marks Obtained in Post Graduate Degree	20
NET Qualified or	20
JRF Qualified	20
Maximum Marks	70

5.3.2 The Interview, consisting of 30 marks, shall be conducted where the candidates shall be required to discuss their research interest/area through a presentation before a duly constituted DRC.

5.3.3 The Interview shall also consider the following aspects, viz. whether: (i) the candidate possesses the competence for the proposed research; (ii) the research work can be suitably undertaken at the University / Department; (iii) the proposed area of research can contribute to new/additional knowledge and (iv) the possible scope of interdisciplinary or external collaboration.

5.3.4 The Merit List of the Research Scholars shall be prepared for each Department separately and notified on University website. The selected Candidates shall be notified through their registered email ID and shall be allowed to deposit the fees within six working days from the date of notification of Merit List. If a Candidate fails to deposit the fees, the seat(s) shall be offered to the next Candidate(s) on merit allowing six working days to deposit the fees.

5.3.5 The date of start of Course Work shall be notified in advance on the University website and intimated to the Candidates who have deposited fees through their registered email ID.

5.4 The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

6 Allocation of Research Supervisor(s):

6.1 Any regular Professor of the JECRC University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the JECRC University with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, that Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Further provided that if any Statutory Council prescribes a different qualification for appointment as Research Supervisor / Co-Supervisor for Ph.D. Programmes under its domain, the same shall be applicable.

6.2 Only a full-time regular teacher of JECRC University shall act as a Research Supervisor. However, Co-Supervisor can be allowed in inter-disciplinary areas from other Departments of JECRC University or from other recognised Universities with the recommendations of the DRC.

6.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department Research Committee depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interest of the scholars as indicated by them at the time interview/viva voce.

6.4 In case of topics which are of inter-disciplinary nature where the Department Research Committee feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/ School/ University on such terms and conditions as may be specified and agreed upon by the consenting Department/ Faculty/ School/ University.

6.5 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 up to 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.

- 6.6 In case of relocation of Ph.D. woman scholar due to marriage of otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provide all the other conditions in this Ordinance are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 6.7 The admitted Research Scholars shall submit a Research Plan as per format (Annexure A) to the Chairperson DRC concerned within 90 days from the deposit of fee. The allocation of Research Supervisor for a selected Research Scholar shall be recommended by the DRC concerned within 15 days from the submission of Research Plan. If an admitted Research Scholar fails to submit the Research Plan within 90 days from the date of deposit of fees, she/he may be given one more opportunity for further 30 days by the Chairperson DRC on the basis of written request from the Research Scholar explaining the reasons of delay. If the Research Scholar fails to submit the Research Plan within 180 days from the date of deposit of fee, her/his admission will be cancelled, however, it will be subjected for reconsideration by Vice Chancellor under special circumstances.
- 6.8 DRC shall also constitute a Research Advisory Committee (RAC) for each Research Scholar separately, consisting of Research Supervisor as Convenor, Co-Supervisor, if any and minimum two Experts in the same/ similar research area, who are eligible to become Research Supervisor. Once RAC is constituted, it shall be solely responsible for monitoring the progress of the Research Scholar on regular basis. Research Scholars shall present their six monthly progress reports to the respective RAC after submitting the requisite information in the prescribed format. As and when Research Scholar completes her/his research work including the mandatory requirement of course work and Research Publications, the Research Supervisor may authorize her/him to present a Pre Ph.D. Seminar before RAC after submitting a Synopsis in the prescribed Format. RAC, if satisfied, may authorize the Research Scholar to submit Thesis/ Dissertation in the prescribed Format within six months from the date of presenting the Pre-Ph.D. Seminar. The draft Thesis submitted by Research Scholar shall be checked, verified and forwarded by the Research Supervisor & Co-Supervisor if any, to the Chairperson DRC, who will be the final authority for accepting the Thesis. Chairperson DRC shall forward minimum 4 hardbound copies of final Thesis to Controller of Examination for further action. RAC shall also forward a panel of at least 3 External Experts from India and 3 from abroad not below the rank of Associate Professor or Equivalent from reputed Universities/ Research Organizations to Chairman DRC who will forward the same to the COE with suitable modification if essentially required.
- In case Chairperson DRC is not satisfied with the quality of a PhD thesis of Research Scholar, she/he may refer it back to the Research Advisory Committee (RAC) to suitable modification within a month.

The Date of Registration for the Research Scholar shall be Date of depositing the fees at the time of admission. Student Section of the Registrar Office will issue a Registration Certificate to the Research Scholar mentioning the Research Area / Topic, Name and Designation of the Research Supervisor, Co-Supervisor, if any, Area/ Topic of research and Date of Registration, within 30 days from the allotment of Research Supervisor and Area/ Topic of research by DRC.

- 6.9 In case a change of Research Supervisor is required due to some valid reason, the same shall be done by DRC. Chairperson DRC shall be responsible for allocating new Research Supervisor within the 30 days of the vacancy created in term of Research Supervisor due to whatsoever reason. Research Scholar shall not be required for submitting a formal request for allotment of new Research Supervisor, in case of vacancy.
- 6.10 If a Scholar has been guided for the minimum duration of PhD (3 year) by a Supervisor, after that the name of Supervisor cannot be changed without his/her consent. If a Supervisor left the University before completion of 3 years then he may be requested to continue as a Co-supervisor and such Research Scholars should be assigned to any of the existing teachers in the Department, as Additional Research Scholars.
- 6.11 The recommendations of the DRC for allocating Research Supervisor(s) and Area/ Topic of research shall be placed before the Academic Council in its next meeting for formal approval. After approval of the Academic Council, Registration Branch of JECRC University shall notify the name of Research Supervisor and Co-Supervisor, if any, and area / topic of Research for each Research Scholar with a copy each to the Research Scholar, Supervisor/Co-Supervisor(s), Chairperson DRC, Ph.D. Cell and Dean (Research & Development).
- 6.12 Approval of Institutional Ethical Committee concerned of JECRC University must be taken if the Research Work involves any human, animal and drug trials before placing the matter to the Academic Council for its approval.

7 COURSE WORK

- 7.1 The credit assigned to the Ph.D. course work shall be a minimum of 11 credits and a maximum of 16 credits.
- 7.2 The course work shall be treated as pre-requisite for Ph.D. preparation and shall be for a minimum period of one semester. The distribution of credits in the Course Work shall be as under:-

S. No.	Name of the Course	No. of Credits	Periods per Week	No. of Hours in one
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				Semester
1.	Research Methodology	3	L:T:P::3:0:0	45
2.	Quantitative Techniques	2	L:T:P::2:0:0	30
	Quantitative Techniques Lab	1	L:T:P::0:0:2	30
3.	Research and Publication Ethics	2	L:T:P::2:0:0	30
4.	Minimum one Specialised Course relevant to the area of research as decided by DRC to be prepared by the Research Scholar through Departmental Classes / MOOCS / Self Study under the guidance of Research Supervisor	3/4	L:T:P::3/4:0:0	45/60

- 7.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirements and shall specify content, instructional and assessment methods.
- 7.4 The Chairperson DRC of the Department where the scholar pursues his/her research shall prescribe the Specialised Course to him/her based on the recommendations of the Research Advisory Committee (RAC), as stipulated under sub-Clause 8.1 below, of the research scholar.
- 7.5 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.
- 7.6 Grades in the course work for Specialised Course shall be finalized after a combined assessment by the RAC and countersigned by Chairperson DRC and the final grades shall be communicated to the Controller of Examination. Evaluation and assessment for other courses shall be got done by Controller of Examination from Internal / External Experts.
- 7.7 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 programme and submit the dissertation/thesis. If overall CGPA of a Research Scholar works out to be less than 6.0, she/he will be required to improve the same by appearing in the End Semester examinations of any of the theory subjects.

8 University Research Committees and its Functions:

JECRC University shall have the following Research Committees to oversee and monitor the Research & Development and Consultancy Activities:

(a) Research Board

University shall have a Research Board as per Section 18 & 19 of the “Statutes of JECRC University, Jaipur-2012” with specified composition and functions.

(b) Publication Board

University shall have a Publication Board as per Section 20 & 21 of the “Statutes of JECRC University, Jaipur-2012” with specified composition and functions.

8.1 Departmental Research Committee (DRC) and its Functions

Each Department shall have a DRC which shall consist of all Regular and full time Faculty Members, eligible to supervise a Research Scholar enrolled in Doctoral Programme leading to Ph.D. Degree. Head of the Department shall be the Chairperson of DRC. DRC may have one external subject expert from outside the university. If a Department has less than 3 members eligible to become Research Supervisor, a common DRC of such similar Departments may be constituted till there are minimum 3 eligible regular full time Faculty Members to become Research Supervisors. In case of a common DRC for two or more Departments, Dean of the Faculty, if she/he is from the same / similar field, shall be the Chairperson of DRC; otherwise, the senior most Head of the Department from among the Departments concerned shall be the Chairperson. However, Chairpersonship shall rotate every two years based upon seniority.

The DRC shall be notified by the Registrar with the approval of the Vice Chancellor.

Two Third members of the DRC shall constitute the quorum for the meeting.

The functions, roles and responsibilities of the DRC shall be as under: -

- 8.1.1 Creation of environment for quality research in the department and identification of areas of research focus.
- 8.1.2 Approve the Research Plan as per format (Annexure B) of the Research Scholar and make appropriate recommendations.
- 8.1.3 Allocation of Supervisor and Co-Supervisor keeping in mind the specialisation of the eligible Research Supervisor in the Department / Faculty / University and availability of seats with the Research Supervisor.
- 8.1.4 Maintaining personal file of each Research Scholar, which should include a copy of application form, admission process data, six-monthly progress reports as per format (Annexure C), leave applications, minutes of relevant DRC / RAC meetings etc., or any other matter related to the Research Scholar, shall be responsibility of the PhD section.
- 8.1.5 Review of the progress of the on-going Ph.D. and research projects shall be done in the Department on quarterly basis. The report of RAC should be submitted to DRC on half yearly basis.
- 8.1.6 To review and approve presentation of Pre- Ph.D. Seminar and Synopsis of the Research work of Scholar as per format (Annexure D & E).
- 8.1.7 Make recommendations to the Registrar on continuation or cancellation of registration of a Research Scholar based on the performance or on request by Research Scholar. The cancellation of registration of the Research Scholar shall be done only with the approval of the Academic Council.
- 8.1.8 To assess Pre-Ph.D. Dissertation Seminar & Synopsis of the completed research work of a research scholar and give approval for submission of Dissertation as per format (Annexure F, G&H) within six months from Pre-Ph.D. Dissertation Seminar.
- 8.1.9 To recommend a panel of examiners as per format (Annexure I) for the Dissertation of a Research Scholar as proposed by the Research Supervisor with / without amendment, if felt necessary, to the Controller of the Examination in a sealed and confidential cover.
- 8.1.10 The DRC should meet at-least twice in six months and the Minutes of Meeting should be sent to Dean (Research & Development) through the Registrar.

8.2 Research Advisory Committee (RAC) and its Functions

There shall be a RAC for each Ph.D. scholar consisting of Research Supervisor of the scholar as Convener of this Committee, Co-Supervisor, if any and two more Subject Experts from the Department / Faculty in the same/ similar area of Research. Research Advisory Committee shall be appointed by the Department Research Committee within 4 months from the date of registration of the Research Scholar. The Research Scholar shall submit a Research Plan as per format (Annexure A) to DRC within 90 days, which shall be evaluated by DRC through a presentation by the Research Scholar. Research Scholar may take guidance from any eligible Research Supervisor to prepare her / his Research Plan, however, S/he will not have the right to choose the Research Supervisor. DRC shall allot the Research Supervisor / Co-Supervisor based upon the specialisation of the eligible Research Supervisors available in the Department. In case if the area / topic of research happens to be inter- disciplinary or multi-disciplinary, Co-Supervisor may be taken from another Department/ Faculty/ School/ University, who will be the special invitee in the DRC. The choice of the Research Scholar for allotment of Research Supervisor shall not be taken and the decision for allotment of Research Supervisor shall be taken by the DRC on merit.

RAC shall have the following responsibilities: -

- 8.2.1 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- 8.2.2 To periodically review and assist in the progress of the research work of the research scholar.
- 8.2.3 To review and approve presentation of Pre- Ph.D. Seminar and Synopsis of the Research work of Scholar as per format (Annexure D& E)
- 8.2.4 To forward Progress Reports and recommendations for Pre-Ph.D. Seminar to Dean, Research for monitoring and approval.

A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress report as per format (Annexure C) shall be submitted by the RAC to the Chairperson DRC with a copy to the research scholar and Dean (Research & Development) of the University.

In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the DRC with specific reasons for cancellation of the registration with no refund of fee of the research scholar or extending the minimum tenure for submission of dissertation.

9 EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF THE DEGREE, ETC.

- 9.1 The overall minimum credit requirement, including credit for the course work, for the award of Ph.D. degree shall not be less than 11 credits.
- 9.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 7.7 above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, not earlier than the three years from the date of registration and not more than six years from the date of registration.
- 9.3 Prior to the submission of the dissertation/thesis by the scholar as per format (Annexure H), the scholar shall make a Pre-PhD Seminar Presentation as per format (Annexure D) in the Department before the Research Advisory Committee which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee. Upon approval of Pre-PhD Seminar the scholar shall submit Synopsis as per format (Annexure E).
- 9.4 Ph.D. scholars must present / publish at least three (3) research papers including one review paper in refereed Journals indexed in SCOPUS / Web of Science before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of acceptance letter and/or reprints.
- 9.5 The Academic Council of the University shall review, if needed the already functioning mechanism being used to detect plagiarism and other forms of academic dishonesty. This mechanism will be driven as per *Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018*, notified on 31st July 2018 by University Grants Commission as amended from time to time. While submitting for evaluation the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor 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.
- 9.6 The Ph.D. thesis submitted by a research scholar as per format (Annexure H) shall be evaluated as per format (Annexure J) by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be from outside the country. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor as per format (Annexure K & L) and in the presence of at least one of the two external examiners, and shall be open to be attended by Members of the RAC, all faculty members of the Department and other research scholars.

- 9.7 The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of one or both of the external examiners of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University may send the dissertation/ thesis to another external examiner(s) out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner(s) is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the Research Scholar shall be declared ineligible for the award of the degree.

Provided that if one or both the External Examiners recommend acceptance of dissertation / thesis with modification(s), the recommendations of the External Examiner(s) shall be conveyed by COE to the Research Supervisor, who will share the same with the Research Scholar. The revised Dissertation / Thesis by the Research Scholar, duly recommended by the Research Supervisor / Co-Supervisor and approved by DRC shall be submitted again to the COE not before one month but not later than six months except in case where revision requires additional experimental / survey work. However, the revised Dissertation / Thesis must be submitted before the maximum permissible duration of six years from the date of registration.

Provided further that if one of the External Examiner rejects the thesis and the other recommends with modification or accepts for conducting viva voce, the Dissertation / Thesis may be sent to a third examiner for evaluation and assessment. Viva-voce shall be conducted only if minimum two External Examiners have accepted the Dissertation / Thesis and recommend conduct of Viva-voce for the award of degree.

- 9.8 The University shall develop appropriate methods so as to complete the entire process of evaluation of PhD thesis within a period of six months from the date of submission of the Thesis.
- 9.9 The Result of the scholar will be declared as presented by the Controller of Examination to the Academic Council.

10 RULES/STANDARD OPERATING PROCEDURE FOR GOVERNING Ph.D. PROGRAMMES BY THE UNIVERSITY

- 10.1 University shall follow Anti - Plagiarism Policy (<https://JECRCuniversity.ac.in/wp-content/uploads/2020/05/Guidelines-for-Anti-Plagiarism-Policy.pdf>) framed as per Rules for promotion of Academic Integrity and Prevention of Plagiarism in its Research and Academic activities / outputs as defined by University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 or as amended from time to time. This will be undertaken by Plagiarism and Publication Database Committee (PPDC) at the University Level.
- 10.2 The Academic Council of the University shall be authorised to make additional Rules / Standard Operating Procedures within the provisions of this Ordinance, as and when required keeping in view the UGC (Minimum Standards and procedure for Awards of M.Phil / Ph.D Degree) Regulation, 2016 and / or as amended from time to time by the UGC.

11 AWARD OF Ph.D. DEGREES PRIOR TO NOTIFICATION OF THIS ORDINANCE, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES

- 11.1 University shall not award any Ph.D. degree in contravention with the provisions of UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2016 and / or as amended from time to time by UGC.
- 11.2 If the Ph.D. degree is awarded by a Foreign University, the University considering such a degree shall refer the issue to its Standing Committee constituted for the purpose of determining the equivalence of the degree awarded by the foreign University.

12 DEPOSITORY WITH INFLIBNET

- 12.1 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.
- 12.2 Prior to the actual award of the degree, University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.

13 RULES / STANDARD OPERATING PROCEDURES FOR CONDUCTING DOCTORAL PROGRAMMES LEADING TO Ph.D.

13.1 Rules / Standard Operating Procedures for conducting Doctoral Programmes leading to Ph.D. shall be as per ANNEXURES A to L, which may be modified by the Academic Council as per requirement from time to time.

14 DISCIPLINE

14.1 Every research scholar is required to observe decorum and disciplined behaviour both inside and outside the campus and should not indulge in any activity, which will lead to bring down the prestige of JECRC University. Any act of indiscipline of a research scholar shall be dealt with in accordance with prevailing rules on indiscipline of JECRC University.

15 DISPUTE REDRESSAL

15.1 In case of any dispute, the decision of the Vice Chancellor shall be final.

ANNEXURES

ANNEXURE-A

Format for Research Plan

Section 1: Scholar's Basic Information

1. Name of the Candidate (In Block Letter)
2. Father's Name
3. Mother's Name:
4. Registration No.:
5. Date of Birth (dd/mm/yyyy):
6. Permanent Address:
7. Address for Correspondence:
8. Email:
9. Mobile Number:
10. PG Degree Title:.....Percentage of Marks / CGPA Obtained:.....
11. Title of the Research Plan:

.....
.....

Date:

Signature of the Candidate

Section 2: Format for Research Plan

1. Title of the Research Plan
2. Relevant Certificates
3. Introduction
4. Literature Review
5. Justification for Selection of Research Area / Topic
6. Research Objectives (3-5)
7. Research Methodology
8. Expected Outcome / Hypothesis

9. Work Plan / Time Lines

Sample Research Plan of Minimum TimeLine

Research Activity	6	12	18	24	30	36	*
1. Course Work							
2. Literature Survey							
3. Methodology Steps							
4. Quaterly Reports							
5. Communication of Papers							
6. Preparation of Final Thesis							
7. Submission of Thesis							

* As approved Extension

10. References

11. Bibliography/Webliography

Note: Research Plan may normally be limited to 15-20 pages

ANNEXURE-B

Format for Minutes of Meeting of Department Research Committee for Allotment of Research Area / Topic and Research Supervisor(s)

A meeting of The Department Research Committee of the Department....., under Faculty..... was held on (Date) at (Time).

Following were present: -

- 1.Prof., Chairperson DRC
- 2.Prof., Outside Subject Expert DRC
- 3.Prof., Member DRC

(Note: All eligible Research Supervisor are required to attend the meeting of DRC. If a case of Interdisciplinary Research is being presented as per Research Plans under consideration, special invitee from the relevant area may be included).

(a).Research Plan titled submitted by the Research Scholar (Name), Registration No. was considered by the DRC on merit based upon the presentation made by the Research Scholar and queries raised by the members of DRC.It was decided unanimously to recommend the area / topic of research and Research Supervisor(s) to the Academic Council for final notification as under: -

- 1)Topic / Area of Research
- 2)Name of the Research Supervisor & Designation
- 3)Name of the Research Co-Supervisor, if any along with Designation and Department /Faculty/ Institution
- 4)Justification for allotment of Research Co-Supervisor.
- 5)Constitution of Research Advisory Committee of the Research Scholar
 - i)Prof., Designation, Research Supervisor-Convenor
 - ii)Prof., Designation, Research Co-Supervisor, If any-Member
 - iii)Prof., Designation-Member
 - iv)Prof., Designation-Member
- 6)Approval of Institutional Ethical Committee concerned of JECRC Universities **not required / required** as the Research Work does not involves any human / animal / drug trial(s) before placing the matter to the Academic Council for its notification.

(b). Research Plan titled
.....

Signature.....
Name
(Chairperson DRC)

Signature.....
Name
(Outside Subject Expert DRC)

Signature.....
Name
(Member DRC)

Signature.....
Name
(Member DRC)

Note: Research Co-Supervisor(s) may be recommended with full justification.

ANNEXURE-C

Format for the Quarterly Progress Report of the Research Scholar to be considered by Research Advisory Committee

1. Name of the Research Scholar:.....
2. Registration No.
3. Date of Registration
4. Name(s) of the Supervisor and Co-Supervisor(s):.....
3. Topic of Research:.....

4. Quarterly Progress Report for the period, from: (Month, Year) to (Month, Year)

5. Literature Survey

- (i) No. of books referred (during the period):(Cumulative).....
- (ii) No. of relevant research paper referred (during the period) and (Cumulative)
 - (a)International Journals (during the period):(Cumulative).....
 - (b)International Conference Proceedings (during the period):(Cumulative)
 - (c) National Journals (during the period).....(Cumulative).....
 - (d)National Conference Proceedings (during the period):.....(Cumulative).....

6. Quantum of Ph.D. work completed: (Please tick the appropriate box)

- (a) 0 – 10% (b) 11 – 20% (c) 21 - 30%
 (d) 31 - 50% (e) 51 - 75% (f) 76 - 100%

7. Status of Course Work Completion: Completed / Not Completed

If completed, Mention the Grade for each Course

- i) Name of the Course Grade
- ii) Name of the Course Grade
- iii) Name of the Course Grade
- iv) Name of the Course Grade

If not completed, give the reason(s) :

8. Specify the number of publications in SCOPUS / Web of Science Index Journals / Conference Presentations with publication status i.e. Submitted, Accepted, Published

- No. of Research Papers Published (during the period)(Cumulative)
- No. of Research Papers Accepted (during the period)(Cumulative).....
- No. of Research Papers Submitted (during the period)(Cumulative).....
- No. of Conference Presentations (during the period)(Cumulative).....

(Attach the Bibliographic details of the above paper(s)/presentation(s) in separate sheet as Annexure)

9. Please submit a descriptive Progress Report separately as Annexure in terms of work done, survey conducted, places visited, interviews conducted etc.

(Signature & Name of the Research Scholar)

10. Remarks of the Co-Supervisor(s)/ External Mentors (if any):
-
-

Name & Signature of Co-Supervisor(s)

11. Remarks of the VC/PVC nominee.....

.....
.....
.....

Name & Signature of VC/PVC nominee

12. Recommendation of RAC.....

.....
.....
.....

Signature of the Convener, RAC

13. Approval of Dean (Research & Development)

.....
.....
.....

Signature of the Dean (Research & Development)

ANNEXURE-D

Format for seeking approval from Research Advisory Committee for presenting Pre-Ph.D. Seminar

1. Name of the Research Scholar:
2. Registration No.
3. Date of Registration
4. Name(s) of the Supervisor and Co-Supervisor (s):.....
5. Topic of Research:

6. Check-list for presenting Pre-Ph.D. Seminar

- a) Minimum two and half years completed from the date of registration: Yes/No
- b) Minimum five Six Monthly Progress Reports submitted and found satisfactory by RAC:
Yes/No
- c) Fees deposited as due till date: Yes/No
(attach proofs)

d) Minimum three Research Papers including a Review Paper Published / Accepted for publication / Submitted in SCOPUS / Web of Science Index Journals. (Note: Thesis will not be accepted till minimum three Research Papers including a Review Paper have been published / accepted):

Yes/No
(attach proofs)

Signature & Name of Research Scholar

Signature
Name of Research Supervisor
Designation

Signature
Name of Research Co-Supervisor(s)
Designation

ANNEXURE-E

Format for Submission of Synopsis after seeking Pre-Ph.D. Seminar approval from Research Advisory Committee

After the course work is completed the synopsis shall be finalized and approved through RAC. Initially a general synopsis is to be submitted in the beginning at the time of approval of topic and research plan/summary/abstract of the work done in thesis is to be submitted along with the Thesis.

The Synopsis should broadly indicate the work done, objectives proposed and achieved, methodology adopted and outcomes in chapter wise description. In general, the following should be the sequence of Synopsis: -

1. Cover Page
2. Certificate by Supervisor
3. Content Page
4. Summary/Introduction
5. Research Objectives and Methodology
6. Organization of thesis (Chapter wise with brief description for each Chapter)
7. Conclusion of Research Work
8. Scope for further work

The Synopsis should typically be 30 to 40 pages (excluding title pages). It should be neatly typed on both sides in Times New Roman Font of size 12 with 1.5 spacing.

The general guidelines are as follows:

1. Synopsis must be unambiguous. Title of the Synopsis must be as approved by Academic Council.
2. The objectives and methodology of the research should be started in bullet form/itemized.
3. The entire text should be grammatically correct and must be at a reasonable understandable language level.
4. The Synopsis must clearly mention the expected outcomes of the research.

Synopsis must be accompanied with a Certificate duly signed by Supervisor and countersigned by Dean Concerned testifying therein that the entire text of the Synopsis has been read thoroughly and it is as per the guidelines and grammatically correct.

ANNEXURE-F

Format for Minutes of the Meeting of Department Research Committee for approval to submit Thesis

A meeting of Department Research Committee of the Department....., under Faculty..... was held on (Date) at (Time).

Following were present: -

1. Prof., Chairperson DRC
2. Prof., Member DRC
3. Prof., Member DRC

(a).Synopsis titled

..... submitted by the Research Scholar (Name.....), Registration No.

was considered by the DRC on merit based upon the presentation made by the Research Scholar and queries raised by the members of DRC. It was decided unanimously to allow the Research Scholar to submit Thesis within six months from the date of this DRC meeting with following clarifications:-

- 1)Topic / Area of Research is as notified by the Academic Council
- 2)Name of the Research Supervisor & Designation
- 3)Name of the Research Co-Supervisor, if any along with Designation andDepartment / Faculty/ Institution.....
- 4)The Research Scholar has completed her / his research work satisfactorilycovering all objectives as approved in the Research Plan by DRC.

Or

The Research Scholar has not completed his / her research work satisfactorilyrelatedto Research Objective no. titled,“.....”

.....” but her / his research work justifies the overall spirit of the Research Planapproved by DRC.

5)The Research Scholar has further done additional Research Work related to Objective titled, “.....”

.....” as per the demand of the Research Plan and new developments during the course ofResearch.

6)The Research Scholar while completing her / his Research Work encounterednewdevelopments and the Scope of Research has further increased necessitating modification of the Research Area / Topic as “.....”

.....” subject to the approval of Academic Council.

7)The Research Supervisor and the HOD have submitted a panel of external examiners two international and six from outside the State of Haryana, to evaluate the Thesis of the Research Scholar, which has been accepted without / with modification and kept in a sealed cover. Research Supervisor shall seek the consent of the panel members in advance by sharing the Synopsis of the Research Scholar with the panel members. She / he shall forward the panel of external examiners atleast three international and three from outside the State of Haryana to the Controller of Examination through Chairperson DRC along with the Thesis, as and when submitted.

It is certified that the Research Work done by the Research Scholar is her / his original work and the same has not been used by her / him or any other person for award of any Research Degree.

Signature & Name of Research Scholar

Signature
Name
Designation
Research Supervisor

Signature
Name
Designation
Chairperson DRC

Signature
Name
Designation
Member DRC

Signature
Name
Designation
Member DRC

Note: Minimum two third of the total members of Department Research Committee shall constitute the quorum including Research Supervisor.

ANNEXURE-G

Performa for Submission of Thesis

Name of the Scholar: Address:		Registration No: Department: Contact No. & Email-ID:	
Research Supervisor's Name: Designation: Department: Contact No. & Email-ID:		Research Co-Supervisor's Name: Designation: Department: Institution: Contact No. & Email-ID:	
Title of the thesis:			
Category at the time Of Registration	Full Time	Change of category if Any	
Date of Registration		Period of break of study Granted If any	
Date of completion of Minimum period		Date of completion Of maximum period	
Extension of period Approved (mention date)	Upto:	Date of submission of Synopsis	

Date of DRC meeting For approval of Synopsi		Date of approval of Research Plan by Ethical Committee	
--	--	---	--

Signature of the Research Scholar
(Date:)

Signature of the Research Supervisor
(Date:)

Signature of the Research Co-Supervisor
(Date:)

Signature of the Head of the Department
(Date:)

Signature of Chairperson DRC
(If other than HOD)
(Date:)

Note: Research Scholar shall submit a draft copy of the Thesis to the Research Supervisor and Research Co-Supervisor, if any. Once final signal is given by them to submit the Thesis, six bound copies of the Thesis shall be submitted by the Research Scholar, firstly to the Research Supervisor and Research Co-Supervisor for their signature. Research Supervisor shall send all copies of the Thesis to other authorities for their counter signatures. Once all copies are signed by all the relevant persons, Research Supervisor shall forward the six copies of Thesis to The Controller of Examination along with the list of recommended panel of external Examiners as approved by the Department Research Committee.

ANNEXURE-H

Guidelines for Ph.D. Thesis Writing

1. Cover page with JECRC University logo.
2. Thesis must contain following certificates in the beginning
 - a. Certificates by the supervisor and co-supervisor (if any) counter signed by Chairperson DRC.
 - b. Declaration by the Research Scholar in terms of originality of Research Work.
 - c. Acknowledgement
3. Research Supervisor and Co-Supervisor allotment letter, if change is made after the initial allotment as per Registration Certificate.
4. Ethical committee approval letter (wherever applicable)
5. Plagiarism check certificate
6. Table of Content
7. List of Abbreviations
8. List of Tables
9. List of Figures
10. List of Graphs/Diagrams
11. List of Annexure

Thesis is to be written in the following format

1. Introduction
2. Aims and Objectives
3. Review of Literature
4. Chapters preferably one for each objective
5. Statistical Analysis along with results, if required
6. Discussion on findings, if required.
7. Conclusion and Future Scope of Study
8. Social Relevance (If any)
9. References/Bibliography (Vancouver Style)

Guidelines for the Text and Page Format

1. Times New Roman 12 size font
2. 1.5 spacing between the text lines
3. 2-inch space for the binding side and 1-inch space on above, below and non-binding side
4. Page number in centre below
5. Tables/figure/graphs/diagrams on the left page preferable on photo sheet
6. Leather Binding Colour:
Health Sciences: Bottle Green Colour with Golden Embossing
Other disciplines: Maroon Colour with Golden Embossing

ANNEXURE-I**Format for Sending the Panel of External Experts for Evaluation of Thesis in a Confidential Cover**

Particulars to be filled by the Research Supervisor (after the approval of the Pre-PhD open seminar in front of DRC and other invited members)

1. Name of the Research Scholar:
2. Registration Number
3. I / Weam / are satisfied that the student has completed his research work towards his Ph.D. degree under my / our guidance and is ready to submit her / his Thesis within six months of submission of the Synopsis.
4. Title of the Thesis:

.....

5. Name of the External Examiners (Minimum Professor Level) Suggested for the Evaluation of the Thesis from Outside State of Haryana

Name of the examiner	Designation, Affiliation and complete postal address	Email ID	Mobile number
1			
2			
3			
4			
5			
6			

6. Certified that the above mentioned suggested External Experts are currently active in research in the field of specialization of the Research Scholar and their pre-consent has already been taken.
7. Certified that none of the External Experts is a near relation (parents, brother/sister or son/daughter) of the supervisor(s) / Co-supervisor(s) or the Research Scholar or their spouses. Further certified that the Research Scholar has neither worked nor studied in the Institutions / Organisations from which the names of the external examiners have been recommended.

Name and Signature of the Supervisor (with date and time)

SUPERVISOR

CO-SUPERVISOR (S)

ANNEXURE-J**Thesis Examiner's Evaluation Report**

Dear Sir/ Madam,

Kindly Examine the Thesis sent to you along with, and give your specific Comments Chapter wise with Recommendation as per the format given below

External Examiners

- A. Name of the Examiner:
- B. Designation:
- C. Institute

Title of Thesis:.....

Name of the Candidate:

Name of the Department/Faculty.....

PLEASE USE EXTRA SHEET WHEREVER NEEDED

	Chapter	Specific Comments	Assessment
1	Introduction		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
2	Review of Literature		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
3	Materials and Method		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
4	Observations		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
5	Discussion		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
6	Summary & Conclusion		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
7	Recommendations suggested in the thesis		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
8	Bibliography		<input type="checkbox"/> Excellent

			<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
9	Contribution of this work to the existing knowledge		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average
10	Overall comments on the Thesis based on merits and demerits of the contents		<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average

Questions (if any) suggested to be asked by examiners at the time of defence of thesis (specify):

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation on Ph.D. Thesis

The thesis be accepted for the award of the Ph. D. degree []

OR

The thesis is acceptable for the award of the Ph. D. degree subject to the clarification of certain points at the time of Viva-Voce. []

(Please enclose the points) OR

The thesis is not acceptable in the present form but may be accepted subject to modification/clarification/revision. []

(Please enclose your suggestions for modification etc. desired)

After modification the thesis need not be referred back to me. OR

The thesis is not acceptable in the present form but may be accepted subject to modification/clarification/revision. []

(Please enclose your suggestions for modification etc. desired)

After modification the thesis should be referred back to me for final assessment. OR

The thesis be rejected. (Please enclose your comments).* []

*In case the thesis is rejected kindly give your detailed report in a separate sheet

Place

Signature of the Examiner.....

Date

Name and Address of the Examiner

.....

.....

.....

ANNEXURE-K

Format for the Final Viva-Voce Examination

1. Name of The Candidate:
2. Roll Number:
3. Date of Birth:
4. Father Name:
5. Address:
6. Email/Mobile Number:
7. Name of The Supervisor
8. Title of The Thesis:
9. Has The Candidate Submitted The Required Copies of The Corrected Thesis [Yes / No]
10. Has the Candidate Submitted the Soft Copies of The Corrected Thesis in Sodhganga Repository Format (CD Indicating Name, Roll No and Title of The Corrected Thesis) [Yes/No]
11. Has The Candidate Submitted The Plagiarism Report Of The Final Corrected Thesis [Yes/No]

Name of the Candidate

Signature (Date & Time)

Counter Signed by Supervisors

Supervisor

Signature (Date & Time)

[Please Accept The Required Number Of Thesis Submitted By the Candidate during the Viva-Voce Held On..... Supervisor Has Confirmed That Copies Are Already Shared with Central Library, Department Library and Soft Copy to Central Library for Shodhganga Repository]

Chairman, DRC (Name and Signature):

ANNEXURE-L

Particulars to Be Filled by the Examiners during the Final Viva-Voce of the Candidate/Defence of the Ph.D.

1. Name of The Candidate:
2. Father's Name:
3. Registration No:
4. Department:
5. Date of Birth:
6. Address:
7. Email / Mobile Number:
8. Supervisors (Name and Department)
9. Examiners (Name and Affiliation)
10. Certification

This is to Certify That Final Viva-Voce/Defence of The Candidate Mr./Ms.....
S/O..... Roll. No
 for the Award of Ph.D. Degree was conducted on Time In The
of The candidate successfully
 defended his/her work, publicly, and answered all the queries raised by the examiners or other
 members present during the viva. The examiners are very much convinced that the candidate
 fulfilled all the requirements for the award of the degree and recommend for the same.

Name and Signature of the Examiners (With Date and Time)

Name and Signature of the Supervisors (With Date and Time)

Dean (R& D) Chairman

DRC (Name and Signature)