



MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

**ORDINANCE 124 FOR THE AWARD OF THE DEGREE OF DOCTOR OF
PHILOSOPHY (Ph.D.) OF THE UNIVERSITY**

In order to confer the degree of Doctor of Philosophy (Ph.D.) for the research work characterized by the discovery of facts or fresh approach towards the interpretation of facts or theories on an applied work of great significance, this ordinance is promulgated w.e.f. the academic session 2023-24 in compliance with the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 as published in the Gazette of India Part-III, Section -IV, dated 7.11.2022.

O. 124.1 Definitions.-

- a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- b) "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational institution;
- c) "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- d) "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;
- e) "College" means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- f) "Commission" means the University Grants Commission established under Section 4 of the UGC Act 1956;
- g) "Course" means one of the specified units which go to comprise a programme of study;
- h) "Course Work" means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree;

- i) "Degree" means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the Act;
- j) "External examiner" means an academician/researcher with published research work who is not part of the Higher Educational Institution where the Ph.D. scholar has registered for the Ph.D. programme;
- k) "Foreign Educational Institution" means—(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- l) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- m) "Guide/Research Supervisor" means an academician/researcher recognized by Higher Educational Institution to supervise the Ph.D. scholar for his/her research;
- n) "Higher Educational Institution" means a university or institution specified under clause 2 of Regulation 1 of these Regulations;
- o) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- p) "Open and Distance Learning Mode" shall have the same meaning as defined under the UGC(Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- q) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;
- r) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- s) "Programme" means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;
- t) "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to a Higher Educational Institution and programmes, to the general public (including to those seeking admission in such Higher Educational Institutions) by the Higher Educational Institutions;
- u) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme ;

- v) "University" means a Higher Educational Institution established or incorporated by or under a Central Act.

O.124.2 Research Board

1.1 Creation of knowledge and its dissemination are the foremost duties of a University that are to be executed by its faculty of the Departments, colleges and Centres. The University will have a Research Board composed of the following:

1	Dean PG Studies	Chairman
2	Deans of the faculties	Member
3	Professor nominated by the Vice Chancellor	Member
4	Director Research	Member
5	Deputy/Assistant Registrar (Research)	Member secretary

1.2 Research Board will have the following functions:

- A. Identify and prepare a list of research areas that must address global as well as local issues related to the specializations of the faculty
- B. Promoting faculty members to add new aspects of enquiry and research in their areas of specialization
- C. Mapping future courses of research in the University
- D. Suggesting means to improve the quality of the research work, and
- E. Planning and policy making for research
- F. Considering and deciding the mode of research work having special requirements

O.124.3 : Places where the research work can be pursued

- 1 Ph.D. research work shall be carried out under the supervision of the registered research supervisors at a Research Centre recognized by the University. A research centre will be a PG Department at the University, college affiliated to this University in its jurisdiction and also the institutes and college recognized by the University Grants commission in consultation with the University concerned under clause (i) Section 2 of the UGC Act 1956. The latter must fulfill the criteria given below.
- 2 Research Laboratories of Government of India/State Government along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations stipulated under sub-clause O.124.3.2 shall be considered eligible to be called a Research Centre.
- 3 Colleges meeting following criteria alone shall offer M.Phil ./Ph.D. Programmes:
 - 3.1 At least two Ph.D. qualified teachers/scientists/other academic staff in a Department running post graduate degree programme.
 - 3.2 Exclusive research laboratories with sophisticated equipment with provision for adequate space per research scholar along with computer facilities and essential software and uninterrupted power and water supply in case of science and technology disciplines.
 - 3.3 Earmarked library resources including latest books. Indian and International Journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and storing study and research materials.

3.4 Colleges may also access the required facilities of the neighboring Institutes/Colleges or of those Institutes/ Colleges/ R&D laboratories/ Organizations which have the required facilities.

O. 124. 4 Eligibility criteria for admission to the Ph.D. Programme.-The following are eligible to seek admission to the Ph.D. programme:

(1) Candidates who have completed:

i. A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed

or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

(2) Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

O.124.5 Duration of the Programme.-

(1) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

- (2) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.

- (3) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

O .124.6 Procedure for admission. -

- (1) The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

- (2) Admission to the Ph.D. programme shall be made using the following methods:

- i. HEIs will admit students through an Entrance Test conducted at the level of the individual HEI. (RET)

The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject specific.

- ii. Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.

- iii. A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.

- iv. HEIs may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

- v. Provided for interview that for the selection of candidates based on the entrance test conducted by the HEI, a weightage of 70 % for the entrance test and 30 % for interview.

- vi. There shall be an Interview Board in each subject consisting of the following:

1. The Dean Post Graduate Studies

2. The Dean of the faculty concerned

3. The Head of the University Teaching Department of the Subject concerned/Convenor BOS/Convenor COC

4. One subject expert nominated by the Vice Chancellor.

5. Director (Research)

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- (3) Universities and Colleges which are eligible to conduct Ph.D. programmes, shall:
 - i Notify well in advance on the institution's website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;
 - ii. Adhere to the National/State-level reservation policy, as applicable.
- (4) The Higher Educational Institution shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

Research Eligibility Test (RET)

1. The Eligibility Test termed Research Eligibility Test (RET) will be held once in an academic session based on the availability of the seats with the registered research supervisors for which consent of each Supervisor shall be obtained indicating the number of research scholars they would be able to accommodate on the basis of infrastructure (Appendix II). The Director Research shall issue a notification to this effect in two National and one Regional Newspaper published in Hindi and also on the University website mentioning the number of vacancies in each subject. The information must contain subject/discipline wise distribution of available seats, admission criteria and procedure and centre(s) of examination.
2. The admissions will be granted following State Reservation Policy.
3. **Application for the RET:** The candidate will have to apply in the application form and opt for the subject in which he/ she desires to conduct research.
 - 3.1 **Interdisciplinary research:** In order to promote interdisciplinary research, the degree of Doctor of Philosophy shall be awarded in the Faculty. Thus, at the time of filling up the application form for the Research Eligibility Test (RET), a candidate is required to decide the faculty in which he/she desires to pursue research. He/she may therefore opt for any one of the following options and papers for the opted subject in the RET:
 - a) The subject of his/her qualifying examination.
 - b) Allied subject of his/her qualifying examination in the same faculty.
 - c) Different subject of his/her qualifying examination in a different faculty\
 - 3.2 In case of the option of b) or c) above, the matter of allocation of supervisor shall be considered by the RSAC of the subject which the candidate has opted.

- 3.3 In case of interdisciplinary research within same faculty the Supervisor may or may not opt or the RRC may recommend a Co-supervisor as per the need.
- 3.4 In case of the interdisciplinary research within two different faculties, the candidate will have to opt a Co-supervisor from relevant faculty.
- 4.1 The RET shall comprise of one paper of 100 marks each. comprising of 50% questions on Research Methodology and 50% the subject selected by the candidate.
- 4.2 The questions for the subject papers shall be based on the syllabus of National Eligibility Test (NET) of UGC/CSIR in a particular subject selected by the applicant and may be revised from time to time on the recommendation of the Academic council.
- 4.3 **Marking Response for Question Papers:** The candidate will have to mark the response for questions of Paper I on the Optical Mark Reader (OMR) sheet provided along with test booklet or any other mode of Exam as decided by the HEI.
- 4.4 **Criteria for Declaration of result:** The candidates who obtain following minimum marks shall be declared eligible for Ph.D.:

Category	Passing Marks
General and OBC (creamy layer)	50%
SC/ST/ OBC/ PH/EWS any other	45%

- 4.5 Candidate declared eligible shall be required to fill up an application form for the allotment of research supervisor (**Appendix III**) indicating there with the order of preference of his/her research interests, namely proposed research area and prospective supervisors.

O.124.7 Allocation of Research Supervisor.-

(1) Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- 1.1 Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty

member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

- 1.2 For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.
 - 1.3 Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
 - 1.4 Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
 - 1.5 Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- (2) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
 - (3) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
 - (4) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
 - (5) Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

2. Registration of Research Supervisor

- 2.1 For registration as Research Supervisor, a teacher who fulfills above mentioned qualifications must apply to the Director, Research in the prescribed form obtainable from the research section of the University or is available on the University web site (**Appendix I**).

2.2 The application in the prescribed format shall be considered and approved by a **Research Supervisor Registration Committee (RSRC)** consisting of the following:

- a) The Dean PG Studies
- b) The Dean of the Faculty concerned
- c) One expert nominated by the Vice-Chancellor
- d) The Director Research
- e) Deputy Registrar/Assistant Registrar, Research- Member Secretary

2.3 No person shall be permitted to supervise the research work of his/her close relatives, i.e., spouse and blood relatives of self and spouse and son/daughters-in-law.

2.4 **Research Supervisor at UG College**

2.4.1 A registered supervisor posted to a college which does not run the post graduate course in the faculty concerned may continue to supervise those scholars who are already registered with him/her at the colleges having PG classes in the subject concerned and she/he finds no difficulty in supervising them from the changed place. If a registered supervisor is subsequently transferred to a U.G. College affiliated to the MDS University, she/he may still be allotted fresh candidates, if the college fulfills the criteria except in the Faculty of science.

2.4.2 A registered supervisor, awarded a research project having a position of a Junior Research Fellow, is allowed to get such a JRF registered for the Ph.D. degree, if the supervisor is posted in a U.G. College.

2.4.3 Any registered Supervisor of the Faculty of Arts, Fine Arts, Social Science, Commerce, Management Studies, Science, Education (both science and non-science) and Law who leaves the University department or an affiliated college or is transferred to a UG College within its jurisdiction or outside the jurisdiction of MDS University shall continue to supervise those scholars who are already allotted/registered with him/her. Any such registered supervisor will continue to guide students registered with them but such scholars will be allotted Co-Supervisor at a research centre recognized by the University with the consent of the main supervisor.

2.5 **For the Supervisor who left the University/college**

2.5.1 In case, a registered supervisor leaves the University/College and/or is transferred to an affiliated college where research cannot be conducted then no new allotment of scholars will be made however, the supervisor shall be permitted to supervise those candidates who have already registered with him with the condition that he/she has obtained permission from the Director of Research for this purpose.

2.5.2 The permission by the Director of Research shall be granted for the above, if the Supervisor has recommended a Co-Supervisor from the research centre where she/he was registered and has obtained consent of such a Co-Supervisor. Such students shall not be counted as research

student registered with the co-supervisor. In case of non-availability of a co-supervisor from the same subject, co-supervisor can be recommended from a related subject.

2.6 Provisions during long leave of Supervisor

Any Supervisor going on long leave of more than 12 months will have to appoint a registered Supervisor as Co-Supervisor for all those Ph.D. students who have been working for more than 12 months and inform the same to the Director Research by sending a letter along with the letter of consent of the Co-Supervisor.

2.7 Refusal by a Supervisor to allow the student to join:

Once Supervisor declares the number of vacancies of Ph.D. to be filled in a particular academic session, he/she will not be allowed to refuse to guide any candidate allotted by the RSAC. In case of refusal by the supervisor, on first offense: he/she may be warned and must not be allotted any student in the following academic session, and on second offense: his/her registration as Supervisor of research may be cancelled by the University.

2.8 Change of Supervisor

1. In the event of death/prolonged sickness, resignation, suspension/ termination or transfer of the supervisor, change of supervisor shall be considered by the Research Supervisor Allocation Committee (RSAC). The period of the research work done by the candidate under such supervisor shall be counted for purpose of the award of Ph.D. degree.
2. The demand of change of the Research Supervisor shall not be taken as a matter of right but in case, a candidate, who has joined the course after allotment of supervisor fails to get the supervisor changed, as per above procedure, the matter may be decided by the Vice-chancellor on the recommendations of the Grievance Redressal Committee.

2.9 Database of Research

1. **Preparation of Database:** The University shall prepare a data base of the registered supervisors, their field of interest and the infrastructure available in the Department/College according to the format at **Appendix II** before sending the notification to the newspapers.
2. **Filling Data base Proforma:** The Head of the Departments or the Principals of the affiliated colleges concerned will get the proforma filled by each Supervisor to get information of number of students registered, the number of vacancies for Ph.D. depending on the infrastructure and facilities, broad area of research, research area for the prospective PhD students, brief summary of research activities and research facilities available and send the same to the Director Research for publication on the University Website and notice boards to ensure that the prospective research students are well informed about research activities of the Supervisors. The information may be published at least one week before the date of interview.

2.10 Research Scholar database:

The University will maintain the list of all the M.Phil./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, Adhar number, date of enrolment/registration.

O.124.8 Procedure of allocation/allotment of Research Supervisor:

1. The allotment/allocation of the Research Supervisor for eligible candidates shall be done by the Research Supervisor Allocation committee (RSAC) depending on the number of available seats per research supervisor in the subject keeping in view the research interest/area, facilities and infrastructure available at the research centre (the scholar- teacher ratio, laboratory, computer(d), library and such other facilities), specialization among the supervisors and the research interest of the student as indicated in the application form. (Appendix III) Only pre-determined number of candidates may be considered for allotment in each subject. A person having less than two years to his/her retirement shall not be allotted a new research scholar, however he/she may be opted as Co-Supervisor. The Co-Supervisor ship may continue till the completion of Ph.D. of the concerned student(s).
2. **Research Supervisor Allocation Committee (RSAC):**
The Research Supervisor Allocation Committee (RSAC) shall consist of the following:
 - i) Dean PG Studies
 - ii) Dean of the Faculty
 - iii) Director Research
 - iv) Deputy/Assistant Registrar-Member Secretary

3.Meeting of RSAC:

The Director Research will fix up and notify the schedule of meetings of the subjects wise RSAC. The RSAC shall conduct its business and shall make its recommendations. The recommendations of the RSAC shall be submitted by the Director Research for the approval of the Vice-Chancellor.

O. 124.9 Admission of International students in Ph.D. programme. -

- (1) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause O.124.7.3 above.
- (2) The HEIs may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.
- (3) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number,

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O. 124.10 Course Work.-

Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

- (1) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.
- (2) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- (3) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis. (Appendix IV)
- (4) **Notifications of allotment of Supervisor and joining of Coursework**
After obtaining approval of the Vice Chancellor, the Director Research shall inform the candidates about their admission and the name of supervisor allotted and ask them to submit a joining report to the Director Research. The candidate will be required to join by submitting the joining report along with Course work fee for Paper I(Rs. 5000/- in the form of crossed demand draft in the name of “Registrar, Maharshi Dayanand Saraswati University, Ajmer”), a copy of Aadhar Card, Call Letter of the University, copies of the marksheet of the qualifying examination and degree/provisional degree certificate and copy of the document using which exemption from RET/course work is obtained. In service candidate shall be allowed to join only if they submit ‘No Objection Certificate; from their employer along with the joining report. If candidate fails to report within the prescribe time period i.e. 20 days from the date of notification, the allotment shall stand cancelled.
- (5) Candidates already holding M.Phil. degree and admitted to the Ph.D. programme or those who have already completed the course work in M.Phil. from MDS University, Ajmer and have been permitted to proceed to the Ph.D. in integrated Course are exempted from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department. They will also be exempted from submitting the fee for the Course Work of Paper I.

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O.124.11 Research Registration Committee/Departmental Research Committee

On the basis of the satisfactory report of the course work the candidates would be required to submit their synopsis to the RAC (Research Advisory Committee) as per Ordinance O.124.15 . On the basis of the recommendation of the RAC the synopsis would be presented before the RRC/DRC.

1. There shall be a Research Registration Committee (RRC) in each subject consisting of the following:
 1. The Dean Post Graduate Studies
 2. The Dean of the faculty concerned
 3. One subject expert nominated by Vice Chancellor.
 4. The Head of the University teaching Department of the Subject concerned/Convenor BOS/Convenor COC
 5. Director (Research)
2. Following shall be the functions of the RRC:
 - 2.1 the candidate possesses the competence for the proposed research;
 - 2.2 the research work can be suitably undertaken at the Department/ Centre/ College;
 - 2.3 the proposed area of research can contribute to new/additional knowledge.
3. The meeting of the RRC shall be held at regular intervals throughout the year. Quorum will require presence of minimum three members including the Subject Expert.

O.124.12 Registration of candidate for the Ph.D. degree and date of registration

1. A candidate who has successfully completed the course work consisting of three papers will be eligible to prepare the synopsis in the format as per **Appendix V** of the research work in consultation with the supervisor. The synopsis has to be presented by the candidate before the Research Registration Committee within a period of three months after the completion of the course work along with an application form (Appendix VI) for registration where he/she will have to defend his/her proposal. The Supervisor, if willing, may accompany the student bearing him-/herself the expenses on travel and stay. However, the facility of the University Guest House may be availed on the basis of availability of rooms.
2. The RRC may approve, propose modifications and ask for resubmission of the synopsis and/or reject the synopsis.
3. After receiving approval of the synopsis by the RRC, the Research section will issue provisional registration letter asking the scholar to deposit the Admission fee as prescribed by the Department or College concerned for admission and also deposit the registration fee of Rs 6,000/- in the University (Appendix XX). If a candidate fails to deposit fee and to join the department/college within three months from the date of issue of provisional registration letter, the Director shall inform him/her to join within one month of the expiry of the earlier period on depositing penalty of Rs. 500/-. If the candidate fails to join within the prescribed period, his/her provisional registration would stand cancelled automatically.

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4. After the candidate has submitted the prescribed fee, the Research Section will issue final registration letter including the date of Registration which shall be the date of the meeting of Research Registration Committee.

O.124.13. Changes in the topic of Research

Change in the topic of research may be considered once only in exceptional circumstances to be recorded in writing if the supervisor recommends for such change in the topic and the same is found to be necessary in the interest of research by the Research Registration Committee. The recommendations of the RRC shall be effective after the approval of the Vice Chancellor. Thesis can be submitted only after a passage of one year of the change of topic.

O. 124.14. Cancellation of Registration: The registration shall be cancelled if,

1. A candidate does not garner 75% attendance during the course work or does not put up minimum days of attendance after research registration.
2. A candidate does not provide satisfactory half yearly progress report through the supervisor regularly for two years.
3. A candidate fails to submit his thesis by the last date of completion of 6 years of the registration and does not apply for extension within three months after completion of six years.
4. A candidate fails to submit his/her thesis up to the expiry of the extended period of the registration.

O. 124.15. Research Advisory Committee and its Functions.-

- (1) There shall be a Research Advisory Committee or an equivalent body as defined in the Statutes/Ordinances of the Higher Educational Institution concerned for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:
 - i. To review the research proposal and finalize the topic of research.
 - ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
 - iii. To periodically review and assist in the progress of the research work of the Ph.D. Scholar. every six months. The Ph.D. scholar shall be required to submit the half yearly progress report as per appendix VII.
- (2) Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Director Research of the Higher Educational Institution concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

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- (3) In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

O.124.16. Evaluation and Assessment Methods, minimum standards/credits for award of the degree.

- (1) Upon satisfactory completion of course work and obtaining the marks/grade prescribed the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- (2) Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the Higher Educational Institution concerned, which shall also be open to all faculty members and other research scholars/students.
- (3) The Higher Educational Institution concerned shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree. (Appendix IX).
- (4) A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- (5) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Higher Educational Institution concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. Higher Educational Institutions may formulate appropriate rules/ordinances to effect the provisions of this Regulation.
- (6) The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Higher Educational Institution concerned shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the

alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.

- (7) The Higher Educational Institution concerned shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

O.124.17. Pre-thesis submission seminar and Submission of Panel of Experts and Consent Process

1. Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Department/Institute concerned which shall also be open to all faculty members and other research scholars. Therefore, adequate notification must be put up by the Supervisor so as to enable interested faculty members and students to attend the same. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
2. Three months before the submission of the thesis, the supervisor shall submit a panel (barring his/her close relative(s), if any) of at least Eight experts in the subject/area concerned. At least 50% of the panel should be University Professors or equivalent from India or abroad or from premier Institutes. There should not be more than two experts from one state (**Appendix VIII**). The Vice chancellor may, however ask for more names of experts for the panel and in exceptional cases may add names to the panel. The examiners from the state of Rajasthan should however not be within the jurisdiction of Maharshi Dayanand Saraswat University, Ajmer. In case the subject of research is such that adequate number of experts is not available within India, the panel may consist of two names of experts from foreign countries.
3. The Vice-Chancellor would then select and appoint two examiners from the panel as external examiners.

O.124.18. Requirement for Submission of Thesis and Abstracts

1. The language of the thesis shall be either Hindi and English except for the thesis submitted in the area of language such as English, Sanskrit, Urdu, Sindhi etc. and shall contain a critical account of the research work carried out by the research scholar. It shall be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge.
2. The research scholar must have published at least twopapers in a refereed National/International journal and have presented two papers in any National/International Conference/Seminar/workshops.
3. The thesis shall bear evidence of the research scholar's capacity to analyze and judge as well as his/her ability to carry out independent investigation, design or development. No part of the thesis or supplementary published work shall have been submitted earlier for the award of any other degree or diploma.
4. The University has agreed to the norms for plagiarism as depicted in the Gazette of India Notification dated 31-07-2018 titled "University Grants Commission: Promotion of Academic Integrity and Prevention of Plagiarism in Higher

Educational Institutions Regulations, 2018” thus the student and the Supervisor will have to abide by them (**Appendix IX**).

5. The University will procure plagiarism detecting software and will make available its license to all its supervisors and the staff of the Directorate of Research. The Supervisors shall check all written material for plagiarism prior to the submission of synopsis, summary of the thesis and the thesis to the Research section along with the plagiarism report.
6. The Research Scholar must submit an Undertaking and the Supervisor must give a certificate attesting to the originality of the work vouching that there is no plagiarism and that no part of the thesis or supplementary published work has been submitted earlier for the award of any other degree or diploma at any institution.
7. After the thesis is complete the scholar shall submit 4 copies of summary of the work as well as four printed or type written copies in a bound cover of the color specified in **Appendix X** along with certificate by the supervisor and candidate in the Proforma provided in **Appendix XI and XII A & XII B** and no dues certificate by the concerned Head of the University Department/Principal of the college concerned. The cover and title page of thesis will be as specified in the model (**Appendix XIII**). The scholar shall also be required to submit four soft copies of the thesis on separate CDs in non-editable PDF format. Along with the thesis the candidate must also submit a copy of the certificates indicating successful completion of the course work. The thesis must include a copy of at least two papers published in a referred International/National journal and certificates of having presented papers in at least two International/National conferences /seminars/workshops attached at its end.

O124.19. Evaluation of the thesis, Appointment of examiners, Conduct of *viva-voce*, Award of the degree and Cancellation of registration

1. The University must ensure that the entire process of evaluation of Ph.D. thesis is completed within a period of 6 months from the date of its submission.
2. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who must not be in the employment of the Institute/College where research has been carried out and of whom at least one examiner shall be from outside the country/Premier/out of state Institute. The *viva-voce* examination based among other things on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners and shall be open to be attended by the Members of the Research Advisory Committee, all the faculty members of the Department, other research scholars, students and other interested experts/researchers.
3. **Appointment of Examiner:** The Panel of Experts provided by the Supervisor as Appendix VIII shall be submitted by the Director-Research to the Vice-Chancellor for appointment of two experts as examiners to evaluate the thesis.
4. **Evaluation of Thesis**
 - 4.1 The Director Research shall inform the Experts regarding their appointment as an examiner and send therewith a copy of the summary submitted by the candidate to the examiner for giving consent to evaluate the thesis after perusing the summary (**Appendix XIV-A & XIV-B**). The Director shall also inform the examiner that the consent must reach within one month's time failing which it will be presumed that he/she is not willing to evaluate the thesis and the Vice-chancellor will be requested to appoint another examiner.

- 4.2 After receipt of the consent of both the examiners, the Director-Research shall send the thesis to the respective examiners and the supervisor concerned (who will be internal examiner for this purpose) for evaluation requesting therewith that the thesis may be evaluated within a period of three months of its receipt. The Director shall also send along with the thesis the format of examiner's report as per **Appendix-XV** and communicate her/him the amount to be paid as remuneration as specified in **Appendix-XVI**.
- 4.3 If all the examiners recommend award of degree of Ph.D., the Director Research shall put up the reports before the Vice Chancellor to appoint one of the two external examiners to conduct the *viva voce* examination of the candidate.
- 4.5 In case of recommendation of rejection of the thesis by one examiner, the thesis shall be sent to a fourth external examiner appointed by the vice-chancellor and the opinion of the fourth external examiner shall be final and binding.
- 4.6 If the thesis is recommended to be rejected by two examiners, the thesis will stand rejected however, the research scholar will be allowed to resubmit it within one year, provided the title of the thesis remains unchanged. Time shall be counted from the date on which the candidate is informed of the result and it will not be counted in the maximum period for the submission of the thesis. Following this the procedure for thesis evaluation will be repeated.
- 4.7 The candidate shall be required to carry out the modification and resubmit the thesis within a period of one year. Resubmitted thesis will be sent to the same examiner(s) for re-evaluation. However, if any examiner expresses inability to evaluate the thesis again, the Vice Chancellor may appoint another external examiner from the original panel suggested by the Supervisor or a new panel sought by the Vice-Chancellor.
- 4.8 If one of the evaluation reports of the external examiner in case of Ph.D. thesis is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation/thesis to another external examiner out of the approved panel of examiners along with the report of the examiner whose evaluation report was unsatisfactory and the *viva-voce* examination shall be held only if the report of the latest examiner 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.
- 4.9 If both the external examiners recommend rejection of the thesis it will be rejected and the registration shall automatically stand cancelled.

6. Conduct of *viva-voce*

- 6.1 Notice for the *viva voce* shall be sent to the concerning Head of the teaching department of the University for display on the Notice Board. It must clearly state that all students, research scholars and faculty members can attend the same. The information regarding the conduction of *viva-voce* examination should also be given to the Dean of the Faculty concerned and to the Dean PG Studies of the University.
- 6.2 In case the University does not have a teaching department in the subject in which the Ph.D. thesis is submitted then the open *viva voce* must be conducted at a related department to be decided by the Director, research in consultation with the Vice Chancellor.

- 6.3 The *viva voce* shall be conducted jointly by the supervisor(s) and one external examiner, who must ask questions and seek clarification from the candidate. Based on the presentation of work and the defense of the thesis, the examiners shall submit their *viva-voce* report jointly to the University in the format provided in **Appendix-XVII**. The reports of the examiners will be finally placed before the Vice-Chancellor for acceptance.
- 6.4 If *viva-voce* report is unsatisfactory the *viva-voce* examination shall be held again within a period of 6 months from the date of first *viva voce* examination on payment of the requisite fee. At such second *viva voce* examination, the Vice-Chancellor if required, may appoint any other examiner from the panel. If the candidate fails to get satisfactory report in the second *viva-voce* examination, the thesis shall be rejected and his/her registration shall automatically stand cancelled.
7. **Award of Degree:**
The Degree of Doctor of Philosophy shall be awarded from the date of the approval of the Vice-Chancellor on the report of *viva-voce*. The degree (**Appendix-XVIII**) shall be released after passing the supplication of the grace by the University authorities. However, *in lieu* of the degree, a Provisional Degree Certificate as per **Appendix-XIX** shall be issued to the candidate.
- 7.1 The Director Research shall also issue a notification every month indicating the name and other details of the Scholars who have been issued the Provisional Certificate during that month. A copy of the notification shall also be uploaded on the University website and be sent to all concerned and to the Newsletter: University News (AIU).
- 7.2 During the period between the of issue of the Provisional Certificate and conferment of the degree of Ph.D. to research scholar, if Provisional Certificate is lost or has been destroyed and the candidate has a real need for duplicate provisional certificate, it may be issued on production of an affidavit on a non-judicial stamp paper of Rs. 100/- by the applicant concerned along with an application to this effect and remittance of prescribed fee to the Registrar.

O. 124.20. Ph.D. through Part-time Mode-

- (1) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.
- (2) The Higher Educational Institution concerned shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the course work.
- (3) Notwithstanding anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research

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institution of the Central government or a State Government shall conduct Ph.D. programmes through distance and/or online mode.

O. 124.21. Grant of M.Phil. Degree.- Higher Educational Institutions shall not offer the M.Phil.(Master of Philosophy) programme.

O. 124.22. Issuing a Provisional certificate.- Prior to the actual award of the Ph.D. degree, the degree-awarding Higher Educational Institution shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

O. 124.23. Award of Ph.D. degrees prior to Notification of these Regulations.- Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016 and as per the Gazette Notification dated 7.11.22. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.

O. 124.24. 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 Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

O. 124.25. Intellectual Property Rights (IPR)

Intellectual Property rights including publications of the research work carried out by the candidate under a supervisor recognized by the University, shall vest jointly in the Supervisor, the candidate, the college/University Teaching Department where the work was conducted and the University. The Patent rights related to research shall be dealt under the IP policy of the University.

O. 124.26. Grievance redressal

A Grievance Redressal Committee (GRC) will dispose the grievances related to the registration, submission of the thesis, conduct of *viva-voce* examination etc. If there is any matter related to general policy framework of research in the University, the matter may be recommended to be placed before the Research Board.

1	Dean PG Studies	Member
2	Dean of the concerned faculty	Member
3	Director Research	Member
4	Deputy Registrar (Research)	Member secretary

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O. 124.27. FEE SCHEDULES :

Various fees to be charged from the candidate as per the fee schedule appended at **XX**.

O.124.28. In case of any discrepancy in interpretation of the ordinance, the decision of the Vice Chancellor Maharshi Dayanand Saraswati University, Ajmer will be final.

LIST OF APPENDICES

- I. Application Form for Registration as Research Supervisor.
- II. Proforma for the Registered Supervisor regarding vacancies and facilities available for the academic session
- III. Application Form for the Allotment of Research Supervisor.
- IV. Norms and Outline of Syllabus for Course Work.
- V. Format for the Synopsis of Proposed Research Work
- VI. Application Form for Research Registration
- VII. Half Yearly Progress Report.
- VIII. Format of Panel of Experts.
- IX. Norms for plagiarism
- X. Colour Scheme for Cover of Thesis.
- XI. Format for Certificate of the Supervisor to accompany the thesis.
- XII. (A & B) Format for Certificate to be given by the candidate .
- XIII. Format for Cover & title page of the Thesis.
- XIV. (A & B) Format for letter to the Examiner for consent.
- XV. Format for Examiner's Report on Thesis
- XVI. Schedule of Remuneration/Honorarium to be paid.
- XVII. Format for Viva Voce report
- XVIII. Format for Degree of Ph.D.- XIX
- XIX. Format for Provisional Degree Certificate. - XVIII
- XX. Schedule of Various Fees.

Abbreviations

CSIR	Council of Scientific and Industrial Research
DoEn	Department of Environment & forest
CSSR	Council of Social Science Research
DST	Department of Science and Technology
IPR	Intellectual Property Right
RAC	Research Advisory Committee
RB	Research Board
RET	Research Eligibility Test
RRC	Research Registration Committee
RSRC	Research Supervisor Registration Committee
UGC	University Grants Commission
RSAC	Research Supervisor Allocation Committee

Appendix I

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

APPLICATION FORM FOR REGISTRATION AS RESEARCH SUPERVISOR

1. **Name of the Applicant** In English (Capital Letters)
Mr./Ms.....In Hindi: श्री/ सुश्री
.....

2. **Gender:** Male/Female/Other **Category:** Gen/SC/ST/OBC/MBC

3. **Father'sName**..... **Mother'sName**.....

4. **Address**.....
.....

5. **Mobile**

6. **Email -ID**.....

7. **Present Official Address Indicating Place of Posting**.....

8. **Nature of Appointment:**

9. **Details of Doctoral Degree:** Topic.....
.....

Year of Award.....

Name of the University.....

Subject.....Faculty.....

10. Details of Subject areas to supervise Research:

Basic Subject.....

Allied Subject(s) in the Same Faculty:.....

Allied Subject(s) in any Other Faculty:.....

Specific Field(s) of Interest/Area(s) of Research:.....

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Dr. Mathur

11. Research Experience as Research Supervisor (if any)

Name of University	Period From.....to	Subject	Faculty	No. of Ph.D. awarded	No. of Res. Scholars Presently perusing research

12. Brief summary of Research Activities:

a. Major Funded Research Project(s):

Title of the Project	Whether PI/CO-PI/RA/SRF/JRF	Funding Agency	Budget Allocated	Period of Project

b. Minor Funded Research Project(s):

Title of the Project	PI/CO-PI/RA/SRF/JRF	Funding Agency	Budget Allocated	Period of Project

c. Publication(s) of Research Paper in Refereed and Reputed Journals. (Enclose copies)

S.No.	Title of Research Article	Author(s) (as in the Article)	Name of Journal with ISSN No.	Year of Publ.	Vol. No.	Page No.	Thompson Reuter(ISI)JIF, if any	Pg. No. & S.No. of Journal in the UGC approved list	Copy appended at page No.

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d. Participation in Conference in the area of Research work concerned

S. No.	Name of the conference	National/ International	Date & Venue	Title of Paper Presented	Copy of Certificate of Presentation attached Page No.

e. Details of patents filed/granted:.....

14. No. of Candidates Supervised and awarded Ph.D. degree

S. No.	Name of the student	Title of the thesis	Date of registration	Year of award of degree

15. Details of Infrastructure available for research in the Department/College:

S. No.		With the Department
1	Total Number of registered supervisors in the Department	
2	Number of computers available for research students	
3	Essential software	
4	Adequate equipment available (append list of equipment costing more than Rs. 1 lakh)*	
5	Annual budget for the consumable*	
6	Append the list of journals subscribed by the library related to the subject	
7	Uninterrupted power supply*	
8	Uninterrupted water supply*	

*Applicable for science and technology subjects only

Declaration/Undertaking

- i. The information furnished in this form is true and correct to the best of my knowledge and if found incorrect at any time I shall bear the consequences what so ever be.
- ii. If, Registered as Research Supervisor, I shall abide by the rules, directions and orders of the University faithfully, including extending full academic support to Research Scholars failing which I shall be liable to the disciplinary action against me including cancellation of registration as Research Supervisor.
- iii. I am submitting a **Mock Synopsis** for assessing my capability of guiding research.
- iv. As Research Supervisor, I shall conduct teaching and evaluation of the Course Work assigned to the Supervisors

Signature

Ritu Mathur

Signature

List of Enclosures:

1. Mock Synopsis

2.

3.

Date:

Signature of the Applicant

No.....

Date:

Forwarded to the Director Research, M.D.S. University, Ajmer for necessary action after verification of the information. It is assured that the Head of the Department/Principal of the College/Director of the Centre/Institute shall abide by the rules, directions and orders of the University regarding research and its conduction.

Signature of the Head University Department/ Principal with seal.

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APPENDIX - II
MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
PROFORMA TO BE FILLED IN BY THE SUPERVISOR REGARDING VACANCIES
AND FACILITIES AVAILABLE FOR THE ACADEMIC SESSION.....
(To be sent to the Director Research, MDS University, Ajmer)

1. Name of the Supervisor Mr./Ms.
2. Designation
3. Department.....
4. College ,if applicable.....
4. Date of Birth.....
5. Address.....
- 6 . Email-ID.....
7. Telephone Nos. Residence.....Office.....Mobile.....
8. Details of Subjects for supervising Research:
Basic Subject.....
Allied Subject(s)in the Same Faculty:.....
Allied Subject(s) in any Other Faculty:.....
Specific Field(s)of Interest/Area(s) of Research:.....
10. Registration as Research Supervisor (Letter no. and date) (Enclose Copy)
.....
11. Research Experience (Yrs).....
12. Brief Summary of Research (Activities including major research projects, research papers published, Patents filed/granted/participation in seminar/conferences/workshops etc.) Add separate sheet, if necessary.
14. State the titles of the research papers published by you in the referred peer journals in the concerned area.
15. No. of Candidates supervised and awarded Ph.D. degree
16. Number of Ph.D. Scholars presently allotted.....Registered.....Thesis submitted.....
17. Number of M.Phil. Students enrolled.....
18. **Number of students that may be allotted this year after considering necessary infrastructure and other support criteria as given below:**
.....

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S. No.		With the Supervisor	With the Department
1	Total Number of registered supervisors in the Department	NA	
2	Number of scholars allotted for Ph.D. in the continuing session		
3	Number of scholars currently registered		
4	Number of scholars whose thesis has been submitted but evaluation is pending		
5	Number of computers available for research students		
6	Essential software		
7	Adequate equipment available (append list of equipment costing more than Rs. 1 lakh)*		
8	Annual budget for the consumable*		
9	Append the list of journals subscribed by the library related to the subject		
10	Uninterrupted power supply*		
11	Uninterrupted water supply*		

Signature of the Supervisor

Forwarded with the comment that the Department/College has sufficient infrastructure to accommodate the number of Ph.D./M/Phil. Students as mentioned at point 18 above.

Head of the University Department/ Principal of College

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APPENDIX - III

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

APPLICATION FORM FOR ALLOTMENT OF RESEARCH SUPERVISOR

(Reference Ord. 124.4.8.)

1. **Name of the Applicant**

In English (Capital Letters) Mr./Ms.....

In Hindi श्री/सुश्री

2. **Gender:** Male/Female/Other **Category-**SC/ST//OBC/EWS/Other

3. **Address.....**

4. **Telephone No.:** Basic.....**Mobile.....**

5. **E-mail ID.....**

6. **Father's Name.....Mother's Name.....**

7. **Subject in which RET is qualified**

8. **Subject desired to pursue research.....**

9. **Employed/Not Employed**

(If employed, attach permission letter/NOC from the employer)

10. Indicate the **order of preference of your research interest** after going through the database of the Registered Supervisor of the University on the Website **www.mdsuajmer.ac.in :**

Pref. No.	Field of Interest	Subject	Supervisor

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11. Details of Examinations:

Examination passed	University/Board	Year	Div	Marks obtained	Percentage
Sr. Sec/Hr. Sec.					
U.G.					
P.G					
M.Phil					
RET/NET/SET/ GATE/ ANY Other					

12. Details of publication of article in the Peer reviewed Journal:

Title of Article	Name, Vol and Page number of Journal	Year	Impact Factor Thompson Reuter (ISI) Journal, if any	Author(s)	Remarks

13. Details of papers presented in National/International Conference/Seminar/Workshop:

Title of paper	Event presented	Where	Dates	Venue	Copy of certificate of presentation & abstract attached at Page No.

Declaration/Undertaking

14. I hereby declare that -

- (i) The information furnished in this form is true and correct to the best of my knowledge and if found incorrect at any time, I shall bear the consequences what so ever be.
- (ii) I shall abide by the rules and directions and orders of the University faithfully during the period of my research work.
- (iii) I have carefully read the relevant provisions of O. 124 of the University.
- (iv) I have visited the University website www.mdsuajmer.ac.in in respect of the database of registered research supervisor in the subject, their field of interest and infrastructure available at the respective research centers.
- (vi) I am not pursuing any course of study leading to the award of the degree of Postgraduation and M.Phil. etc. and will not do so till the submission of my thesis.

Date :

Signature of the applicant

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APPENDIX - IV

Norms and outlines of the syllabus for conduct of the Course Work

1. There shall be a compulsory course work of one semester with three papers as below and a candidate who has joined for a course work shall be required to complete the course work to get himself/herself registered for the Ph.D. Programme:

Course	Title	Max. Marks	Credits	Min. hours of instruction		Min. hours of self study	
				Per Week	Per Semester	Per Week	Per Semester
I	Research Methodology and Computer Applications	75	4	4	60	6	90
II	Review of Literature	75	4	6	90	6	90
III	Research Proposal: Design and Techniques	50	4	4	60	10	150
	TOTAL	200	12	14	210	22	330

- 1.1 The course work of Paper- II and III shall be conducted at the concerned College/Department/Centre as per the course outline given below:

A. Course I – Research Methodology and Computer Application

The details for this Course are at point E.

B. Course II - Review of Literature

Max Marks 100

Credits: 4

Objectives of the Course:

- Imparting information on subject specific resources and their utilisation
- Explaining the process of collection of information, its management, organization and analysis.
- Explaining the protocol(s) for the citations and references in thesis and scientific journals
- Informing about research management software applications
- Explaining academic integrity and checking

Learning Outcomes:

The learner will develop:

1. Ability to think critically
2. Ability to search and analyze information that is already available
3. Ability to write and present a review article at conferences/seminars/symposia, etc.
4. Ability to use tools to improve written material and manage information
5. Ability to determine deficiencies in the currently available knowledge

Course Outline:

This Course will consist of training on how to collect, classify, orient, present and write review of literature. It will be primarily done under the supervision of the Research Supervisor. The Supervisor concerned shall assign topic(s) to the candidate on the aspects on which the candidate might carry out his/her research work. S/he will also suggest the candidate, the standard formats to write and submit the review articles on the topic(s) given. The candidate shall present at least two seminars covering the topic(s) before the Research Advisory Committee, teachers and the students of the Department and shall improve it on the basis of the discussion and suggestions raised therewith. The candidate must present the write up of the review articles to the Research Advisory Committee and make final presentation at the end of the semester to the Research Advisory Committee, teachers and the students of the faculty where at least two Research Supervisors including the Research Supervisor of the candidate shall be present.

C Course III- Research Proposal: Design and Techniques

Max Marks 100

Credits: 4

Objectives of the Course:

- Training research scholar to define a research problem or a research question
- Explaining research design and the process to write a research proposal
- Explaining how to use literature review for developing theoretical and conceptual frameworks and determining deficiencies in the information or understanding of the subject
- Explaining how to decompose the problem, define the objectives, define the experiments and parameters, find the feasible protocols or seek collaborations for specific analyses and work out the expected outcome and deliverables
- Explaining research ethics, laboratory safety norms (if any) and subject specific ethics.

Learning Outcomes:

The learner will develop:

1. Ability to think critically
2. Ability to deconstruct a research problem/question
3. Ability to search and analyze information that is already available
4. Ability to develop and write a proposal for research
5. Ability to present research proposal to a learned audience
6. Ability to use tools to improve written material and manage information

Course outline:

The objective of this paper is to train the candidate on how to plan and write proposals of Research. The candidate will collect research papers dealing with the methodology as per the objectives set for the study in consultation with the Supervisor. Thereafter, he/she will have to standardize the techniques and/or prepare material like questionnaires that would be necessary to conduct the research work. The Research Supervisor concerned shall guide the candidates to prepare research proposals for seeking grant in the format of a funding agency. The research proposal shall finally be prepared in a form of the Synopsis on the topic on which the candidate desires to pursue his/her research. This will first be presented as seminar before the Research Advisory Committee, teachers of the faculty and the students. Thereafter the same may be improved on the basis of the discussion and suggestions raised during the

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seminars and then finally be presented again as a seminar and write up in front of the RAC, teachers and students of the Department.

to the Director-Research in the format as per the provisions of this ordinance for presentation and defense of the Synopsis.

D. Assessment of Course II & III. The two seminars and their writeups will have to be evaluated out of 40 marks (10+30) in all by the Supervisor. The written material of the Paper II and III as well as the final seminar presentations shall be evaluated by the Research Advisory Committee of the candidate. The honorarium of Rs. 2000/- per candidate must be paid to each member of the RAC for the assessment of paper II&III are consolidated amount. On the basis of evaluation and presentation of Paper-II and III, the Head/Incharge/Director of the Department/Principal of the College/Centre shall issue a certificate in the following format and submit the same to the Director-Research alongwith the synopsis prepared on the basis of the Paper III.

Certificate for Courses II & III

This is to certify that Mr./Mrs.....Son/Daughter of Mr.....has qualified/not qualified the Course Work of Course-II & III for Registration for the Ph.D. programme in the Department of.....of the.....(name of the College/University) on.....(date/month/year).

He/She has secured marks as below:

Course	Subject	Credits	Max. Marks	Qualifying Marks	Marks Obtained	Grade
II	Review of Literature	4	100	40		
III	Research Proposal: Design and Techniques	4	100	40		

Certified that the performance of Mr./Ms. Son/D/o of Mr. was satisfactory/unsatisfactory for the above stated papers. Mr./Ms. was present only for ...days and fulfilled the requirement of 75% attendance.

Signature and Name of Supervisor with date

Forwarded.

Head of the University Department/ Principal of the College

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E. Details on the conduct of centralized teaching of Course I Research methodology and Computer Applications

Objectives of the Course:

- Overviewing research methodology, highlighting technique of defining a research problem
- Explaining literature review in research, developing theoretical and conceptual frameworks.
- Explaining various research designs and their characteristics.
- Explaining sampling designs, measurement and scaling techniques and different methods of data collection.
- Explaining several parametric tests of hypotheses.
- Explaining the art of interpretation and the art of writing research reports.
- Explaining various forms of the intellectual property; information sources; research ethics, citations and references and academic integrity

Learning Outcomes:

The learner will develop:

7. Ability to think critically
8. Ability to deconstruct a research problem/question
9. Ability to search and analyze information that is already available
10. Ability to develop and write a proposal for research
11. Ability to write a research paper, research report and thesis/dissertation.
12. Ability to present research work at conferences/seminars/symposia, etc.
13. Ability to use analytical tools and
14. Ability to use tools to improve written material and manage information

Faculty wise syllabi of the Course are as below:

E.1. Course for the Faculties of Science & Education (In Science)

Max Marks 100

Credits: 4

Course outline

Research: Research: Concept, Purpose, Types, Significance, Research Approaches, Research Methods versus Methodology, Scientific Method, Research Process, Criteria of Good Research.

Defining the Research Problem: How to select and define a research problem/question. Techniques Involved in Defining a Problem

Reviewing the Literature: Using print and e resources for the review of literature. Methods to select and use information for publications to write a meaningful review.

Research Design: Meaning, Features of a Good Design, Types of Research Designs.

Ethics in research and ethical guideline of the concerned subject

Sampling Designs: Introduction, Sampling and Non-Sampling Errors, Sample Survey versus Census Survey, Types of Sampling Designs.

Measurement and Scaling: Qualitative and Quantitative Data, Classifications of Measurement Scales, Goodness of Measurement Scales, Sources of Error in Measurement, Techniques of Developing Measurement Tools, Scaling, Scale Classification Bases, Scaling Techniques, Multidimensional Scaling.

Data Collection: Introduction, Experimental and Surveys, Collection of Primary, Secondary Data, Information Sources: Primary, Secondary and Tertiary. Online Information Sources. E-Resources. UGC's Contributions for E-Resources and various INFLIBNET's projects for supporting research

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Testing of Hypotheses: Hypothesis, Basic Concepts in Testing Hypotheses, Test Statistics and Critical Region, Critical Value and Decision Rule, Parametric and Non-parametric tests.

Relevant Test: Choosing tests according to the nature of data/work and their limitations. Analysis Softwares. Basic Principles of Experimental Designs and ANOVA.

Preparation of Synopsis and Research Report Writing: Significance, precautions in Report Writing, Different Steps, Layout, Types of Reports, Presentation. Citation and References. International Standard Style Manuals: APA, etc. Research Ethics.

Intellectual Property: Intellectual Property Rights. Trademark, Copyright, Patents. UGC Consortium for Academic and Research Ethics. Academic integrity. UGC Regulations and University Ordinance. Checking and correcting plagiarism.

Information Exploration & Computer Techniques: Basics, application softwares, Using MS-Word, MS-Excel, MS-Powerpoint. techniques to search information online.

UGC-Shodh Shuddhi Project: Shodh Gangotri, Plagiarism Detection Software 'URKUND', Shodh Ganga.

Information on software for language improvement, script error detection and reference management. Other applications for geographic/geologic/climatologic information, bioinformatics, cheminformatics. Mobile phones as scientific gadget.

E.2. Course for the Faculties of Social Science, Commerce, Management & Education (Other than in Science, Humanities and Fine Arts)

Max Marks 100

Credits: 4

Course outline

Research: Research: Concept, Purpose, Types, Significance, Research Approaches, Research Methods versus Methodology, Scientific Method, Research Process, Criteria of Good Research.

Defining the Research Problem: How to select and define a research problem/question. Techniques Involved in Defining a Problem

Reviewing the Literature: Using print and e resources for the review of literature. Methods to select and use information for publications to write a meaningful review.

Research Design: Meaning, Features of a Good Design, Types of Research Designs.

Ethics in research and ethical guideline of the concerned subject

Sampling Designs: Introduction, Sampling and Non-Sampling Errors, Sample Survey versus Census Survey, Types of Sampling Designs.

Measurement and Scaling: Qualitative and Quantitative Data, Classifications of Measurement Scales, Goodness of Measurement Scales, Sources of Error in Measurement, Techniques of Developing Measurement Tools, Scaling, Scale Classification Bases, Scaling Techniques, Multidimensional Scaling.

Data Collection: Introduction, Experimental and Surveys, Collection of Primary, Secondary Data, Information Sources: Primary, Secondary and Tertiary. Online Information Sources. E-Resources. UGC's Contributions for E-Resources and various INFLIBNET's projects for supporting research.

Testing of Hypotheses: Hypothesis, Basic Concepts in Testing Hypotheses, Test Statistics and Critical Region, Critical Value and Decision Rule, Parametric and Non-parametric tests.

Relevant Test: Choosing tests according to the nature of data/work and their limitations. Analysis Softwares.

Preparation of Synopsis and Research Report Writing: Significance, precautions in Report Writing, Different Steps, Layout, Types of Reports, Presentation. Citation and References. International Standard Style Manuals: APA, etc. Research Ethics.

Intellectual Property: Intellectual Property Rights. Trademark, Copyright, Patents. UGC

Consortium for Academic and Research Ethics. Academic integrity. UGC Regulations and University Ordinance. Checking and correcting plagiarism.

Information Exploration & Computer Techniques: Basics, application softwares, Usinf MS-Word, MS-Excel, MS-Powerpoint. techniques to search information online.

UGC-Shodh Shuddhi Project: Shodh Gangotri, Plagiarism Detection Software 'URKUND', Shodh Ganga.

Information on software for language improvement, script error detection and reference management. Other applications and sources for geographic/geologic/climatologic information.

E.3. Course for the Faculties of Humanities, Fine Arts & Education (Other than in Science, Social Science, Commerce and Management)

Max Marks 100

Credits: 4

Course outline

Research: Research: Concept, Purpose, Types, Significance, Research Approaches, Research Methods versus Methodology, Scientific Method, Research Process, Criteria of Good Research.

Defining the Research Problem: How to select and define a research problem/question. Techniques Involved in Defining a Problem

Reviewing the Literature: Using print and e resources for the review of literature. Methods to select and use information for publications to write a meaningful review.

Research Design: Meaning, Features of a Good Design, Types of Research Designs. Literary, Historical, Sociological, Psychological, Cultural and Linguistic researches.

Ethics in research and ethical guideline of the concerned subject

Modern Statistical Sources: Statistics, objectivity, questionnaire, interview, schedules.

Data Collection: Introduction, Experimental and Surveys, Collection of Primary, Secondary Data, Information Sources: Primary, Secondary and Tertiary. Online Information Sources. E-Resources. UGC's Contributions for E-Resources and various INFLIBNET's projects for supporting research.

Sources of Material: Reference books, other documents related with language & literature, Dictionaries, Encyclopaedias, Manuscripts, Glossaries, Research Journals, Catalogues Databases of various documents,.

Manuscriptology: Types of Manuscripts and texts, causes of corruption in transmitted manuscripts, re-constitution of text, principles of editing, repositories/houses of manuscripts.

Preparation of Synopsis and Research Report Writing: Significance, precautions in Report Writing, Different Steps, Layout, Types of Reports, Presentation. Citation and References. International Standard Style Manuals: M.L.A., etc. Research Ethics.

Intellectual Property: Intellectual Property Rights. UGC Consortium for Academic and Research Ethics. UGC Regulations and University Ordinance.

Information Exploration & Computer Techniques: Basics, application softwares, preparing research project in MS-Word, MS-Excel techniques, Powerpoint. Information Search Techniques: basic, advanced, Boolean search.

UGC-Shodh Shuddhi Project: Shodh Gangotri, Plagiarism Detection Software 'URKUND', Shodh Ganga.

Information on software for language improvement, script error detection and reference management. Other applications and sources for information.

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F. Norms for the conduct of Centralized Course Work of Course-I

- F.1 The course work of Course-I shall be conducted centrally in the University for a period of 15 working days with continuous assessment and the entire programme must be organized by the Coordinator/Co-coordinator appointed by the Vice-chancellor for this purpose.
- F.2 The course work of Course I (appended as annexure I) will be conducted faculty-wise as per the combinations given below:
a) Science and Education (in Science)
b) Social Science, Commerce, Management, Education (in Social Science)
c) Humanities, Fine Arts
- F.3 There shall be a section of maximum 80 candidates and if possible, minimum two sections must be run simultaneously.
- F.4 The Coordinator shall chalk out day by day activities and invite suitable Resource Persons for instructions and teaching of the candidates as per the requirement of the syllabus of this paper.
- F.5 Every day, there shall be two sessions of one hour and 30 minutes each and one session of one hour for the conduct of the coursework.
- F.6 Each Resource Person may be allowed to teach a maximum of two sessions in a day and a maximum of eight sessions during the course.
- F.7 **Assessment:** The Course will be assessed internally on the basis of four internal assessments. Out of the four, the best three will be considered for the evaluation of the performance of the candidates as satisfactory. In case of unsatisfactory performance or shortage of attendance (minimum of 75% of the sessions) or absence due to valid reason, only one chance shall be allowed to the candidate to attend the next session of course work of Course I. Unsatisfactory performance or shortage of attendance (minimum of 75% of the sessions) or absence due to any reason in the given chance shall lead to the cancellation of entitlement of the candidate for Research and the allotment of the Supervisor.

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Kita Mathur

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F.8 A certificate in the following format shall be issued by the Coordinator to the candidate as well as to the Director-Research on completion of the course work of Paper-I:

Certificate of Course I

This is to Certify that Mr./Ms S/o/D/o has attended and completed the Course Work of Paper I of the Ph.D. program for which the Centralised Teaching was conducted by the Maharshi Dayanand Saraswati University Ajmer from to

Course	Subject	Credits, minimum hours of instruction per semester	Max. Marks	Qualifying Marks	Marks Obtained
I	Research Methodology and Computer Applications	4 Credits, 60 hours	75	45	

The minimum attendance requirement of 75 % was duly fulfilled by the candidate.

Date

Director Research

Course Co-ordinator

F.9 The student who does not qualify in any of the papers he/she will be allowed a second chance to clear it within next 6 months. He/she will not be required to attend the classes again for Paper I but in case of Paper II and III, he/she will have to attend the classes again. Unsatisfactory performance even after second chance will automatically cancel the admission of the candidate.

F.10 In case the performance is unsatisfactory due to attendance, no second chance shall be given to the student and his/her allotment/advisor for Ph.D. will be automatically cancelled.

F.11 Honorarium and other allowances to the Resource Persons

The Resource Persons will be paid honorarium @Rs. 1000/- per hour. The local Resource Persons shall be paid conveyance allowance. The outstation Resource Persons if traveling by Taxi or own car shall be paid as per University norms (Applicable at that time). Expenses on boarding and lodging if staying in the University Guest House shall be borne by University Department of research else D.A. as per University Rules shall be paid. Traveling of the Resource Person by train shall be allowed as per the University A& F Rules.

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F.12 Honarium to the Coordinator/Co-Coordinator and other associates/officials:

There shall be a Co-Coordinator for each section. The requirement of the associates/officials to conduct the centralized course work shall be proposed along with the rate/amount of honorarium by the Coordinator for the approval of the Vice-Chancellor. The expenditure on account of conduct of course work (honorarium, TA/DA/other allowances, working expenses, expenses on reading material etc.) shall be met out of the fee charged from the candidate for the course work and from the budget head of expenditure: Budget Head 2202-UNIVERSITY ADMINISTRATION-(169-a) Expenses on Ph.D. Course Work.

F.13 The list of the eligible candidates for the course work of Paper-I shall be provided to the Coordinator by the Director - Research alongwith their address and contact numbers. The arrangement for accommodation to the outstation men and women candidates shall be provided as per the norms of the University and availability of facility and personnel. The Coordinator shall finalize the place for the conduct of teaching of course work.

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APPENDIX - V
Format for the Synopsis of Proposed Research work
(to be supplied in Four copies)

1. Name of the Scholar (In English) Mr./Ms.....
(In Hindi) श्री/सुश्री.....
2. Title of the Research Work:
(In English).....
(In Hindi).....
3. Location
 - a. Institution/Department where the work is to be done
 - b. Geographical area of Investigation, if any.
4. Introduction Importance of Proposed Investigation, Objective.
5. Review (Work already done on the subject of proposed Research Study.)
6. Research Gaps identified in the proposed field of investigation. (Based on the review)
7. Major Hypothesis, if any
8. Research methodology.
9. List of references cited.

Signature of the Candidate with date

Outline Approved.

Name and Signature of Supervisor with date & seal

Name and Signature of Member, RAC with date

Name and Signature of Member, RAC with date

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APPENDIX – VI
महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

शोध पंजीयन हेतु आवेदन पत्र

विभागाध्यक्ष,

प्राचार्य

.....

.....

म.द.स. विश्वविद्यालय,

.....

अजमेर।

विषय:- शोध पंजीयन हेतु आवेदन।

महोदय/महोदया,

विषयान्तर्गत निवेदन हैं कि विश्वविद्यालय के परिपत्र क्रमांक एफ-15/शोध/मदसवि/..... दिनांक.....
.....में वर्णित सूचना के अनुसार मैंने निर्धारित कोर्स वर्क सफलतापूर्वक पूर्ण कर लिया है और इस
परिपत्र के बिन्दु संख्या-1 में दिये गये निर्देशों के अनुसार शोध पंजीयन हेतु यह आवेदन निम्नांकित
वांछनीयता पूरी करते हुए प्रस्तुत कर रहा हूँ/रही हूँ :-

1. मुझे आवंटित शोध पर्यवेक्षक डॉ. हैं उन्होंने यह आवेदन पत्र मय
दस्तावेज अग्रेषित कर दिया है।
2. आवेदन शुल्क राशि रु 500/- का डी.डी. नं.....दिनांक.....
(कुलसचिव, महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर के नाम)
3. अध्यादेश 124.10 में निर्धारित परिशिष्ट-ट के अनुसार थ्रुतउंज वित वनजसपदम वित्तवचमेक
त्मेमंतबी वता (4 प्रतियों) में वांछित शोध पर्यवेक्षक के प्रमाण पत्र, (परिशिष्ट- ट) के साथ
संलग्न हैं।

आपसे अनुरोध है कि कृपया इस आवेदन पत्र को संलग्न दस्तावेजों के साथ निदेशक शोध, म.
द.स. विश्वविद्यालय, अजमेर को शोध पंजीयन की कार्यवाही हेतु अग्रेषित करावें।

मुझे ज्ञात है कि शोध पंजीयन से शोधोपाधि प्राप्त होने की अवधि में मैं अन्य कोई उपाधि पाठ्यक्रम में
प्रवेश नहीं ले सकता/सकती। यदि इस विश्वविद्यालय या किसी अन्य विश्वविद्यालय से कोई डिप्लोमा
या सर्टिफिकेट (नियमित/पार्ट टाईम/दूरस्थ शिक्षा) इस अवधि में करना चाहूंगा/चाहूंगी तो वह मैं तब
ही करूंगा/करूंगी जब मुझे मेरे शोध पर्यवेक्षक यह प्रमाण पत्र द देंगे कि इस पाठ्यक्रम को करने से
शोध कार्य बाधित नहीं होगा।

संलग्न - उपर्युक्त

दिनांक.....

प्रार्थी

हस्ताक्षर.....

पूरा नाम एवं पता.....

.टेलिफोन/मोबाईल नं0.....

आवंटित सेवारत शोध पर्यवेक्षक की अग्रेषण टिप्पणी

मैं, डॉ0.....इस विश्वविद्यालय का पंजीकृत शोध पर्यवेक्षक हूँ। वर्तमान में...
.....में कार्यरत हूँ। मेरी सेवानिवृत्ति की दिनांक.....हैं।
शोध पंजीयन हेतु उक्त आवेदन पत्र मय संलग्न दस्तावेज निदेश, शोध, म.द.स. विश्वविद्यालय को
कृपया अग्रेषित कराएं।

दिनांक :

Signature

Signature . *Rita Mathur*

हस्ताक्षर.....

क्रमांक

दिनांक:

निदेशक (शोध)

म.द.स. विश्वविद्यालय, अजमेर – 305009

शोधार्थी.....का शोध पंजीयन हेतु, आवंटित शोध पर्यवेक्षक से अनुशंसित आवेदन पत्र मय संलग्न उपर्युक्त दस्तावेजों के साथ शोध पंजीयन हेतु अग्रेषित हैं।

हस्ताक्षर एवं सील, प्राचार्य/विभागाध्यक्ष

शोध अनुभाग के उपयोग हेतु

आवेदन पत्र की जांच कर ली गई है। अतः संबंधित शोध पंजीयन समिति की बैठक में निर्णयार्थ रखे जाने योग्य हैं।

हस्ताक्षर जांच कर्ता

अथवा

आवेदन पत्र की जांच की गई और निम्न कमियां पाई गई जिनकी पूर्ति करायी जानी है:-

- 1.
- 2.
- 3.

आवेदन पत्र में पाई गयी उक्त कमियां अभ्यर्थी द्वारा दिनांक.....को पूरी कर दी गयी हैं। अतः संबंधित विषय शोध समिति की बैठक में निर्णयार्थ रखे जाने योग्य हैं।

हस्ताक्षर जांच कर्ता

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Prasad
Prasad

APPENDIX – VII
Half Yearly Progress Report of the Ph.D. Work

1. Particulars about the candidate
 - (i) Name
 - (ii) Designation (if applicable)
 - (iii) Institution where employed (if applicable)
 - (iv) Period of the Report
2. Registration Letter No. and Date:
3. Title registered for Ph.D.:
4. Particulars of the Supervisor(s)
 - (i) Supervisor
 - i. Name
 - ii. Designation
 - iii. Institution where employed
 - (ii) Co-Supervisor
 - i. Name
 - ii. Designation
 - iii. Institution where employed
5. Name of the Department and Institute where research is being conducted
6. Area of work and title of proposed thesis:
7. Details of progress
 - (a) Work for the period of progress report presented before the RAC on (Date)
 - (b) Summary of the progress (~ 300 words) about the work carried out during the period shall be attached by the candidate in duplicate duly signed by the candidate and countersigned by the Supervisor and the Research Advisory Committee) that must include:
 - (i) Experiments laid down and completed
 - (ii) Parameters for which data collected and analysed
 - (iii) Gaps identified, if any
 - (iv) Manuscripts under preparation for publication/communicated/accepted for publication (attach copy as well as acceptance letter).
 - (v) Abstracts sent for the presentation in conference(s)/seminar(s) (attach copy) and papers presented (attach certificates of paper presentation) has the research fee been paid for the years in question, if so enclose photo copy of receipt?

Date.....

Signature of Candidate

8. Remarks of the Research Advisory Committee
 - (a) Performance: Satisfactory/Not Satisfactory/Unsatisfactory due to < 100 days attendance.
 - (b) Suggestions Communicated.....
Name, designation, date and signature of Supervisor
Name, designation, date and signature of Advisor
Name, designation, date and signature of Advisor

9. Final Recommendation of the Supervisor:
It is certified that the candidate has taken 100 days of guidance during these six months (.....) and has progressed enough to achieve the goals satisfactorily.

Date.....

Place:.....

Forwarded.

Signature of the Head/Incharge of the Department

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Approved
Lita Mathur

APPENDIX - VIII
FORMAT FOR PANEL OF EXPERT IN THE SUBJECT/AREA CONCERNED

Name of Expert with designation	Official Address	Residential Address	Telephone No. Landline & cell	Email ID	Area of Expertise
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1.

2.

Place.....

Date:.....

Signature of supervisor with Designation

Note: As per the ordinance at least Eight Experts are to be recommended. At least 50% of the panel should be University Professors or equivalent from India or abroad or from premier Institutes. There should not be more than two experts from one state. The experts from the state of Rajasthan should however not be within the jurisdiction of Maharshi Dayanand Saraswat University, Ajmer. The Vice chancellor may, however ask for more names of experts for the panel and in exceptional cases may add names to the panel. Authenticity of the rank of the examiners given in the panel shall be the sole responsibility of the supervisor. Supervisorship may be cancelled by the University if the expert is found wrong.

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APPENDIX – IX Norms for Curbing Plagiarism

Introduction

Plagiarism is one of the biggest issues that educational institutions and academia are facing, not only due to the fact that it is basically stealing someone else's work, but also because this practice is so widespread in higher education, be it Ph.D. scholars or the average undergraduate. Plagiarism is a stain upon the legitimacy of education in India, thus the UGC has recently drafted certain regulations to control and punish plagiarism that have been accepted by the M.D.S. University, Ajmer.

Objectives of the Guideline

The objectives of the guidelines have are :

1. Establishing an institutional mechanism for the promotion of academic integrity, responsible conduct, and prevention of plagiarism.
2. Setting up a system for detecting plagiarism and mechanism for punishing the act of plagiarism.

Plagiarism Defined

The definition of plagiarism has been defined in Section 2 (k) of UGC Act 1956, the regulation as, "...an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism."

Self-Plagiarism

The inclusion of self-plagiarism means using your own previous work without adequately citing it. This idea may appear counterintuitive to the very soul of plagiarism which is stealing someone else's work but it is important to understand that representing old work as new work is stealing from yourself. It also defeats the purpose of research papers which is, to present original work and the integrity of the work is marred. Most publishers will not allow for self-plagiarism as there is no differentiation made between your published work and other people's published work. One of the most important facet to consider is that the copyright for published works are usually held by the journal rather than the author and plagiarizing from your own work would mean the violation of such copyright.

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Prakash Mathur

Scope of the Guidelines

The guidelines are applicable only on “scripts”, the definition of which has been provided as any “...research paper, thesis, study, project report, assignment, dissertation and any other such work submitted for assessment/opinion leading to the award of degree or publication in print or electronic media by students or faculty or staff of an Institution of Higher Education;”. The guidelines exclude the examination scripts.

Method of Evaluation of Script for Plagiarism:

The University will make available ‘URKUND’ available software to the faculty members and Research Scholars by the UGC.

01. For the Purpose, person intending to use ‘URKUND’ will have to do so using his/her own I.D.
02. Using the I.D., person concerned will upload chapter-wise material on the software.
03. The software will inform the report to the Director, Research in a confidential manner.
04. If the report for a chapter is not as per the standards established by the University then the person concerned will have to first secure the file loaded earlier and then reload the file of the revised chapter after removing plagiarism.
05. Only for having reached the desired standard for each chapter of the thesis, the student will be allowed to submit the complete manuscript.

Exemptions

Certain content will be exempted from the charge of plagiarism even though they are reproductions of other works. The said exemptions are as follow:

1. Quoted work which is either in the public domain or has been attributed adequately or permission has been granted for its use.
2. All references, table of content, preface, acknowledgement, and bibliography are exempted.
3. Similar content which is minor.
4. Standard equations and symbols, laws and generic terms.

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Tolerance of Plagiarism

Tolerance of plagiarism has been divided into two part under Sections 8 and 9, they are:

1. Zero-tolerance areas: This means that plagiarism of any degree will not be tolerated. Zero tolerance is restricted to core areas. Core areas are the hypothesis, the recommendations, the abstract, the summary, the conclusion, the results and the observations.
2. Tolerance areas: Plagiarism in all areas but the core areas is tolerable to a certain extent. The University will not accept any script with more than 10% plagiarism. In case of dissertations and thesis if despite certification through URKUND (or any other software approved by the University), any complaint proved plagiarism in script, then the person concerned will be punished. Other than dissertations and thesis, if any student or faculty member publishes any script showing > 10% plagiarism, then also he/she will be punished.

Reporting of Plagiarism and Procedure to be Followed

In case plagiarism is suspected and there is proof of such, any member of the academic community may approach the relevant institution after which the institution will refer it to the Academic Misconduct Panel (AMP). The AMP will comprise Dean PG (Convener), Dean of the Faculty, An External Expert nominated by the University, Director Research and Deputy Registrar Research as Member Secretary.

After the AMP has thoroughly investigated the situation, they will make a report to the Vice Chancellor preferably within a period of 45 days. The Vice Chancellor will place the matter in the Academic Council along with his/her recommendation. The Academic Council will be the final Plagiarism Disciplinary Authority whose decision will be final and binding.

Penalties for the Act of Plagiarism

Penalties shall be awarded only when there is no doubt that the accused has committed the act and after all other avenues of appeal have been exhausted. The accused must also be given adequate opportunity to defend himself/herself. Further, the proceedings

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are to be held in camera, meaning that proceedings are to be closed to the public. The penalties given should be in proportion to the severity of plagiarism.

Penalties for Students

Penalties will be given to students according to the decision of the Plagiarism Disciplinary Authority (PDA). The punishments given to students for plagiarism for different levels of severity are given below:

1. Level 1 (10%-40%)– the student will not be given any mark or credit and revised script must be resubmitted within a stipulated time period which does not exceed 6 months.
2. Level 2 (40%-60%)– the student will not be given any mark or credit and the revised script is to be resubmitted between 1 year and 18 months.
3. Level 3 (above 60%)– the student will not be given any mark or credit and their registration for that course will be canceled.

If a student repeats such act of plagiarism then the punishment will be for the next level to the one previously committed. In cases where the highest level of plagiarisation occurs then the punishment remains the same and the registration will be canceled.

If degree or credit has already been obtained and the accused has been proven to have plagiarized content then said degree or credit will be suspended for a stipulated time period.

Penalties for Faculty, Staff or Researcher

Penalties for faculty, staff or researcher of Higher Education Institutes will also be given according to the severity of plagiarism.

1. Level 1 (10%-40%)– he/she will be asked to withdraw the manuscript submitted for publication and will not be allowed to publish any work for a minimum time period of 1 year.
2. Level 2 (40%-60%)– he/she will be asked to withdraw manuscript submitted for publication and will not be allowed to publish their work for a minimum time period of 2 years. He/she will also be denied any annual increment that they have been receiving, he/she will also not be allowed to act as a supervisor for students or scholars for 2 years.

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3. Level 3 (above 60%)– he/she will be asked to withdraw manuscript submitted for publication and will not be allowed to publish any work for a minimum time period of 3 years. He/she will also be denied any annual increment they are receiving for 2 years, he/she will not be allowed to act as a supervisor for students or scholars for a period of 3 years.

If a person repeats the same act of plagiarisation then he/she will be subject to punishment of the next level from the level which the person was previously punished for. If Level 3 plagiarism is repeated than the person committing it will be dismissed from their job.

If a person has already attained any benefit or credit before plagiarism was proved then such benefit or credit will be suspended for a time period that is to be decided by the AMP and PDA.

Head of the University

If the head of the University is accused of plagiarising then appropriate action shall be taken by the concerned authority.

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APPENDIX - X
COLOUR SCHEME FOR THESIS COVER IN DIFFERNT FACULTIES

- | | | |
|----|--|--------------|
| 1. | Faculty of Arts/Social Science
Fine Arts, Music & Dramatics | -Red |
| 2. | Faculty of Commerce | -Yellow |
| 3. | Faculty of Education/
Journalism & Mass
Communication | -Crimson |
| 4. | Faculty of Law | -Purple |
| 5. | Faculty of Management
Studies | -Light Green |
| 6. | Faculty of Sanskrit/
Vedic Studies | -White |
| 7. | Faculty of Science | -Light Blue |

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APPENDIX XI
Certificate to be given by the supervisor in the thesis

The content below needs to be printed on the letterhead of the Supervisor and attached in the thesis.

CERTIFICATE

This is to certify that thesis entitled "(title of thesis in English and in Hindi "....." by (Name of candidate) has been submitted under my guidance. He/She has completed the following requirements as per the Ph.D. regulation of the University:

- (a) Satisfactory completion of the Course work as per the university rules,
- (b) Residential requirement of the University,
- (c) Regular submission of half yearly progress report,
- (d) Pre-thesis submission presentation in front of the Research Advisory Committee, faculty as well as students of the department,
- (e) Publication/acceptance for publication of minimum one research paper in a UGC approved research journal
- (f) Presentation of two papers in any National/International Conference
- (g) fulfillment of criteria of plagiarism approved by the University.

I recommend the submission of thesis.

Date:

Signature of Supervisor with Seal

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APPENDIX -XII-A

DECLARATION TO BE SUBMITTED BY THE CANDIDATE WITH THESIS

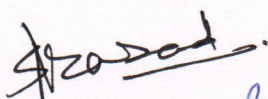
It is hereby declared that the undersigned has got his/her research paper titledpublish ed/ accepted for publication in a peer reviewed journal namely.....and appended its copy at the end of the thesis wherein the parent institute has been acknowledged for providing facilities to conduct this research work.

The journal is listed at Sr. No.in the list of journals approved by the UGC dated.....

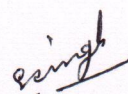
Date:

Signature of the candidate

Name & Registration No.







APPENDIX XII-B

**(Declaration to be given by the Candidate on a non-judicial stamp paper of Rs. 100/-
and verified by a Notary)**

The declaration below must also be appended in the thesis

DECLARATION

I,S/o/D/o hereby declare that the research work incorporated in the present thesis entitled "....." is my own work carried out under the guidance of my research supervisor. This work (in part or in full) has not been submitted to any University for the award of a Degree or a Diploma. I have properly acknowledged the sources and the material collected from secondary sources wherever required and there is no plagiarism. I solely own the responsibility for the originality of the entire content.

I have also completed the relevant requirement of Ordinance in force.

Date:

Signature of the candidate

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Ritu Mathur

S. D. Singh

APPENDIX XIII

Format of Cover & Title Page

.....

.....

(Title of Research work in Hindi and English)

A THESIS

submitted in accordance with the provisions of Regulation 2022 of UGC for the Award of
Ph.D. Degree of Maharshi Dayanand Saraswati University, Ajmer

in the Faculty of.....

By

.....

(Name of Candidate)

MDS University MONOGRAM

Under Supervision of

.....

(Name & Designation of Supervisor)

(Name of the University Department/College.....)

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

Year of Submission.....

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Sharma

APPENDIX – XIV-A
Format for Letter of appointment of examiner

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

No. F-15/Res.....

Date.....

To,

Dear Sir/Madam,

The Vice-Chancellor has been pleased to appoint you as an examiner to evaluate a thesis titled

".....
.....
.....

....." for the award of the degree of Ph.D. of the University. A copy of the abstract of work is sent herewith for your perusal.

I shall be grateful if you kindly convey acceptance by.....so that the thesis may be mailed to you.

Remuneration for thesis evaluation is Rs. 2000/- and if called for Viva-Voce, an additional amount of Rs. 2000/- shall be paid. An early reply, preferably through e-mail atis requested.

In case your consent is not received with in the given time, it will be presumed that you are not willing to evaluate the Thesis and the Vice Chancellor will be requested to appoint another Expert as an examiner.

Encl: As stated above.

Yours truly,

Director (Research)

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APPENDIX – XIV-B
Format for Letter of appointment of examiner

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

REGISTERED

No. F-15/Res.....

Date.....

To,

Dear Sir/Madam,

Thank you for your email/telephonic consent dated Please find enclosed a copy of the thesis for evaluation on the subject “.....
.....
.....
.....” submitted by Mr./Ms.....
for the Award of the degree of Ph.D. of the University. Form of remuneration bill is also enclosed herewith.

Confidential Report may please be sent in a sealed cover marked and addressed to the undersigned or be sent on email address: www.directorres.mdsua@gmail.com . I shall be grateful if you kindly make it convenient to send your report within a period of three months to enable us to arrive at a decision on the thesis within a reasonable time.

Encl: As stated above.

Yours faithfully,

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Director Research
Litu Nathur *S. D. D. D.*

APPENDIX - XV
MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

Proforma for evaluation of Ph.D. Thesis

(The report should be sent to the Dy. Registrar (Research) M.D.S. University, Ajmer as hard copy as well as soft copy at E-mail ID.....)

(Note: The Examiner is requested to give recommendations in the format given below and is also requested not to leave any section unfilled. Write NA wherever the information is not applicable.)

PART- A

Name of the Candidate:.....

Thesis Title

Supervisor

Name:.....

Designation:.....

Institution:.....

Co-Supervisor

Name:.....

Designation:.....

Institution:.....

Research Center:.....

Examiner

Name

Designation:.....

E-mail: Phone

Mailing Address.....

Summary of Report*

S.No.	Details	Yes	No	N.A.	Comments
1.	Outcome of the research work makes a significant contribution to the relevant field in terms of novelty, discovery and importance?				
2.	The research work is characterized by the discovery of facts				
3.	The research work has a fresh approach towards the investigation of facts.				

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Ritu Mathur

Approved

4.	Thesis evinces the candidate's capacity for critical examination and sound judgment.				
5.	It is satisfactory in view of language and presentation of the matter.				
6.	Presentation with respect to Language is acceptable				
7.	Introduction clearly reveals: Why the study was undertaken including relevance and importance What the candidate intended to do, (i.e. whether objectives picked were appropriate)				
8.	The subject has been reviewed thoroughly, is updated and to the point				
9.	Sampling Design is appropriate				
10.	Experimental design is appropriate				
11.	Methodology adopted and techniques employed are appropriate				
12.	Graphs, Charts, Figures and Tables have been incorporated properly				
13.	Study is supported by proper statistical tools and inference				
14.	The inferences drawn are justified and appropriate				
15.	The results obtained have been discussed in detail in context with the earlier work done.				
16.	Conclusive remarks summarize the findings appropriately, inform the gaps in the study, and novelty of the work and discuss the impact of the study				
17.	Bibliography conforms to the recommended/approved format				

Note: *The items not applicable in a particular study may be marked N.A. (Not Applicable).

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PART B

Final Decision

1. **Is the thesis recommended for the award of the Ph.D. Degree?YES/NO**
(In case the thesis is recommended for the award of the degree, please attach a detailed Chapter wise report covering the strengths and weaknesses of the thesis)
2. **Is the thesis recommended for revision:YES/NO**
(In case the thesis is recommended for the revision, please indicate clearly the grounds, reasons and guidelines for revision on a separate sheet giving detailed report)
3. **Is the thesis rejected:YES/NO**
(In case the thesis is rejected, please indicate clearly the grounds for rejection on a separate sheet giving detailed report)
4. **Is the thesis suitable/not suitable for publication in the present form:YES/NO**
(In case the thesis is not suitable for publication in the present form, suggestions should be given for making necessary changes on a separate sheet giving detailed report)

Place:

(Signature of the Examiner)

Date:

Name :

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Atul Mathur Sharma

APPENDIX - XVI

Schedule of Honorarium & Remuneration to be paid

1. Co-ordinator of Course work Course-I Rs. 3000-00
2. Co Coordinator of Course work Course-I Rs. 2500-00
3. Resource Persons for course work (for one and half hour) Rs. 1500-00
4. Evaluation of thesis and preparation of evaluation report per examiner. Rs. 2000-00
Note :- Foreign examiners shall paid @ 50 \$ (US Dollar) per thesis (Change in rates as applicable time to time)
5. Conduct of *viva- voce* per examiner Rs. 2000-00
6. Research related Sitting fees of experts Rs. 2000-00 per day
7. Remuneration to Supervisor for conduct of course work Course II & III Rs. 2000-00 per candidate

The local Resource Persons shall be paid conveyance allowance as per University rules for visits per day. The outstation Resource Persons if travelling by Taxi or own car shall be paid or as per the increase in rates from time to time for the journey undertaken. Expenses on boarding and lodging if staying in the University Guest House shall be borne by the University else D.A. as per University Rules shall be paid. Travelling of the Resource Person by train shall be allowed as per University Travelling rules.

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Approved.

APPENDIX - XVII
REPORT OF Ph. D. VIVA-VOCE

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

01. Name of the Candidate
02. Faculty
03. Subject
04. Title of the Thesis
05. Date of the Viva Voce
06. Name of External Examiner
07. Name of the Supervisor

EXAMINERS REPORT

.....
Internal Examiner

.....
External Examiner

single

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APPENDIX - XVIII
Format for the Degree

पंजीयन क्रमांक
Registration No.

क्रमांक
Sr.No.

महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर
MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

प्रमाणित किया जाता है

कि

को

योग्य पाये जाने पर

डॉक्टर ऑव फिलॉसफी

(

संकाय)

की उपाधि प्रदान की जाती है।

उनके शोध प्रबंधक का शीर्षक है:-

यह प्रमाण पत्र इस विश्वविद्यालय की मुद्रा तथा कुलपति के हस्ताक्षर से निर्गमित किया जाता है।

Certified that

**On being found duly qualified on
has been awarded the degree of**

Doctor of Philosophy

(Faculty of)

The Title of his/her thesis is:-

**The Testimony whereof are set the Seal of the University
and Signature of the Vice-Chancellor.**

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कुलपति
Rita Malhotra
Dasod

Certified that Mr./Ms.S/D/o (Father's Name)
and (Mother's Name) on being found duly qualified on
..... (date in words as well as numbers) has
been awarded the degree of Doctor of Philosophy in the Faculty of
..... The title of his/her thesis
wasIn testimony whereof are set the
seal of the University and signature of the Vice-Chancellor.

singh hira Nathu Arasad

Vice-Chancellor

APPENDIX – XIX

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

Provisional Degree Certificate

S. No.....

Certified that the title of the thesis:.....

submitted by..... D/S/o
(Father's Name) and (Mother's Name) for the Degree of Doctor
of Philosophy in the Faculty of
on..... (date) has been approved by the Vice-Chancellor after
successful conduct of *viva voce* of the candidate.

Ajmer

Dated.....

Deputy Registrar (Research)

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Ritu Mathur

[Signature]

APPENDIX -XX

1.	Application form fee	Rs. 500.00
2.	Course work fee (Semester Fee)	Rs. 5,000.00
3.	Registration and synopsis examination fee (This fee shall be deposited after issue of provisional registration letter)	Rs. 6,000.00
4.	Thesis submission fee	Rs. 10,000.00
5.	Extension fees after 3 Yr. upto 6th Yr.	Rs. 10,000.00 (per year) Rs. 12000.00 for 6th year
6.	Arrangement of second <i>viva-voce</i> examination	Rs. 10,000.00
7.	Resubmission of thesis	Rs. 5,000.00
8.	Tuition fee	As prescribed.

(Changes in fee schedule approved by the University from time to time are applicable)

In addition to the above fee, all candidates (Indian/Foreign) have to pay other fee as per rules of the MDS University/affiliated College or Institute affiliated to this University.

Note: In addition to the above, all foreign candidates except those who are nominated/sponsored by the Government of India under various cultural exchange scholarship schemes, are required to pay a onetime charge of rupee equivalent of Rs. 5000/- through a Bank Draft in favour of "**Registrar Maharshi Dayanand Saraswati University**" under the Head Contribution by foreign students to "**University development**" (CFSUD).

Singh

Ritu Mathur *Sharma*



APPENDIX – XXI
 (Reference Ord.124.....)
MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER
SODHGANGA COORDINATOR

Requisition for Uploading Full Text Ph.D. Thesis
 At the Web Portal 'SODHGANGA' of the
INFORMATION & LIBRARIES NETWORK CENTE (U.G.C.)
 Gandhinagar, Gujarat

Name of Supervisor :

Name of Guide :

Date of Registration :(DD/MM/YYYY)

Date of Completion :(Year only)

Date of Award :(DD/MM/YYYY)

Title :

.....

Alternative Titles* :

.....

Total Pages :Subject.....

Ensure that CD/DVD contains the Ph.D. Thesis in the PDF Files as mentioned below:

1. Title Page
2. Certificate
3. Preliminary Pages (Such as Acknowledgement, Preface, Contents, List of Tables, List of Figures)
4. Chapter 1 :
5. Chapter 2 :
6. Chapter 3 :
7. Chapter 4 :
8. Chapter 5 :
9. Chapter 6 :
10. Chapter 7 :
11. Chapter 8 :
12. Chapter 9 :

.....(Signature with Name of the Research Scholar

csingh *Prasad*
Ritu Mathur