

CHAPTER V

Minimum Standards and Procedure for Award of Ph.D Degree

1 Introduction

The Doctor of Philosophy (Ph.D) degree of the Career Point University, Hamirpur shall be conferred on a candidate who fulfils all the requirements specified in these regulations. These regulations have been prepared in consonance with University Grants Commission (UGC) regulations.

2 Eligibility Criteria for Admission to the Ph.D Programme

The following are eligible to seek admission to the Ph.D programme:

(i) Candidates who have completed:

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.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. 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 provisions of the State Government amended from time to time.

(ii) 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 provisions of the State Government amended from time to time.

(iii) Candidates of all categories (GEN/ GEN-EWS/ OBC/ SC/ ST/ PWD) who have qualified for the award of 4-year B.Tech/ BE degree with exceptionally good academic record in an eligible discipline will be considered for direct admission (without previous Master's Degree) to Ph.D Programme subject to the following conditions:

a) Candidates shall have B. Tech/ BE degree with a minimum CGPA of 7.5 on a 10.0 point scale or 75 % marks.

b) B.Tech/ BE degree holder served for two years or more in a reputed R&D Organization/ Institution and having a proven research record. Organization/ Institution rankings like NAAC grade, NIRF, QS, and others as appropriate can be used as a guideline to arrive at a suitable choice of the reputed R&D Organization/ Institution.

OR

B.Tech/ BE degree holder with a minimum of five years of experience in the industry sector.

3 Duration of the Programme

(i) 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.

(ii) In exceptional circumstances, to the satisfaction of the vice chancellor, a Ph.D candidate may be granted an extension of maximum of two (2) years over and above the maximum duration as specified above, 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.

(iii) 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.

(iv) 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.

4 Procedure for Admission

(i) Admission to Ph.D programme will be through an entrance test conducted by the University. However, students who have qualified UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil programme, are exempted from the entrance test.

(ii) Academic council of the University will decide, on an annual basis a predetermined and manageable number of Ph.D scholars to be admitted depending on the number of available research supervisors and other academic and physical facilities available, keeping in view the

norms applicable for the scholar- teacher ratio [as indicated in Clause 8 below], laboratory, library and such other facilities.

(iii) On the recommendation of the academic council, registrar will notify well in advance on the University website and publish advertisement/News at least in two newspapers, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates. Admission in Ph. D programme shall be done as per state level reservation policy.

(iv) University shall admit candidates by a two-stage process through:

An entrance test in which a candidate must obtain 50 % marks. The candidates of M.Phil degree holder/Master's with UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE and persons scored the qualifying marks (50 %) in the entrance test conducted by the University shall be eligible for interview. The syllabus of the entrance test shall consist of 50 % of research methodology and 50 % shall be subject specific. For the selection of candidates for admission in Ph.D a weightage of 70 % to the entrance test and 30 % to the performance in the interview/viva voce shall be given. The M.Phil degree holder/Master's with UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE qualified candidates shall be given marks equal to the marks of topper of the entrance test conducted by the University. In case, there is no candidate for entrance test and all are M.Phil degree holder/Master's with UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE qualified, then the final selection shall be interview based.

An interview/viva-voce to be conducted by the University, where the candidates are required to discuss their research interest/area through a presentation before research degree committee (RDC)-cum-admission committee. This committee will be constituted by the registrar and shall comprise the following:

(a) Dean/Director R&D - Chairman

(b) Dean/Associate Dean of concerned school - Member

(c) Head of concerned department - Member

(d) Registrar/ his nominee - Member Secretary

(v) The interview/viva-voce shall be held by including following aspects;

(a) the candidate possesses the competence for the proposed research;

(b) the research work can be suitably undertaken at the University;

(c) the proposed area of research can contribute to new/additional knowledge.

The University shall maintain the list of all the Ph.D registered students on its website year to year basis. The list should have the name of the registered candidate, topic of research, name of supervisor/co-supervisor and date of registration.

5 Semester Registration and Result Submission

(i) Every Ph.D student shall register himself in each continuing semester in order to maintain his studentship as well as to complete the minimum credit requirements for the award of

degree. Every student will register for suitable research credit load recommended by the research supervisor in each semester. The semester fees shall be accepted by the office of registrar on the production of the registration form/ certificate issued by the research supervisor and counter signed by the HOD.

(ii) The research supervisor will submit the result for the research credits offered by the student in every semester as satisfactory or unsatisfactory i.e. S or US grade.

(iii) Candidate/scholar has to complete his research work within three (3) years i.e. six (6) semesters. In case, he fails to submit his Ph.D thesis within the minimum duration, by paying full semester fee, the student may request for an extension of one semester at a time up to maximum duration of the Ph.D programme.

6 Allocation of Research Supervisor

The following are the eligibility criteria to be a research supervisor/co-supervisor, number of Ph.D scholars permissible per supervisor, etc.

(i) Permanent/ full time faculty members working as Professor/Associate Professor of the University with a Ph.D and at least five research publications in peer-reviewed or refereed journals and permanent/full time faculty members working as Assistant Professor of the University with a Ph.D and at least three research publications in peer-reviewed or refereed journals may be recognized as research supervisor in the University or in its affiliated Post-graduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, whereas they can only act as co-supervisors.

Provided that in areas/disciplines where there is no or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as research supervisor with reasons recorded in writing.

The accreditation of teachers for guiding Ph.D Degree research thesis is also required. Any Assistant Professor fulfilling above conditions may be accredited as a research supervisor for guiding Ph.D Degree research thesis. However, any teacher in the rank of Associate Professor or Professor having adequate experience of research evidenced through publications in reputed journals shall be stand accredited in his/ her subject/ discipline. Re-accreditation of such teachers is not required. Following procedure shall be followed for the accreditation of teachers. After ascertaining eligibility, a teacher may apply for accreditation on the prescribed format through the head of the department and dean of concerned school to the dean/director R&D. The Accreditation Committee consisting of dean/director R&D (chairperson), dean academic affairs, dean of the concerned school and head of the department will examine the case and forward its recommendations to the Academic Council for approval.

Adjunct Faculty members shall not act as research supervisors and can only act as co-supervisors.

(ii) In case of interdisciplinary/ multidisciplinary research work, on the request of student forwarded by his supervisor and recommended by HOD concerned, a co-supervisor from other departments of the same University may be permitted by the committee constituted

under Clause 6(iv) below. However, in such cases, if required, a co-supervisor from other institutions may also be permitted with the approval of the vice chancellor only. Nevertheless, if a co-supervisor permitted from other institution, the research supervisor must plan and design the student's thesis work so that a maximum of 50 % of total thesis work may be carried out at the co-supervisor's institute.

(iii) An eligible Professor, Associate Professor and Assistant Professor can guide up to eight (8), six (6) and four (4) Ph.D scholars, respectively, at any given time. If any faculty wishes to act as research co-supervisor of any Ph.D scholar of any other university/institute, he has to obtain a 'No Objection Certificate' from vice chancellor through HOD, dean concerned and director R&D. If allowed, the concerned faculty can act as co-supervisor of such research scholars on a supernumerary basis over and above the permitted number of Ph.D scholars as specified above.

(iv) The allotment of research supervisor/ co-supervisor for research scholar shall be made within two weeks or before the commencement of minor examinations of first semester of the Ph.D degree programme. The following committee will make the allotment of research scholars to the different research supervisors:

- | | |
|---|----------|
| (a) Head of the department | Chairman |
| (b) Senior most faculty of the department | Member |
| (c) Representative of the dean of concerned school | Member |

The criteria for the allotment of research scholar should ordinarily match the research interests of both research supervisor and research scholar. Preference will be given to an eligible teacher who has minimum number of research scholars with him as research supervisor followed by the vacancies with other supervisors.

(v) 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.

(vi) 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.

(vii) In case a supervisor leaves the University for any reason i.e. resign/retired, long leave more than 6 months, etc., then

(a) If the Ph.D synopsis has not been submitted by the scholar, the vice chancellor on the recommendations by HOD and dean concerned/director R&D will appoint another supervisor.

(b) If the Ph.D synopsis has been submitted and approved, the research supervisor on his willingness shall be allowed to supervise the student, if permitted by the vice chancellor. The

scholar has to submit his thesis within two years from the date research supervisor leaves, retired, resign from the University services. However, there will be one co-supervisor from the same department or other departments, in case of interdisciplinary/ multidisciplinary research work.

(viii) A person removed from the service by competent authority of the University shall not be entitled to continue as research supervisor.

7 Admission of International Students in Ph.D Programme

(i) 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 6(iii) above.

(ii) The University will follow its 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.

8 Total number of Ph.D scholars permissible per faculty member

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 prescribed in clause 6 **(iii)** and clause 7 **(i)**. However, under special circumstances, this condition may be relaxed with the permission of vice chancellor.

9 Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

(i) 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. However, in cases where the scholar is directly admitted to the Ph.D. Programme with a Bachelor’s degree (wherever applicable), the scholar should successfully complete Ph.D coursework with a minimum of 24 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 course work.

(ii) A minimum of four credits shall be assigned to the course on research methodology which could cover areas such as quantitative methods, computer applications, and review of published research in the relevant field, training, field work, etc. Further, a minimum of two credit course shall be assigned for to the course on research and publication ethics. Other courses shall be advanced level courses preparing the students for Ph.D degree. However, in cases where the scholar is directly admitted to the Ph.D. Programme with a Bachelor’s degree at least 12 credits shall be assigned to PG level courses of the concerned department/division of the university.

(iii) All courses prescribed for Ph.D course work shall be in conformity with the credit hour requirement of the University and shall specify content and instructional methods. These shall be approved by academic council on the recommendation of board of studies.

(iv) The department in which the scholar pursues research shall prescribe the course(s) based on the recommendations of the research advisory committee, as stipulated under sub-Clause 10 (i) below, of the research scholar.

(v) All candidates admitted to the Ph.D programme shall be required to complete the course work prescribed by the University during the initial one or two semesters as per any mode described below:

Mode	Duration	Odd or Even Semester	Timing
Mode I	One full semester	July to December or January to June	Monday to Friday 09:00 AM – 04:30 PM
Mode II	2 days per week (Saturday and Sunday)	July to December or January to June	Saturday and Sunday 09:00 AM – 05: 00 PM
Mode III	45 days	June & July or December & January	09:00 AM -05:00 PM (daily)
Mode IV	7 days every month (Preferably every second week)	July to December or January to June	09:00 AM – 05:00 PM (daily)

However, under special circumstances, the vice chancellor may allow the student to complete his course work even after second semester.

(vi) 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. and have been permitted to proceed to the Ph.D in integrated course, may be exempted by the concerned department from the Ph.D course work. However, “Research and Publication Ethics” course as notified by UGC vide D.O. No. F.1- 1/2018(Journal/CARE) in 2019 is compulsory to all students admitted for Ph.D programme. In such cases, rest of the credits of course work of Ph.D programme shall be devoted to research work. All other candidates admitted to the Ph.D programme shall be required to complete the Ph.D course work prescribed by the concerned department.

(vii) 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 in any semester during their Ph.D programme. The teaching/ research assistantship shall be carried out under the supervision of the research supervisor of the student. Student will be awarded Satisfactory (S)/ Unsatisfactory (US) grade by the research supervisor on completion of the teaching/ research assistantship.

(viii) A Ph.D scholar has to obtain a minimum of 55 % of marks or its equivalent grade in the University grade point system in the course work in order to continue in the programme and submit his thesis.

10 Research Advisory Committee and its Functions

(i) There shall be a four member research advisory committee (RAC), for each Ph.D scholar. The research supervisor shall propose RAC, which shall be notified by the head of the department under the intimation to dean concerned/director R&D. The RAC will consist of:

(a) Research supervisor as convener

(b) One member shall be from the department concerned, besides the research supervisor.

(c) Two members from other departments/ disciplines related to the research of student.

(ii) Research advisory committee shall have the following responsibilities:

(a) The convener (research supervisor) will be responsible for supervising & facilitating the academics of thesis research programme of student in consultation with other committee members.

(b) To review the research proposal and finalize the topic of research i.e. synopsis of thesis.

(c) To guide the Ph.D scholar in developing the study design and methodology of research and identify the course(s) that he may have to do during his Ph.D course work.

(d) To periodically review and assist in the progress of the research work of the Ph.D scholar.

(iii) A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his work for evaluation and further guidance. The RAC recommendations/ proceedings and grades of six months progress report shall be submitted by the convener of the RAC to the both dean/director, R&D and COE, with a copy to the research scholar. The grades of the progress report will be in the form of satisfactory/unsatisfactory (S/US).

(iv) In case the progress of the Ph.D scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the Ph.D scholar fails to implement these corrective measures, the RAC may recommend, with specific reasons, the cancellation of the registration of the Ph.D scholar to dean concerned/director R&D.

(v) If there is a need for modification of the title of synopsis of a thesis, the student shall submit an application to HOD through his research supervisor for approval of RAC. The RAC will communicate his decision to the concerned HOD/ research supervisor/ student under the intimation to the office of director R&D and registrar within one week of receiving the application.

11 Evaluation and Assessment Methods, Minimum Standards/Credits for Award of the Degree, etc.

(i) The overall minimum credit requirement, including credit for the course work, for the award of Ph.D degree shall not be less than 80 Credits.

(a) Student who spend 225 hours in a semester equivalent to 90 instructional days or 15 hours in a week on full time basis in concerned department of University he will be entitled for the award of Ph.D degree in regular mode.

(b) Part-time Ph.D will be allowed provided all the conditions mentioned in the existing Ph.D Regulations are met. Student who shall fulfil the requirement of completing 225 hours presence during a semester or 15 hours during every week on part-time basis in the University shall also be entitled for the award of Ph.D degree in regular mode.

(ii) Upon satisfactory completion of course work and obtaining the marks/ grade prescribed in clause 9 above, the Ph.D scholar shall be required to undertake research work and present the synopsis of thesis for the approval of RAC.

(iii) The approval process for synopsis of thesis shall be completed with the first or second registered semester.

(iv) (a) The synopsis of thesis approved by RAC, on the prescribed format (*Annexure-III for all Divisions/Departments and Annexure-VII for Department of Law*), shall be presented to the faculty of the department in a synopsis seminar by the student on a suitable date approved by head of department on the recommendation of the research supervisor. The synopsis details shall be discussed in the seminar threadbare. Suggestions, if any, shall be considered or satisfied by the student with the assistance of RAC and final synopsis shall be submitted by the student through HOD for its approval to the dean/director R&D. Suggestion made by RAC/ faculty members in the seminar may be considered by research supervisor/ student for finalization of the synopsis, if the suggestions are relevant and can enhance the significance of the study. A certificate mentioning that, “the candidate has delivered his synopsis seminar successfully on dated.....” shall be issued by research supervisor countersigned by HOD to the office of dean/director R&D.

(b) The synopsis seminar shall be held only once and all additions/deletions emerging from the discussions during the seminar shall be the responsibility of RAC especially the research supervisor and the student.

(c) The synopsis of the thesis must be approved by the dean/ director R&D within two weeks of its submission to his office. He will communicate his approval to the concerned HOD/research supervisor/student under the intimation to the office of registrar latest by the end of the first or second registered semester of the student.

(v) Before the submission of the thesis for adjudication, the Ph.D scholar must

(a) file/publish one patent and two research papers in Scopus/ WOS/ SCI/ other reputed agency indexed Journals from his Ph.D work **OR** must get granted one patent and publish one research paper in Scopus/ WOS/ SCI/ other reputed agency indexed Journals from his Ph.D work **OR** must publish three research papers (one of them

may be a review article) in Scopus/ WOS/ SCI/ other reputed agency indexed Journals from his Ph.D work

(b) make two paper presentations in national/ international level seminars/ conferences.

In both of the above cases, student shall produce evidence(s) in the form of certificates and/or reprints.

However, under special circumstances, to the satisfaction of the vice chancellor, he may give some relaxation to the Ph.D scholar in the above conditions for the submission of thesis with reasons recorded in writing.

(vi) The academic council of the University shall evolve mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the research supervisor attesting to the genuineness of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in this University, or other Institution/ University.

(vii) Detection/ Reporting/ Handling of Plagiarism: If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP). The authorities of the University can also take *suo motu* notice of an act of plagiarism and initiate proceedings under the UGC regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

(a) Departmental Academic Integrity Panel (DAIP): All Departments in the University shall notify a DAIP whose composition shall be as given below:

- Chairman - Head of the department
- Member - Senior academician from outside the department, to be nominated by the vice chancellor.
- Member - A person well versed with anti-plagiarism tools, to be nominated by the head of the department.

The tenure of the members shall be two years. The quorum for the meetings shall be 2 out of 3 members (including chairman).

- The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly as per UGC regulations.
- The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint/ initiation of the proceedings.

(b) University Academic Integrity Panel (UAIP): The University shall notify a UAIP whose composition shall be as under:

Chairman	VC/ Senior most statutory officer or an experienced academic leader nominated by the VC
Member	Dean/ Senior academician other than chairman, to be nominated by the vice chancellor of the University
Member	One member nominated by the vice chancellor from outside the University
Member	A person well versed with anti-plagiarism tools, to be nominated by the vice chancellor of the University

The chairman of DAIP and UAIP shall not be the same. The tenure of the panel members shall be three years. The panel will meet at least thrice a year or as and when need. The quorum for the meetings shall be 3 out of 4 members (including chairman).

University Academic Integrity Panel (UAIP) shall have the following responsibilities:

- The UAIP shall enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.
- The UAIP shall conduct awareness and trainings programs at the University.
- The UAIP shall consider the recommendations of DAIP.
- The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.
- The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.
- The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor of the University within a period of 25 days from the date of receipt of recommendation of DAIP/ complaint/ initiation of the proceedings.
- The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.
- The UAIP shall ensure responsible, fair and transparent academic practices like syllabus, content delivery, examination and evaluation.

- Discussion with the students and the faculty should be made by UAIP on academic honesty to maintain highest standards of academic integrity.
- Conducting sensitization seminars, workshops, conferences and faculty development programmes (FDP) on teacher practices.
- Making students aware about the academic and examination system of the University, the kind of assignments they will be given and what will be expected from them.
- Reflecting on appropriate selection of instructional methods and strategies to allow the holistic development of students and to achieve objectives of the concerned programme of study.
- Maintaining confidentiality in academic matters related to teaching-learning, mentoring and supervision processes.
- Evolving institutional policies, strategies and action plan for implementation of good teaching and research practices.
- Defining the responsibilities of faculty, staff and students to reinforce their commitment to high standards of integrity.
- Ensuring academic integrity and highest ethical standards in teaching, research, innovation and stakeholders.

(viii) Three months before the submission of thesis, the research supervisor shall submit a panel of atleast six experts in the area of specialization to the head of the department. The HOD will forward the same to the dean concerned who will further forward it to dean/director R&D for approval of vice-chancellor through the registrar.

The following are the guidelines for recommendation of examiners for thesis evaluation. The dean/director R&D should check the following criteria while forwarding the list of suggested examiners for approval of Vice-Chancellor. The suggested examiner

- Should hold a Ph.D degree (DM in case of medical professional)
- Should be serving/ superannuated as a **Professor or Associate Professor** in a reputed Institute/ University in India or working in a position equivalent to a Professor or Associate Professor in a Research Organization/ Industry. University/ Institute rankings like NAAC grade, NIRF, QS, and others as appropriate can be used as a guideline to arrive at a suitable choice of the Institute/ University
- Should be active in research with adequate experience in the same or cognate area of the thesis
- Should have publications in reputed journals or patents in the same or cognate area of the thesis
- Should not be a supervisor(s) or co-supervisor(s) of the candidate's present supervisor or co-supervisor(s)
- Should not be either a serving CPU faculty/ visiting faculty or an ex-CPU faculty/ visiting faculty who has served CPU Hamirpur in last **1 year**
- Should not be a research collaborator of the supervisor or candidate at any point in time

- Should not be a past Doctoral student of the supervisor(s) / co-supervisor(s)
- Should not be relative of candidate or supervisor(s) / co-supervisor(s)
- Should not be a person outside CPU Hamirpur with whom the candidate has been associated during the course of his or her Ph.D.

(ix) Student shall submit one spiral or soft hard bound copy of thesis in prescribed format (*Annexure-IV for all Divisions/Departments and Annexure-VIII for Department of Law*) duly signed by supervisor to Director R&D. Director R&D shall then issue necessary directions to concerned head of department to ask student to make a presentation in the department before the RAC. This presentation will be open to RAC, all faculty members and research scholars of the University. The feedback and comments given by the committee may be incorporated into the thesis.

(x) After the presentation, a student must submit three spiral or soft bound hard copies of the thesis approved by the RAC to the head of the department. The head of the department will forward two copies to the registrar for evaluation process and other copy will be retained by the head of the department for use at the time of conduct of viva-voce examination.

(xi) The Ph.D thesis submitted by a research scholar shall be evaluated by his research supervisor and at least two external examiners who are not in the employment of the University. Such examiner(s) should be academician/ scientist with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. For giving consent a maximum of 15 days be given to the appointed external examiner(s). In case, the external examiner(s) appointed give consent and thereafter sent thesis, do not submit the report within 45 days, even after sending the reminder(s), another external examiner(s) may be appointed for the purpose. 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 either in its present form or after incorporating any corrections suggested by them. The viva-voce examination, based on the comments given in the evaluation reports, shall be conducted by the research supervisor and atleast one of the two external examiners through offline/online mode. The viva-voce shall be open to RAC, all faculty members and research scholars of the University.

(xii) If one of the external examiners recommends rejection, the University shall send the thesis to another external examiner out of the approved panel of examiners 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 thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

(xiii) In case of rejection of thesis, the candidate may, however, be allowed to renew his registration to continue the Ph.D work on the same topic under the same research supervisor(s). A fresh thesis has to be submitted by the candidate within two years but not earlier than one year of renewal. The normal process of the evaluation will be followed afresh.

(xiv) If a Ph.D scholar, who has been allowed to renew registration to continue for Ph.D

degree after his thesis was rejected, fails to submit the fresh thesis within two years as specified above, his Ph.D renewal of registration will be totally terminated once for all.

(xv) The registration of a Ph.D scholar expires

(a) on completion of the allowed maximum period of registration including the extended period as per clause 4, or

(b) on the final rejection of the thesis, even after submission/re-submission of the Ph.D thesis. No second renewal of registration is permitted.

(xvi) If the student's performance in thesis viva-voce examination is 'Satisfactory', the recommendation of the examiner and research supervisor shall be forwarded by the head of the department to examination branch for declaration of result. If the performance in the viva-voce examination is declared to be 'Unsatisfactory', the student may apply with the recommendation of the research supervisor to the dean through HOD for permission to re-appear in the examination. The permission may be given, but re-examination shall be conducted by the same examiner only after the expiry of atleast one month from the date of the first viva-voce examination. The examination for the third time is not permissible and a student who fails for the second time shall stand automatically dropped from the University.

(xvii) After the successful completion of viva-voce examination, the student must submit four hard bound copies by incorporating the shortcomings pointed out by the examiners along with soft copy in pdf format in CD as per prescribed format (*Annexure IV for all Divisions/Departments and Annexure-VIII for Department of Law*), in the department. The head of the department will forward one copy along with CD to the library, one copy to each student and his supervisor. However, one copy will be retained by the head of the department for departmental record.

(xviii) The University 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. The student shall not be required to pay fee for the period between submission of thesis and conduct of viva-voce examination. For all purposes, he shall be considered an enrolled student.

12 Academic, research, administrative, and infrastructure requirements to be fulfilled by affiliated colleges for getting recognition for offering Ph.D. programmes

(i) Post-graduate colleges affiliated to this University and offering 4-year Undergraduate Programmes and/or Post-graduate Programmes, may offer Ph.D programmes, provided they satisfy the availability of eligible research supervisors, required infrastructure, and supporting administrative and research facilities as per these regulations.

(ii) Colleges and research institutions established by the central government or a State government whose degrees are awarded by this University shall offer Ph.D. programmes provided they have:

(a) At least two faculty members in a college or two Ph.D qualified scientists in the research institution.

(b) Adequate infrastructure, administrative support, research facilities and library resources as specified by the HEI.

13 Ph.D through Part-time Mode

(i) Ph.D programmes through part-time mode will be permitted, provided all the conditions stipulated in these regulations are fulfilled.

(ii) The candidate shall obtain a “No Objection Certificate” for a part-time Ph.D programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:

- (a) The candidate is permitted to pursue studies on a part-time basis.
- (b) His official duties permit him to devote sufficient time for research.
- (c) If required, he will be relieved from the duty to complete the course work.

However, in case of a government institutions, the NOC issued in their own format may be accepted by the University.

(iii) Notwithstanding anything contained in these regulations or any other law, for the time being in force, the University shall not conduct Ph.D programmes through distance and/or online mode

14 Grant of M.Phil Degree

The University shall not offer the M.Phil (Master of Philosophy) programme.

15 Issuing a Provisional Certificate

Prior to the actual award of the Ph.D degree, the University shall issue a provisional certificate to the effect that the Ph.D is being awarded in accordance with the provisions of these regulations.

16 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 UGC Regulations 2022, 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. Nothing in these Regulations shall impact the M.Phil. degree programmes commencing prior to the enactment of these Regulations.

17 Depository with INFLIBNET

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