

# **ORDINANCE**

**Doctor of Philosophy (Ph.D.)**

**Effective from  
1st July 2014**

## **INTEGRAL UNIVERSITY**

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## **1. ELIGIBILITY**

A candidate seeking admission to the Doctor of Philosophy (Ph.D.) program at Integral University (here-in after called as the University) must hold at least one of the following qualifications:-

- 1.1 First division or 60% marks (or Grade Point 6.5, where Grade Point System is followed) in MTech, MBA, MCA, MPharm, M.Arch., MD, MS, DM, MCH, M.PTh. M.Sc.(Nursing), Diplomate/Fellow of NBE or equivalent qualification in a relevant field.
- 1.2 Master's degree with a minimum of 55% marks (or Grade Point of 6.25, where Grade Point System is followed) in a relevant field in Sciences, Humanities or Education.
- 1.3 For conditions not specified in the clauses 1.1 and 1.2 above, the eligibility criteria/ guidelines prescribed and / or issued by All India Council for Technical Educational (AICTE),UGC, Medical Council of India (MCI), Dental Council of India (DCI), Nursing Council of India (NCI), Pharmacy Council of India (PCI) or any such other statutory bodies, from time to time pertaining to said disciplines/ courses may be considered as minimum requirement for registration to Ph.D. Programme of the University.

## **2. ADMISSION**

- 2.1 The total number of seats available in any academic year shall be advertised. The admission shall be made on the basis of entrance test followed by an interview which shall normally be conducted in the month of August and /or February. The candidates having qualified in the NET/ SLET/ GATE/JRF/ Teachers Fellowship of UGC/ M.Phil, shall be exempted from the written test.
- 2.2. A candidate seeking admission in the Ph.D. program must apply to the University in the prescribed application form stating therein that he/ she is applying for full-time or part time registration (as per Clause 3).

The application form should be accompanied with:

- i) Brief summary of the research interest of the candidate, and experience of prior research, if any.
- ii) No Objection Certificate (NOC) from the employer if he/ she is employed. For candidates employed in educational institutes, NOC from Registrar/Principal of the university/college will only be accepted.
- iii) Part-time candidates (External) will have to submit a certificate from the head of the organization/ institution which the candidate opts as the place of work indicating that the necessary facilities for the proposed work exist in the organization/ institution and shall be made available to the candidate. The place of work should be a reputed educational /research institution(refer Clause 4.2 ii)

### 3. REGISTRATION

3.1 Registration will be of two categories :

i) **Full-Time Candidates:**

All eligible and full-time candidates selected by the University for Ph.D. programme.

ii) **Part- Time Candidates:**

a) **Internal-** All regular Integral University employees who have been selected for Ph.D. programme.

b) **External-** Candidate who works elsewhere at nearby approachable location from Integral University, at a work-place having full infrastructure for the proposed research programme. The candidate is required to be in regular contact with his supervisor.

3.2 All candidates qualified in the Written Test as well as those exempted from written test shall be called for an Interview to be conducted by concerned RDC for final selection.

3.3 A candidate shall be registered for Ph.D. programme in the subject in which he/ she has passed his/ her qualifying examination as stated in clause 'Eligibility'. However, based on merit and requirement, interdisciplinary research may also

be carried out. In this case candidate will be given admission to Ph.D. according to his qualifying discipline and will be permitted to work in associated disciplines also. The Ph.D. degree will be awarded as per qualifying discipline of the candidate.

- 3.4 Registration of candidates who have been selected for admission to the Ph.D. program shall be made on the payment of the prescribed fee to the University. The fee has to be paid before the beginning of the semester. The program will be considered to commence from the first semester for which the fee has been paid.
- 3.5 After successful completion of the course work at the end of the initial semester, topic finalization and guide allocation will be done in the immediate forth-coming RDC. In the RDC, the candidate is required to submit a synopsis comprising proposed topic of research, brief literature review and research plan etc.  
No candidate will be allowed to appear in the RDC till he she clears the prescribed coursework.
- 3.6 Continuation of the registration of a candidate in the Ph.D. programme will depend on his/ her satisfactory progress and conduct. If a candidate is not able to perform satisfactorily in any RDC, he/ she will be allowed to appear before the subsequent RDC meeting. In case he/ she fails to appear or demonstrate significant progress in the subsequent meeting, his/ her registration is liable to be cancelled.
- 3.7 If a candidate fails to appear in two successive RDCs then his/ her registration is liable to be cancelled.
- 3.8 If a candidate is found involved in the act of plagiarism, gross indiscipline, unlawful activities and /or any such other activity, the matter shall be put up before the RDC that will conduct a proper enquiry. The RDC will forward the case to the Executive Council for further disciplinary action. The University reserves

the right to cancel the registration of any candidate in the event of his/ her poor conduct and unsatisfactory progress. No fee shall be refundable in such cases.

- 3.9 Ph.D. admissions shall be made at the beginning of each academic semester depending on the vacancies available.

#### **4. SUPERVISOR / CO-SUPERVISOR**

- 4.1 Supervisors/ Co-Supervisors of applicants for the Ph.D. programme shall be appointed by the RDC. Number of Ph.D. candidates allotted to a supervisor will also be decided by the RDC with due consideration of the supervisor's grade (i.e. Asstt. Prof., Associate Prof. and Professor).

- 4.2 i) Following faculty members with a Ph.D. degree in the subject concerned may normally be approved by RDC as a thesis supervisor.

(a) With a minimum experience of 5 years in teaching/research, out of which atleast 1 year should be after completion of Ph.D.

(b) For Ph.D. holders who have no prior teaching/research experience are required to have at least 2 years' teaching/ research experience after the completion of Ph.D.

(c) With a minimum experience of 5 years in industry alongwith relevant experience in the proposed area of research and 1 year teaching/research experience after completion of Ph.D. Such a person should not be below the rank of an Associate Professor.

(d) Faculty member of the rank of a professor.

- ii) The Principal/ Director/ Professor/Associate Professor/ Sr.Scientist of equivalent rank of premier and reputed national/state educational/research institutions with Ph.D. degree, including institutions covered by an MOU), and Assistant Professor of an institute of national importance may be approved as co-supervisor(s) by the Vice Chancellor on the recommendation of the RDC. In all such cases the supervisor will be from Integral University.

- 4.3 Based on RDC recommendations, the number of candidates registered for a Ph.D. degree under a Supervisor at any time shall not exceed eight (refer clause 4.1 also). Candidates who have submitted their thesis and waiting for final Viva voce will be considered disengaged from their Supervisor. Additionally, maximum limit of 03 numbers exists for faculty members to act as a co-supervisor.

## **5. COURSEWORK**

- (a.) All candidates admitted to Ph.D. programme shall be required to register for and pass atleast three courses (Passing marks for all courses are 50%). Out of these, two courses shall be as mentioned in Annexure I. The third course will be decided in consultation with the PhD coordinator of the concerned department. The third course should be relevant to the candidate's proposed area of research. In addition to above, regular review of published research work in the relevant field is also to be conducted by the candidate.
- (b.) The candidates are expected to pass all the three courses in the first semester. However they may be permitted one more (FINAL) attempt to pass coursework examination in the next consecutive semester, failing which the Ph.D. registration will be cancelled and the candidature terminated.

## **6. DURATION OF THE PROGRAMME**

- 6.1 The duration of the programme for a candidate shall be counted from the day of his/ her allotment of topic in RDC meeting after the successful completion of course work. (Refer clause 3.4)
- 6.2 Ordinarily, a candidate is permitted to submit his/ her thesis after the minimum duration and before the maximum duration of the programme (refer clause above). The minimum and maximum durations of the programme for a full time candidate are two and five years respectively. The corresponding period for part-time candidates will be three and six years respectively.

- 6.3 In exceptional cases, depending upon merits and recommendation of the RDC, the Vice Chancellor may extend the maximum duration as mentioned above by a further period of one year for special reasons to be recorded in writing. If the candidate is unable to submit the thesis even within the extended duration, he/ she shall cease to be a student of the University and the registration shall stand terminated automatically. Extension of duration may be provided a maximum of two times.
- 6.4 A candidate may be permitted to modify the topic of his/ her thesis with the permission of the RDC on the recommendation of the Supervisor(s) within the first three RDC's of his/her research work.
- 6.5 After successful completion of course work, full-time candidates registered for Ph.D. programme of Integral University shall be required to reside for a minimum period of two years in the University and attend the Classes/ Labs in the University. A part – time candidate in such case, has to remain in constant contact with his guide during his research period. (refer clause 6.6 for attendance)  
However, the RDC, on the recommendation of the Supervisor, may grant permission to a full-time candidate to reside outside the university for purposes of collecting research material for his/ her thesis for not more than six months, based on the merit of the case.
- 6.6 The research scholars have to remain in regular contact with their Supervisor.
- 6.7 The research candidates has to submit progress reports two months before the RDC to the to the PhD Cell. The report has to be forwarded by the concerned supervisor. The progress report has to be duly certified and signed by the concerned Supervisor.
- 6.8 Apart from the above, the candidate has to submit a progress report duly signed and certified by the supervisors in the RDC meeting.

6.9 In case the candidate does not follow 6.7 and 6.8, the same will be duly recorded in R.D.C. proceedings

**7. CHANGE OF SUPERVISOR**

In case of supervisor leaving the University on account of his/ her resignation, retirement or death or being unapproachable or when he / she is unwilling to continue to supervise the candidate’s research or in any other circumstances necessitating such a change, the Head of the Department will recommend a change of Supervisor to the RDC. In the absence of a Supervisor, a co-Supervisor will discharge all the duties of the supervisor.

**8. RESEARCH AND DEVELOPMENT COMMITTEE (RDC)**

8.1 There shall be a separate Research and Development Committee for each Department.

8.2 Each RDC shall comprise :

i)	Pro-Vice Chancellor	Chairman
ii)	Dean of the faculty concerned	Vice Chairman
iii)	HoD	Convenor
iv)	One expert of the subject from the member of the University, to be nominated by the Vice Chancellor	Members
v)	One external expert of the subject not below the rank of a Professor/Associate Professor and not belonging to the University, to be nominated by the Vice Chancellor on the recommendation of the convenor	Member
vi)	Supervisor(s)	Member
vii)	Special Invitee(s) on the approval of the Chairman, RDC	Invited Member



### **8.3 DUTIES AND POWERS OF RDC**

RDC shall perform the following functions:

- i) Examine the summary of the proposed Ph.D. work for registration of a candidate and give its recommendation for allocation of the Supervisor/ Co-Supervisor.
- ii) The Committee shall satisfy itself that the proposed topic is one on which the Ph.D. work can successfully be pursued under the guidance of the proposed Supervisor (s), and that adequate facilities and equipment for the work do exist at the proposed place of work.
- iii) The RDC will meet at least twice in each academic session. (RDC to start in the months of February and August in corresponding academic sessions)
- iv) Half of the members of the RDC shall form the quorum for a meeting. However, presence of external expert is essential in the meeting.
- iv) The minutes of the RDC should be finalized and circulated on the same day when the meeting of the RDC has been held before the departure of external expert. The convener of RDC (HoD) will coordinate it and forward the signed minutes of the meeting to Ph.D. Cell. All the necessary records will be kept in Ph.D. Cell.

### **9. SUBMISSION OF THESIS**

- 9.1 A full-time candidate will have to attend and clear at least four RDC meetings after successful completion of the course work and a part-time candidate will have to attend and clear at least six RDC meetings after successful completion of the course work before the submission of thesis. This does not include the initial RDC which is meant for approval of area of research and allotment of supervisor(s).
- 9.2 Pre Ph.D. presentation shall not be allowed unless at least one research paper, based on the work done, is published in a reputed refereed journal.

- 9.3 Depending upon merit and progress of the work done, RDC may permit the candidate for Pre-Ph.D. presentation which would be held in the subsequent RDC meeting. This permission will be duly recorded. The candidate is required to keep copies of draft Ph.D. thesis ready and exhibit the same to the RDC members during Pre-Ph.D. presentation, inviting final suggestions to be incorporated in the draft thesis. Thereafter, the modified and completed thesis will be presented to the committee of Chairman, Vice- Chairman and HoD along with the supervisors for clearance. The presence of supervisor(s) is essential in the Pre-Ph.D. presentation.
- 9.4 The thesis shall comply with all norms and standards set by the University. The thesis must be an original piece of research work, characterized by the discovery of facts or by fresh approach towards interpretation of theories. In either case, it should reflect the candidate's capability for critical examination and sound judgment. It should also be satisfactory as far as its logical and reasonable presentation is concerned.
- 9.5 Five spiral bound, duly certified and verified copies of the thesis along with five copies of summary and a soft copy of the thesis shall be submitted by the candidate to the Ph.D. cell after getting Clearance as mentioned in clause 9.3.
- 9.6 The thesis shall be accompanied with a certificate issued by the Supervisor(s) stating:
- i) That he/she has checked for plagiarism and stating that the thesis embodies the original work of the candidate and it has not been earlier submitted by him/her or any other candidate elsewhere for any degree.
  - ii) That the candidate worked under him/ her for the prescribed period.
  - iii) That the thesis fulfils the requirements of the clause 9.4
- 9.7 If after successful clearance as per clause 9.3 a candidate fails to submit the thesis within four months of the Pre-Ph.D.

presentation, then he/she has to take fresh permission from RDC to submit it which will be the final permission and in this case six months time period only will be permitted, beyond which his/her enrollment is liable to be cancelled.

## **10. EVALUATION OF THESIS**

- 10.1 The RDC will prepare a panel of six persons, duly qualified to examine the thesis. At least four of the examiners in the panel shall be from outside the State, with preferably one from outside the country. From this panel, the Vice Chancellor will appoint two external examiners. All supervisors shall be the internal examiners. One more internal examiner shall be appointed by the Vice Chancellor from the department for necessary feedback/correction and proposed modifications of the thesis, if any.
- 10.2 The thesis shall be sent to all the examiners for evaluation.
- 10.3 A maximum of three months time shall be given to the examiners for sending the evaluation report in the prescribed format failing which the Vice Chancellor may appoint an alternate examiner from the panel.
- 10.4 The examiners shall specifically report whether the thesis fulfills the requirements of the clause 10.1. Possibilities of plagiarism should also be checked by the examiners. They shall clearly recommend whether the thesis be:
  - i) Approved as it is

**OR**

  - ii) To be resubmitted after revision/ extension/ modification of work.

**OR**

  - iii) Rejected
- 10.5 The reports of all the examiners shall be placed before the Examination Committee by the Controller of Examination.
- 10.6 If one of the external examiners approves the thesis and the other external examiner recommends revision, the comments of the examiner recommending revision shall be sent to the Supervisor and the candidate for reply. These responses/

replies will be communicated to the concerned examiner and following positive reply of the examiner, the viva-voce examination shall be held. In case of a negative reply from the concerned examiner the matter shall be dealt with as per the provision of clause 10.8.

- 10.7 If one external examiner approves the thesis and the other external examiner recommends rejection of the thesis, the thesis shall be sent to the third external examiner to be appointed by the Vice Chancellor along with the reports of both the examiners. The third external examiner shall be appointed from the panel of examiners. If the third external examiner also rejects the thesis, the thesis shall be rejected.
- 10.8 If both external examiners reject the thesis, the thesis shall stand rejected.
- 10.9 If the candidate is required to revise the thesis by both the examiners, the RDC may permit the candidate to revise his/her thesis within one year maximum from the date of communication to the candidate. The candidate shall have to pay an additional examination fee as prescribed by the University from time to time for resubmission of his / her thesis.
- 10.10 The resubmitted thesis shall be examined by the examiners including the Supervisor. A copy of each of the report pertaining to examination of the thesis earlier submitted shall be sent to the examiners. The examiners shall clearly recommend whether the candidate has incorporated all the comments in the revised thesis which is to be approved or rejected.
- 10.11 In case the thesis is approved, an open viva-voce examination for the candidate shall be arranged. The Board of examiners for viva-voce shall comprise of:
- A-**One of the two external examiners who examined the thesis will be appointed as the examiner. In the case of the inability of the external examiners to attend the viva-voce of the candidate, the VC may appoint another external examiner

for Open Viva-Voce In this case the viva- voce examiner will be given suitable time for going through the thesis.

**B** -Additionally, the Chairman, Vice-Chairman, Convenor of RDC, and Internal examiners etc. will also attend the Open Viva –Voce.

**C**- Apart from the above, the open viva-voce examination may be attended by any other faculty member/student of the University.

- 10.12 The Board of Examiners shall give a final decision and a clear recommendation whether the candidate's performance is satisfactory or the candidate be asked to re-appear for a viva-voce. In case of the latter, the candidate shall be required to re-appear for a viva-voce before the same Board but not earlier than six month from the date of previous viva-voce examination. If the performance of the candidate at the second viva-voce is unsatisfactory, the thesis shall be rejected.

## **11. AWARD OF Ph.D. DEGREE**

- 11.1 After the viva voce is successfully over, the candidate shall submit three hard-bound copies of the thesis incorporating all the suggestions at Pre-Ph.D and viva voce stage alongwith certificate of the Supervisor and the soft copies of the thesis.
- 11.2 The candidate shall be eligible for the award of Provisional Certificate, provided the Examination Committee recommends and Vice Chancellor approves the same. However, the Ph.D. degree will be awarded in the Convocation after the Academic Council's and Executive Council's approval. The date of the eligibility of the candidate for the degree shall be the date of approval of Examination Committee's recommendation by the Vice Chancellor.
- 11.3 The award of Ph.D degree can be withdrawn at any time in case the thesis submitted by the candidate is found to be a duplication of an old work or an act of plagiarism and the Examination Committee and the Academic Council recommend withdrawal of Ph.D degree and the Executive Council approves it.

## **12 DEPOSITORY WITH UGC/ STATUTORY BODIES**

Following the successful completion of the evaluation process and announcements of the award of the degree of Ph.D., the University shall also submit a copy of the Ph.D. thesis to the UGC and other statutory bodies, as required, within thirty days to be accessible to all Institutions/ Universities.

Annexure-1

Topic : Coursework

<b>Paper</b>	<b>Subject</b>
I	Research Methodology
II	Quantitative Techniques and Computer Application