

**MDU ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)
w.e.f. 2023-24 Session**

1. SHORT TITLE, APPLICATION, COMMENCEMENT

- 1.1 These Regulations shall be called Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2023 of the Maharshi Dayanand University, Rohtak based on University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.
- 1.2 The ordinance shall be applicable w.e.f. Academic Session 2023-24. The award of degrees to candidates already registered and pursuing Ph.D shall be governed by the preceding ordinances.
- 1.3 The degree of Doctor of Philosophy (Ph.D.) may be awarded in any Faculty of the university.
- 1.4 Subject to the general guidance of the Academic Council, research in the University leading to the Degree of Doctor of Philosophy shall be regulated by the concerned Post Graduate Boards of Studies/ Board of Studies.

2. DEFINITIONS

- a. "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by a Higher Educational Institution;
- b. "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;
- c. "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. It is expressed up to two decimal places
- d. "Course Work" means courses of study prescribed by the School/Department/ Centre to be undertaken by a student admitted to the Ph.D Program ;
- e. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale;
- f. "Foreign Educational Institution" means—(i) an institution duly established or incorporated in its home country and offering educational programs at the undergraduate, postgraduate and higher levels in its home country and (ii) which offers program(s) of study leading to the award of a degree through conventional face-to-face mode, but excluding distance, online, ODL mode;
- g. "Guide/Research Supervisor" means an academician/researcher recognized by Higher Educational Institution to supervise the Ph.D. scholar for his/her research;
- h. "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. program;
- i. "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines;
- j. "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programs and Online Programs) Regulations 2020;
- k. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- l. "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. program;

- m. "Professional" means a person who works in a job that needs a high level of education and/or training involving significant intellectual component and training ability to provide important service to the society through their decisions"

3. ELIGIBILITY CRITERIA FOR ADMISSION TO THE PH.D. PROGRAM.

The following are eligible to seek admission to the Ph.D. program

1. Candidates who have completed:

A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's degree program 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.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program 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% of 55% marks (2.75%) i.e. from 55% to 52.25% or its equivalent grade may be allowed for those belonging to SC/BC (non-creamy layer)/Differently-Abled and Economically Weaker Section (EWS) candidates of the Haryana State only.

2. Candidates who have completed the M.Phil. program 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. program.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/BC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates of the Haryana State only.

4. PROCEDURE FOR ADMISSION

- i. The candidate shall apply in a prescribed application format (**Annexure A**) in a manner stipulated by the University from time to time for admission to Ph.D. program.
- ii. Separate application form(s) shall be filled up for each subject.
- iii. The University shall notify the number of seats to be offered by each Department/Centre/Institute for admission to Ph.D. program in accordance with the State reservation policy on annual basis as per schedule notified from time to time.
- iv. Admission to Ph.D. program shall be made in the following manner

- A. Admission of Research Fellowship/Scholarship holders and NET qualified candidates based on an interview.
- B. Through Entrance Test for seats remaining vacant after admission of research fellowship/Scholarship holders and NET qualified candidates

A. Admission of Research Fellowship/Scholarship holders and NET qualified candidates

- a. The Ph.D. seats will be first offered to the candidates (who are exempted from entrance test) in the following order of preference as per merit criteria mentioned below based on their performance in the interview.
- i. UGC-NET/UGC-CSIR NET/GATE/GPAT/CEED and similar National level tests eligible for fellowship/Scholarship
 - ii. UGC-NET/UGC-CSIR NET/ICAR-NET qualified candidates
- b. For a single seat, six candidates and for each additional seat subsequently three candidates in the order of merit will be called for interview. If the total number of candidates applied for a single seat is more than six and for two seats is more than nine and so on, then the following short-listing criteria shall be applied.

c. CRITERIA FOR SHORT LISTING RESEARCH FELLOWSHIP/SCHOLARSHIP HOLDERS AND NET QUALIFIED CANDIDATES FOR INTERVIEW

The merit list shall be prepared by the Department according to the following criteria:

- i) **10 Marks for Under Graduate Examination as per the criteria mentioned below.**

Percentage of Marks	Weightage in Marks
Below 50	0
≥ 50	For each % multiplied by the factor 0.3

- ii) **20 Marks for Post Graduate Examination as per the criteria mentioned below.**

Percentage of Marks	Weightage in Marks
Below 55	0
≥ 55	For each % multiplied by the factor 0.8

Note: The admission of the candidates against JRF/NET/GATE/GPAT will be considered in the category in which they were issued certificate by UGC/other equivalent agencies or in their own category.

d. INTERVIEW

Shortlisted candidates will be given admission to Ph.D. program based on their performance in the interview by the interview board. At the time of interview, the candidates are required to discuss their research interest/area through a presentation before a duly constituted Committee.

The interview shall also consider the 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 constitution of interview board is as follows:

- i. HOD/Director – Convener
- ii. Two outside experts nominated by the Vice Chancellor out of a panel of atleast 6 outside experts duly recommended by the concerned Departmental

Committee. However, the Vice chancellor may nominate experts outside the panel and presence of one outside expert is mandatory.

- iii. Dean (R & D) Nominee (One faculty coordinator outside the department)
- iv. Senior Most Professor of the Department by rotation (In case of non-availability, a teacher not below the rank of Professor nominated by the Vice-Chancellor)
- v. One faculty member belonging to SC/BC/Woman Category shall be co-opted as a Special Invitee by all the Departments in the Interview Committee. In case, where there is no faculty member from SC/BC/Woman Category in the department, then one faculty member belonging to SC/BC/Woman Category from other department preferably from the same faculty will be co-opted as a Special Invitee.

Note: The members mentioned in the interview board at (iii) & (v) will act as observers only. They will not be authorized to award marks.

The interview shall be of 30 Marks (10 marks for domain knowledge, 5 Marks for Research Proposal (Annexure B), 10 marks for research aptitude and 5 marks for research accomplishment). Only the candidate who secures a minimum of 50% marks in the interview is eligible for Ph.D. admission in the order of merit.

B. FOR ADMISSION AGAINST VACANT Ph.D. SEATS IF ANY

- a. The seats remaining vacant after the admission of candidates (Research Fellowship/Scholarship holders and NET qualified candidates) in a preferential order mentioned above (**Procedure A**) if any, then an entrance test will be conducted to fill up the vacant seats. The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for the entrance test will be decided by the concerned University Teaching Department through the Departmental Committee.
- b. Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same. In case of SC/ST / Differently-abled candidates of Haryana State, a relaxation of 5% of 50 i.e. 2.5% will be allowed. There will be no negative marking.
- c. For the selection of candidates based on the entrance test a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.
- d. For a single seat, six candidates and for each additional seat subsequently three candidates in the order of merit will be called for interview. The eligibility and the interview for admission to the Ph.D. program shall be as prescribed under **Clause 4A (d)** as above.

Note: If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.

5. ADMISSION COMMITTEE: -

Admission Committee will consist of Head of the Department/Director (Chairman) and two Professors, one Associate Professor and one Assistant Professor by seniority and rotation. All members must satisfy eligibility conditions to be Ph.D. supervisor. If a Department/Centre/Institute does not have Associate Professors, the Admission Committee shall include one additional Assistant Professor. In case a Department /Centre/Institute does not have requisite number of Professors/Associate Professor/Assistant Professor, the Admission Committee shall comprise minimum of four faculty members, which shall be

constituted by the Vice-Chancellor on the request of the concerned Head of the Department/Director from amongst the teachers of the concerned/relevant Faculty. One faculty member belonging to SC Category shall be included by all the Departments in the Admission Committee. In case, where there is no faculty member from SC Category in the department, then one faculty member belonging to SC Category from other department preferably from the same faculty will be co-opted as a Special Invitee.

6. ALLOCATION OF RESEARCH SUPERVISOR:

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

- 1) Permanent faculty members working as Principal/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. 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 fulfil the above requirements. 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. 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 vice chancellor. 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/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.** However, each supervisor can guide up to two research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.
- 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. The candidate should apply in a prescribed format (**Annexure F**) along with fee prescribed by the university from time to time.
- 5) Faculty members with less than two 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.

- 6) **Faculty members of the M.D. University who want to become co-supervisor for Ph.D. Program outside the university should get NOC from M.D. University, Rohtak.**
- 7) Before allotting Supervisors/Co-Supervisors from PG Colleges/Institutes, the concerned Head of the Department/Director must get a certificate from the Principal of the College concerned with an undertaking that the College has requisite research facilities and same will be provided to the research scholars.
 - (i) In case of Science and Technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar alongwith computer facilities and essential software, and uninterrupted power and water supply;
 - (ii) 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;
 - (iii) Colleges may also access the required facilities of the neighbouring institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.
 - (iv) A three-member committee consisting the following will verify the facilities available in the college/Institute and submit its report to the Dean (R&D) who shall forward the same with his/her recommendations for consideration and approval by the Vice Chancellor.
 - i. Dean (R&D) / Associate Dean (R&D) - Convener
 - ii. One Faculty member from the concerned department
 - iii. One Faculty member nominated by the Vice Chancellor not below the rank of Associate professor

In case of non-availability of Dean (R & D), he may nominate Associate Dean for the purpose.

NOTE: 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(3). Further, a minimum of 65% of seats prescribed under Clause 6(3) of the Ph.D. ordinance to be filled under a faculty member at a given point of time.

7. RESIDENCY PERIOD

The minimum residency period for Full-Time candidates in the University shall be two years from the date of registration. The attendance of the full time Ph.D. Scholar has to be certified by the concerned supervisor. The absence of full time Ph.D. Scholar shall be reported to the HOD/Director and RAC by the Supervisor.

8. COURSE WORK

- i. The credit requirement for Ph.D. course work shall be of 12 credits (1 credit equals to 25 marks) in all comprising 2 courses of 4 credits each and two courses of 2 credits each. It shall be mandatory to offer one course on Research Methodology of four credits and another on Research and Publication Ethics of two credits. **The**

Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. program.

- ii. 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 evaluation.**
 - iii. 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 program and submit his or her thesis.
 - iv. Each course shall have an internal assessment of 30 marks. It shall comprise of two written assignments (7.5 marks each) and two presentations (7.5 marks each). The concerned teacher/Head of the Department shall maintain the record for atleast six months after the declaration of results.
 - v. **The candidates awarded/passed**
 - a. M. Phil degree through regular mode from UGC approved university as per UGC norms shall be exempted from the Ph. D course work.
 - b. Pre Ph.D. course / Ph.D. course work from MDU
 - vi. Every candidate shall be examined in the courses(s) as per criteria laid down in the scheme of examination approved by the Academic Council from time to time except the candidates who are exempted from the Ph.D. course work.
 - vii. The amount of the examination fee to be paid shall be governed by the rules as applicable from time to time.
 - viii. The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:
 - (i) Bears a good moral character.
 - (ii) Has been on the rolls of Department/Institute during the concerned semester.
 - (iii) Has attendance of minimum 65%
- Note:** Relaxation in shortage of lectures up to 20% will be allowed by the Head/Director of the Department/Institute/Centre on the following grounds:
- Self-illness;
 - Illness/death of parents, brother, sister or any other close family member;
 - Any other reason beyond the control of the student to the satisfaction of the Head/Director of the Department/Institute/Centre.
- ix. A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the re-appear paper(s) in consecutive two chances in December/May on such dates notified by the University (or as decided by the University from time to time). In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 per cent marks.
 - x. The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.
 - xi. If a candidate fails to pass Ph.D. course work examination within the time stipulated in **Clause 8(ix)** above, his/her admission to Ph.D. program shall be cancelled.
 - xii. The Controller of Examinations shall publish a list of candidates who have passed the Ph.D. course work examination.

9. PROCEDURE FOR REGISTRATION

- (i) The following categories of candidates from among those admitted to Ph.D. program are eligible to apply for registration to Ph.D. in the prescribed format (**Annexure C**):

- (a) who are exempted from Ph.D. course work in terms of **Clause 8 (v)**
- (b) who have passed Ph.D. coursework in terms of **Clause 8 (iii)**

(ii) **The Departmental Committee and its Functions**

The Departmental Committee with regard to Ph.D. program will consists of all Professors, Associate Professors and Assistant Professors of the Department provided they are otherwise eligible for appointment as Ph.D. Supervisors. The supervisor(s) from affiliated College/Institutes who offered their seats for Ph.D. be invited to Departmental Committee meeting as a special invitee.

The Departmental Committee shall have the following functions:

- (i) To allocate Supervisor to a student **within a month** after admission of candidate to Ph.D. Program keeping into the consideration of research area of the student and the supervisor.
- (ii) To constitute the Research Advisory Committee (RAC) for each candidate on the recommendation of the Research supervisor within 15 days after the declaration of result of Ph.D. course work.

(iii) **Research Advisory Committee and its Functions**

A Research Advisory Committee (RAC) shall consist of the following:

- i) Concerned Supervisor (Convener).
- ii) Co-Supervisor (if any)
- ii) One Professor (Member). In case of non-availability, a Professor from related/allied discipline may be co-opted.
- iii) One Professor/Associate Professor/Assistant Professor from the faculty members of the concerned or related Department, preferably in the related research area (Member) nominated by Dean (R&D) in consultation with the concerned supervisor.

(iv) The Research Advisory Committee shall have the following functions:

- a) To review the research proposal submitted by the candidate in prescribed format (**Annexure B**) and suggest the topic of research
- b) To appoint a Co-supervisor in terms of **Clause 9 (ix)**, if need be. It shall be ratified by DRC. Co-Supervisor can also be allowed in domains of interdisciplinary and intra-disciplinary nature from the UTDs or from other institutions.
- c) To guide the research scholar to develop the study design and methodology of research.
- d) To periodically review the progress of the research work of the research scholar.
- e) Every six months, 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 in the prescribed format (**Annexure D**) along with a copy of Ph.D. scholar's progress report to the HOD/Director concerned for further processing. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- f) 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. program.

(v) Application(s) on the prescribed form (**Annexure C**) for registration to Ph.D. program along with synopsis/research proposal duly approved and signed by the Supervisor

received upto 31st October/31st March (or as decided by the University from time to time) shall be considered by the Department twice a year.

Note: The candidature for the Ph.D. Registration would be valid for one year (within two cycles of Registration) from the date of his/her eligibility for the registration.

(vi) The registration to Ph.D. Program for Applied Science (Physics, Chemistry, mathematics), Humanities (English) and Management subjects in UIET, shall be handled by the concerned University Teaching Department and the Degree shall be awarded by the concerned Faculty.

(vii)(a) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the RAC by its Convener, under intimation to the Head of the Department/Director, at least seven days before the meeting. The candidates will be invited to defend their synopsis/research proposal before the RAC.

(b) The RAC may:

Recommend the research proposal in its original form to Departmental Research Committee (DRC) for its consideration.

OR

Recommend the research proposal with amendments to Departmental Research Committee (DRC) for its consideration.

(viii) (A) Head of the Department/Director of the Institute shall place the application(s) along with the recommendations of the RAC before the Departmental Research Committee (DRC). The candidate(s) will also be invited to defend their synopsis/research proposal(s) before the DRC which shall consist of the following:

(a) Head of the Department concerned/Director of the Institute/Centre - Chairperson

(b) All Professors and Associate Professors of the concerned Department/ Institute

(c) One Assistant Professor (eligible to be appointed as Ph.D. Supervisor) from the Department/ Institute nominated by the HOD/ Director by rotation for a period of two years.

(d) Two outside experts nominated by the Vice-Chancellor for a period of two years out of the panel of six experts recommended by the Departmental Committee.

(e) Dean of the Faculty.

(f) Dean (R&D) / Associate Dean (R&D) / Concerned Research Co-ordinators

(g) Supervisor of a candidate if he/she is not a member of DRC (Special Invitee)

(B) 2/5th of the members of DRC shall form the quorum. The proceedings of the meeting of the Departmental Research Committee will be valid if at least one out of two outside experts and one member out of (e) or (f) mentioned as above attends the meeting.

(ix) The Departmental Research Committee may:

Recommend the research proposal recommended by RAC in its original form to Post Graduate Board of Studies (PGBOS)/ Board of Studies (BOS) for its consideration.

OR

Recommend the research proposal recommended by RAC with amendments to PGBOS/ BOS for its consideration.

OR

Reject the proposal and send back to RAC with reasons to be recorded. In this case, the RAC may recommend the fresh proposal by the candidate for consideration by DRC.

- (x) The recommendations of the DRC for Ph.D. registration shall be placed before the PGBOS/BOS for its consideration and recommendation. The recommendations of PGBOS/BOS shall be placed before the Academic Council for its consideration and approval.
- (xi) After the approval of Ph.D. registration, the candidate shall be duly informed about the same and he/she shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration stands cancelled. However, the Vice-Chancellor may extend this period in special circumstances with late fee as prescribed by the University from time to time.
- (xii) Normally, the date of registration of the research scholar shall be the date on which the PGBOS/BOS recommends the registration of the candidate unless otherwise approved by Academic Council.
- (xiii) The list of Ph.D. registered students will be uploaded on the University website by the Registration and Scholarship (R&S) branch of the University within one month after approval of registration by the academic council. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

Note: The whole process of holding the meetings of the Research Advisory Committee, Departmental Research Committee and the PGBOS/BOS shall normally be completed within 3 months from the last date of receipt of application for Ph.D. registration in each cycle. In case the department is not able to meet the deadline the HOD would seek extension with valid reasons for not completing the registration process within the stipulated time from the Vice Chancellor.

10. DURATION OF THE PROGRAM

- i. Ph.D. Program shall be for a minimum duration of three years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. program.
- ii. The registration to Ph.D. stands cancelled upon expiry of six years from the date of admission to Ph.D. program. However, a maximum of an additional two (2) years can be given through a process of re-registration on receipt of application (**as per the format prescribed in Annexure E**) along with the prescribed fee as decided by the University from time to time; provided, however, that the total period for completion of a Ph.D. program should not exceed eight (8) years from the date of admission in the Ph.D. program. It will be the prerogative of the Vice-Chancellor that he/she may refer the matter to a committee comprising the following for consideration of the request of the candidate for granting permission for additional two years:
 - Dean Academic Affairs
 - Dean (R&D) / Associate Dean (R&D)
 - Dean of the Faculty concerned
 - HOD/Director Concerned
 - Supervisor of the candidate

The Committee shall give its recommendations for extension of period in submission of his/her Ph.D. thesis for not more than one year with an annual fee along with late fee prescribed by the University from time to time specifying that no extension will be allowed beyond that period. The recommendations of the Committee shall be referred to the Academic Council for its approval. If the candidate still fails to submit the thesis within this permissible time, his/her registration to Ph.D. stands cancelled.

- iii. 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. program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. program.
- 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. program on receipt of application for the same by the candidate in the prescribed proforma (**Annexure F**).
- v. In exceptional cases, a research scholar may be allowed to de-register from the Ph.D. program after successful completion of minimum duration of two years (after minimum residency period) through a process of de-registration on receipt of application (**as per the format prescribed in Annexure G**) on the recommendation of the RAC and the approval of the BOS/PGBOS and Academic Council. The research scholar shall reregister within a period of two years by submitting the application in the prescribed format (**Annexure E**). The Ph.D. thesis should be submitted within such a period that the period of initial registration, de-registration and re-registration does not exceed the total duration of the Ph.D. program mentioned under **Clause 10(i)**.

11. TOPIC MODIFICATION

A candidate may, normally not later than two years after his/her registration, modify/change the topic of his/her subject on the recommendations of the P.G. Board of Studies/Board of Studies and approval of the Academic Council.

12. CHANGE OF SUPERVISOR

The change of supervisor may be allowed in the following cases:

- i) The supervisor has expired or has left the services of the University or the supervisor proceeds on leave/deputation of more than one year and the research scholar makes a request in writing to change the supervisor.

OR

- ii) By mutual consent of both the supervisor and the Research Scholar.

OR

- iii) In case of extreme hardship where it becomes almost impossible for a candidate/supervisor to continue research work, then the request for change of supervisor be submitted to HOD/Director who shall put the matter before the Departmental Committee as well as the concerned PGBOS/BOS. However, the change in such cases will be allowed after the approval of the Academic Council

The candidate should apply for the change of supervisor in the prescribed format (**Annexure I**).

13. MEDIUM

The medium of instructions and examination shall be Hindi/English/Sanskrit or as prescribed by the concerned PGBOS/BOS.

14. REQUIREMENTS DURING REGISTRATION PERIOD

- i. Every research scholar will be required to show continuous progress during the period of his/her registration which will be monitored by the Research Advisory Committee.
- ii. The research scholar shall submit half yearly progress report on the prescribed Proforma (**Annexure H**) for the period from 1st January to 30th June on or before 31st

- of July and for the period from 1st July to 31st December on or before 31st of January alongwith required annual fee.
- iii. The Research Supervisor shall place the report before the Research Advisory Committee in its meeting to be held preferably in the month of August/February. The research scholar shall also be invited to make a presentation before RAC regarding the progress of his/her work for evaluation and further guidance. The six monthly progress report, duly signed by the RAC, shall be submitted to the HOD/Director with a copy to the research scholar. The progress reports of the Research Scholar shall be placed before DRC on or before 31st March of each year by the HOD/Director who shall forward the same to the R&S Branch after the approval of DRC.
 - iv. In case the progress report/presentation of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures and will communicate the same to the student concerned. After giving proper opportunity to the scholar if the student fails to implement suggestive/corrective measures, the RAC will send the recommendations to the P.G. Board of Studies/Board of Studies for cancellation of the registration. The recommendations of the PGBOS/BOS will be forwarded to R & S branch through concerned Dean of the Faculty.
 - v. Ph.D. student shall publish minimum two research papers (at least one should be published and other may be in press/accepted) from his/her research work of which atleast one should be in Scopus/Web of Science indexed/UGC CARE listed journals. The research scholar shall invariably, be first author and supervisor/co-supervisor/research guide shall be the corresponding author in atleast two research papers. In addition, a research scholar will make two paper presentations in conferences/seminars before the submission of the thesis. The proof of publications and paper presentation must be appended with the thesis.
 - vi. Ph.D. scholars shall be required to attend at least one workshop of one-week duration on research methodology/academic writing/ data or statistical analysis and research related issues within two years from the date of the admission to Ph.D. program. Participation certificate will have to be submitted as proof of having attended it.
 - vii. Prior to the submission of the thesis, the scholar should request the HOD/Director for pre-submission seminar with the permission for the same granted by RAC in the prescribed proforma (**Annexure J**). The HOD/Director shall arrange the pre-submission seminar before the Departmental Committee which shall also be open to faculty members and research scholars of the concerned Department/Centre/Institute. The feedback and comments obtained from them may be suitably incorporated into the thesis.
 - viii. No research scholar shall join any other course of study or appear in any other examination conducted by any University leading to the award of Degree during the period of his/her study, otherwise his/her registration for Ph.D. will be cancelled by the Vice-Chancellor on the recommendations of the P.G. Board of Studies/Board of Studies. The action of the Vice-Chancellor in such cases will be placed before the Academic Council for information.
 - ix. A research Scholar on the recommendation of supervisor duly forwarded by the HOD and approval of Dean R&D can join online/evening/week end course in a Foreign Language or any knowledge/skill enhancement/ value-added Diploma/Certificate course along with Ph.D. program.

15. CANCELLATION OF REGISTRATION

The Vice-Chancellor, on the recommendations of the P.G. Board of Studies/Board of Studies, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory or found in violation of the provisions of Ph.D. ordinance by the Post Graduate Board of Studies/Board of Studies.

16. APPOINTMENT OF EXAMINERS

- i. After giving pre-submission seminar, the research scholar may make a request for the appointment of examiners along with an abstract of the thesis duly certified by the Supervisor that his/her research work is complete and ready for submission. The P.G Board of Studies/Board of Studies shall recommend a panel of eight external examiners in the prescribed format (**Annexure K**) who shall not be below the rank of Professor to evaluate the thesis. The chairperson will certify that no external examiner in the panel is below the rank of Professor. Ph.D. pre-submission seminar can be held during vacations/ summer, winter breaks on all days except gazetted holidays and Sundays. Wherever possible, one of the external examiners should be chosen from outside state/India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online after the approval of Vice Chancellor. The viva-voce shall be open to the members of the Research Advisory Committee / faculty members / research scholars.
- ii. However, the Board of Studies while recommending the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis. The Board of Studies may ensure that atleast 50% of the examiners in the panel are from places outside the state.
- iii. Efforts should be made to recommend examiners of national and international repute belonging to the leading Institutes/ Universities in the country. It shall be up to the P.G Board of Studies/Boards of Studies concerned to recommend the examiners from outside the Country.
- iv. Panel of the examiners approved by the PGBOS/BOS will be valid for six months. However, the Chairperson may, for satisfactory reasons, extend the period of the panel by a maximum of another six months.

17. GUIDELINES FOR SUBMISSION OF THESIS

- i. The candidate shall submit his/her thesis within six months of pre-submission seminar alongwith the duly filled proforma (**Annexure L**). The thesis shall be an original piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts or theories. In either case, it should evince the candidate's capacity for critical acumen and judgment.
- ii. The research scholar shall submit three printed/typed copies of the thesis, along with two soft copies of thesis in pdf file on separate CDs. Two copies of thesis meant for evaluation and three copies of summary of thesis should be bound in paper-back form and one copy should be in hard binding, which will be sent to the library. A candidate shall also submit six copies of the summary of the thesis.
- iii. The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size '12' in 'Times New Roman' format.
- iv. The thesis should be typed in 1½ space. But the bibliography/references should be typed in single space.

- e. Small similarity less than 1% (to account for generic terms, name of supervisor, institution, department etc.).
- iii. The admissible level of similarity is 10%.
- iv. Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check.
- v. The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines as applicable from time to time and adopted by the University. This certificate is mandatory for submission of thesis and has to be included in the thesis.

19. FEE FOR Ph.D. PROGRAM

The fee for Ph.D. Program shall be applicable as prescribed by the University from time to time.

20. CHECKLIST OF DOCUMENTS

Checklist of documents to be included in the Ph.D. thesis, namely:

- i. Declaration and IPR certificate, as specified in **Clause 17 (vii)**
- ii. Research publications, as specified in **Clause 14 (v)**
- iii. Research paper presentation certificate in an International/National Conference/ Seminar, as specified in **Clause 15 (v)**
- iv. Workshop Participation Certificate, as specified in **Clause 14 (vi)**
- v. Plagiarism Verification Certificate, as specified in **Clause 18 (v)** etc.
- vi. Plagiarism Self Exclusion Certificate, as specified in **Clause 18 (iv)**, if need be.
- vii. Declaration regarding compliance of all provisions of Ph.D. ordinance (**Annexure N**).

21. EVALUATION OF THESIS

- i. The thesis shall be evaluated by two external examiners appointed by the Vice-Chancellor out of the panel of external examiners already approved by PG BOS/BOS. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within one month.
- ii. Each examiner shall give detailed report on the thesis in the prescribed proforma (**Annexure O**) and make a clear-cut recommendation whether:
The thesis be accepted.

OR

The research scholar be asked to resubmit the thesis with improvements/revisions.

OR

The thesis be rejected

In case the examiner(s) recommend the revisions/improvements of the thesis then he/she may make suggestions for such improvements/revisions as deemed fit. The research scholar shall be required to submit the revised thesis within one year of communication to him/her. After revision, the thesis shall be sent to the same examiner(s) for evaluation, unless he/she expresses his/her inability.

- iii. If one external examiner recommends award of Ph.D. degree and the other recommends rejection, then the thesis shall be sent to the third external examiner for taking a final decision. In any case, there should be two positive recommendations

- from the external examiners for the award of Ph.D. degree.
- iv. The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form as spelt out by them.
- v. The examiners shall send a set of questions along with the report that they would like the research scholar to answer in the viva-voce examination.
- vi. A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

22. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

- i. The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of the thesis. In the event of non-availability of Supervisor with cogent reasons, in conducting viva-voce, the concerned Head of the Department shall act as supervisor. Board of examiners shall submit the recommendation of Viva-Voce examination in the prescribed format (**Annexure P**).
In case, both the external examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another external examiner out of the panel to conduct the viva-voce. The viva-voce shall, unless ordered otherwise by the Vice-Chancellor, be held at Rohtak in the Department concerned. The date, time and the subject of the thesis shall be notified by the Head of the Department among the teachers and the research scholars of the concerned Faculty, who may be permitted to be present at the time of the viva-voce, but they shall have no right to put any question to the examinee. In special circumstances with the permission of Vice-Chancellor, the viva-voce examination can be conducted through online mode, if the scholar and/or the external examiner are unable to attend the viva-voce.
- ii. The COE shall place the reports of the examiners on the thesis as well as on the viva-voce along with RDC proforma (**Annexure Q**) within one month of the viva-voce for consideration for award of Ph.D. before Research Degree Committee (RDC) consisting of the Vice-Chancellor (Chairman), Dean Academic Affairs, Dean (R&D) / Associate Dean (R&D), Dean of the Faculty, Head/Director of concerned UTD/Centre/Institute and the Controller of Examinations who shall act as member secretary of RDC. In the absence of the Vice-Chancellor, the Dean Academic Affairs shall Chair the meeting. Either of the Vice-Chancellor or the Dean Academic Affairs should be there to form the quorum. At least four out of five members will form the quorum of the meeting. If the RDC desires, the Supervisor and the Research Scholar may be asked to appear before the Committee to defend the research work. The Controller of Examinations shall issue the notification of the award of Ph.D. Degree after the recommendation for award of Ph.D. degree by RDC.
- iii. If the Dean of the Faculty or Head of the Department somehow is not able to participate in the meeting, the Vice-Chancellor will co-opt any other senior member of the Faculty, in their place.
- iv. Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy (pdf file) of Ph.D. thesis to UGC within a period of thirty days for hosting the same on INFLIBNET which shall be accessible to all Institutions/ Universities.
- v. Along with the Degree, the University shall issue a certificate certifying that the degree has been awarded in accordance with the provisions of the Ph.D. regulations of the UGC.

23. PUBLICATION OF THESIS

The permission for publication of the thesis, if applied for by the concerned research scholar may be given by the Vice-Chancellor if the examiners have recommended that the thesis is suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration and recommendations:

- (a) Dean of the Faculty - Chairperson
- (b) Head of the concerned department - Member
- (c) Supervisor of the Research Scholar - Member

In case the Dean of Faculty/Head of the Department is the Supervisor, the Vice-Chancellor would nominate some other expert on the committee. The recommendations of the committee shall be referred to the Vice-Chancellor for consideration and approval.

24. Ph.D. THROUGH PART-TIME MODE

Part time Ph.D. program is a research degree program for full time working professionals with minimum of 2 years' experience after their post-graduation with research temperament and keen to pursue their study for doctoral degree. The mode of admission of part time candidate shall be in the following manner

- a. The working professionals who have qualified UGC-NET/UGC-CSIR NET and not availing any type of fellowship/scholarship may also take admission by the procedure mentioned at **Clause 4(A)**
- b. Through entrance test for remaining seats by the procedure mentioned at **Clause 4(B)**

The following conditions apply with regard to Part time Ph.D. seats:

- a) Applicants are required to appear in the entrance examination except the candidates who are exempted from entrance test under **Clause 4 (A)** of this Ordinance.
- b) The candidate for a part-time Ph.D. program should submit a "No Objection Certificate" (**as prescribed in Annexure R**) 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.
- c) There is no residency period for Part-Time Ph.D. scholars, but they need to attend Ph.D. course work classes and shall maintain a attendance of atleast 15 days per semester after registration which may include weekend days.
- d) In case of part time Ph.D. candidates whose Ph.D. work involving laboratory work (Especially in science subjects) Science disciplines, the RAC should ensure that adequate laboratory facilities are available for the Ph.D. work of the candidate.
- e) Candidates admitted under Part-time Ph.D. program may pursue the course work in regular mode or through **UGC recognized online courses as part of the credit requirements for the Ph.D. program** as prescribed by the Research Advisory Committee.

Duration:

Ph.D. Program shall be for a minimum duration of 4 (Four) years for part time scholars including coursework and a maximum of 6 (Six) years.

25. ORDINANCE FOR SUPERNUMERARY SEATS

A. FOR FOREIGN STUDENTS

One supernumerary Ph.D. seat shall be offered by each faculty member in each Department/Centre/Institute to foreign students. The foreign students should apply for Ph.D. Program under Supernumerary Category in the prescribed form (**Annexure A1**) The merit for foreign students will be prepared on the basis of marks obtained by the candidate in relevant Post Graduate Program and evaluation of research proposal submitted by them. The foreign students shall be required to complete the Ph.D. Program in regular mode.

Note: Candidate who holds a passport/citizenship of a country other than India or who has an OCI (Overseas Citizen of India)/PIO (Person of Indian Origin) Card will be considered as Foreign National.

B. FOR AN OUTSTANDING PROFESSIONAL

A supernumerary Ph.D. seat may be considered/ created in any Department/Centre/Institute for an outstanding professional who has contributed significantly in respective knowledge domain for more than 15 years and who is otherwise eligible for admission to Ph.D. program. The recommendation of creation of such supernumerary seat in any Department/Centre/Institute on the basis of outstanding contribution will be recommended by a committee consisting the following:

- a. Dean Academic Affairs – Chairman
- b. Dean (R & D)
- c. Dean of Concerned Faculty
- d. Two outside eminent experts in the relevant field nominated by the Vice Chancellor.

The committee shall submit its recommendation to the Vice Chancellor for consideration and approval.

The following conditions apply for an outstanding professional

- a) Candidate may pursue Ph.D. program either in regular mode or part time mode.
- b) Candidate admitted under outstanding professional category may pursue the course work in regular mode or through **UGC recognized online courses as part of the credit requirements for the Ph.D. program** as prescribed by the Research Advisory Committee.
- c) There is no residency period for an outstanding professional.

Note:

1. Number of seats under supernumerary category offered by a faculty shall not exceed more than two over and above the seats sanctioned under **Clause 6(3)** of the ordinance at a given point of time.
2. The all-other provisions of supernumerary and part-time Ph.D. programs are at par with the Ordinance of full time Ph.D. Program.

26. FEE STRUCTURE

The details of fee for various processes under Ph.D. Program shall be as per the detail provided in the prospectus for Ph.D. admission. The fee structure is subject to change from time to time by the university.

27. POWER TO REMOVE DIFFICULTIES:

If any difficulty arises in giving effect to the provisions of this Ordinance, the Vice Chancellor may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to ratification of such order by the Statutory bodies of the University.

ANNEXURE A

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR ADMISSION TO Ph.D. PROGRAM
(Full Time / Part Time)

Recent passport size
 photograph with
 signature of the
 candidate across the
 photograph

1	Name of candidate			
2	Father's Name			
3	Permanent Address			
4	Mobile No.			
5.	Email id			
6.	Date of Birth (as given in Matriculation Certificate)			
7	Nationality			
8	Parivar Pehchan Patra (PPP) ID if available			
9	Category of student (tick the appropriate column – Reservation of other than AIC is applicable only to the candidates of Haryana)	AIC		
		AIC - EWS		
		HOGC		
		HOGC - EWS		
		BC-A		
		BC-B		
		SC		
		DSC		
	DA/PwD/PH/ESM/DFP			
10	Registration No.(In case of ex-student of MDU)			
11	Name of the Department in which Ph.D. admission is sought			
12	Category under which Ph.D. admission (Tick the appropriate one) is sought	a	UGC-NET/UGC-CSIR NET/GATE/ GPAT/ CEED and similar National level tests eligible for fellowship/ Scholarship	
		b	UGC-NET/UGC-CSIR NET qualified candidates	
		c	Supernumerary (Foreign students)	
		d	Entrance test	
		e	Mode of Ph.D.	Full time

13. Details of previous examination passed (Please enclosed copy of Marks card)

Examination passed	Year	Name of University/Board	Marks obtained	Maximum Marks	Percentage
10th					
12th					
Graduation					
Post-Graduation					
UGC-NET/UGC-CSIR NET/GATE/GPAT/CEED and similar National level test (please specify)					

14. Details of Research Publications:

Title of paper	Details of authors	Year of Publication, Volume No. and Page No.	Journal impact factor, if any (only Thomson Reuters)	Indexing (Scopus/ Web of Science/ UGC CARE List)

15. Details of Employment, if applicable (Enclose NOC from employer as prescribed in Annexure R)

Name of Employer :

Designation :

Working in the organization since -----

16. Details of Migration Certificate, if applicable:

Name of the University :

Program Completed :

DECLARATION BY THE CANDIDATE

- I declare that I have read the rules, the relevant PhD Ordinance and undertake to abide by them.
- I declare that I am not approaching any other University nor I have simultaneously registered for any other certificate, diploma or degree at any other University nor I am appearing at any examination of this University or any other University.
- I hereby declare that the entries furnished in the form and enclosures are true to the best of my knowledge and belief. In case any entry in this form is found to be false, I will have no objection if the University disqualifies me from the program and/or debars me from seeking admission in any program of the University even at a later stage.
- I hereby declare that I shall abide by the rules and regulations of the University issued from time to time

(Signature of candidate)**Check List of enclosures:**

Details	Please specify Yes/No, If yes upload the corresponding document
10 th Mark Card	
12 th Mark Card	
Graduation Mark Card	
Post Graduation Marks Card	
Proof of qualifying UGC-NET/UGC-CSIR NET/GATE/GPAT/CEED and similar National level test	
Proof of publications	
Proof of Reserve Category, if applicable	
NOC from employer, if applicable	
Migration Certificate, if applicable	

ANNEXURE A1

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR ADMISSION TO Ph.D. PROGRAM UNDER
SUPERNUMERARY CATEGORY FOR FOREIGN STUDENTS

Recent passport size
 photograph with
 signature of the
 candidate across the
 photograph

1	Name of Candidate	
2	Father's Name	
3	Permanent Address	
4	Mobile No.	
5.	Email id	
6.	Date of Birth (as given in Matriculation Certificate)	
7	Nationality	
8	Passport No.	
9	Registration No.(In case of ex-student of MDU)	
10	Copy of Research Proposal	Enclose the research proposal as per prescribed in Annexure 'B'
11	Name of the Department in which Ph.D. admission is sought	

12. Details of previous examination passed (Please enclosed copy of Marks card)

Examination passed	Year	Name of University/Board	Marks obtained	Maximum Marks	Percentage
Graduation					
Post-Graduation					

13. Details of Research Publications:

Title of paper	Details of authors	Year of Publication, Volume No. and Page No.	Journal impact factor, if any (only Thomson Reuters)	Indexing (Scopus/ Web of Science/ UGC CARE List)

14. Details of Equivalency Certificate, if applicable:

DECLARATION BY THE CANDIDATE

1. I declare that I have read the rules, the relevant PhD Ordinance and undertake to abide by them.
2. I declare that I am not approaching any other University nor I have simultaneously registered for any other certificate, diploma or degree at any other University nor I am appearing at any examination of this University or any other University.
3. I hereby declare that the entries furnished in the form and enclosures are true to the best of my knowledge and belief. In case any entry in this form is found to be false, I will have no objection if the University disqualifies me from the program and/or debars me from seeking admission in any program of the University even at a later stage.
4. I hereby declare that I shall abide by the rules and regulations of the University issued from time to time

(Signature of candidate)**Check List of enclosures:**

Details	Please specify Yes/No, If yes upload the corresponding document
Graduation Mark Card	
Post Graduation Marks Card	
Proof of publications	
Equivalency Certificate, if applicable	
Copy of Passport	

Annexure B

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
FORMAT FOR SUBMISSION OF RESEARCH PROPOSAL

1. Title Page (one page):

Name of Student	
Name of the Department/Centre/Institute/Affiliated College	
Name of the Faculty	
Name of the Supervisor and with his/her Designation and Affiliation	
Name of the Co-Supervisor and with his/her Designation and Affiliation	
Proposed Title of the Thesis	

2. Introduction (one page)

(Aims and Objectives of the Research in about 300 words)

3. Review of the Previous Work (national and international) (3-4 pages)

(Critical review of the related work issue wise; not a chronological abstraction. Should organize the literature reviewed in a matrix form for example, with issues as columns and references as rows; or otherwise. Should highlight the updates at every progress review)

4. Identification of Research Gap and Problem (one page)

(Should be linked with the Literature Review with emphasis on importance of the proposed work)

5. Expected Impact on Academics/ Industry (one page)**6. Methodology of the Research Work (one-two pages)****7. Major Inputs (infrastructure) Required (one page)****8. List of up- to-date References (in APA style)**

(Name & Signature of the Candidate)

(Name and Signature of Supervisor and
Cosupervisor (if any))

Annexure C

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR REGISTRATION TO Ph.D. PROGRAM

Recent passport
size photograph
with signature of the
candidate across the
photograph

1	Name of candidate			
2	Father's Name			
3	Permanent Address			
4	Mobile No.			
5	Email id			
6	Name of the Department/Centre/Institute			
7	Name of the Faculty			
8	Registration No. (In case of ex-student of MDU)			
9	Proof of completion of Ph.D. course work	Enclose copy of Ph.D. course work marks card		
9	Topic of Proposed Research Work (Enclose the copy of Synopsis as per Annexure B)			
10	Category under which Ph.D. admission has been taken (Tick the appropriate one)	a	UGC-NET/UGC-CSIR NET/GATE/ GPAT/ CEED and similar National level tests eligible for fellowship/ Scholarship	
		b	UGC-NET/UGC-CSIR NET qualified candidates	
		c	Supernumerary (Foreign students)	
		d	Entrance test	Full time
11	Details of Fee Paid	Rs. vide receipt no. (Enclose original fee receipt/Online receipt if fee paid vide online)		
12	Name of the supervisor along with Designation and Affiliation			
13	Name of the co-supervisor, if any along with Designation and Affiliation			

14. Details of the academic/research qualification/experience of the proposed supervisor/Cosupervisor (details of experience at U.G. and P.G. level to be given separately, Enclose a copy of brief biodata of supervisor and Cosupervisor if any).

	Designation	Name of institution	Experience at PG Level	
Academic qualification				
Teaching experience PG Level				
Teaching experience UG Level				
Post-Doctoral Research Experience				

DECLARATION BY THE CANDIDATE

1. I declare that I have read the rules, the relevant PhD Ordinance and undertake to abide by them.
2. I declare that I am not approaching any other University nor I have simultaneously registered for any other certificate, diploma or degree at any other University nor I am appearing at any examination of this University or any other University.
3. I hereby declare that the entries furnished in the form and enclosures are true to the best of my knowledge and belief. In case any entry in this form is found to be false, I will have no objection if the University disqualifies me from the program and/or debars me from seeking admission in any program of the University even at a later stage.
4. I hereby declare that I shall abide by the rules and regulations of the University issued from time to time

(Signature of candidate)

CERTIFICATE OF CONSENT BY SUPERVISOR

I hereby give my consent to act as Supervisor for Mr./Ms.....

Date:

(Signature of the Supervisor)

CERTIFICATE OF CONSENT BY CO-SUPERVISOR (If Any)

I hereby give my consent to act as Co-Supervisor for Mr./Ms.....

Date:

(Signature of the Co-Supervisor)

CERTIFICATE OF ELIGIBILITY OF SUPERVISOR/CO-SUPERVISOR

Certified that

1. Prof./Dr. (Supervisor)
2. Prof./Dr. (Co-Supervisor, if any)

fulfils the eligibility conditions required for a Supervisor/Co-Supervisor as laid down under concerned **Clause** of the Ph.D. Ordinance.

Date:**(Signature of the HOD/Director)****RECOMMENDATIONS OF THE RESEARCH ADVISORY COMMITTEE**

i.	Recommended without any modifications	
ii.	Recommended with conditions, please specify briefly	
iii.	Not Recommended, brief reasons are to be given	

Note: Please enclose the copy of Research Advisory Committee Minutes**(Signature of Convener of RAC)****RECOMMENDATIONS OF THE DEPARTMENTAL RESEARCH COMMITTEE**

i.	Recommended without any modifications	
ii.	Recommended with conditions, please specify briefly	
iii.	Not Recommended, brief reasons are to be given	

Note: Please enclose the copy of Departmental Research Committee Minutes**Date:****(Signature of the Chairman of DRC)**

RECOMMENDATIONS OF THE BOARD OF STUDIES / PG BOARD OF STUDIES

i.	Recommended without any modifications	
ii.	Recommended with conditions, please specify briefly	
iii.	Not Recommended, brief reasons are to be given	

Note: Please enclose the copy of Board of Studies/PG Board of Studies Minutes

Date:

(Signature of the Chairman of BOS/PGBOS)

Annexure D

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
PROFORMA FOR SUBMISSION OF HALF YEARLY PROGRESS REPORT OF
REGISTERED RESEARCH SCHOLARS

FOR THE PERIOD OF
1st Jan to 30th June OR 1st July to 31st December
(Strikeout whichever is not applicable)

PART- I

1	Name of Department/Centre/institute			
2	Name of Research Scholar			
3	Address of Scholar			
4	Registration No.			
5	Date of Ph.D. Registration			
6	Topic of research as approved by the BOS/Academic Council			
7	Change in initial topic, if any. If yes, new topic and date of change			
8	Nature of Fellowship, if any:			
9	Details of leave availed during the period under report, if any.			
10	Date of annual presentation (s)			
11	Details of Fee Paid (Enclose the copy of receipts)	Details of Fee	Amount (Rs.)	Fee receipt dated
		First Registration		
		1 st Year Annual Fee		
		2 st Year Annual Fee		
		3 st Year Annual Fee		
		4 th Year Annual Fee		
		Extension Fee paid if any		
12	Date of last RAC meeting			
13	Research work done during the period under Report (Attach the details as Annexure)			
14	Details of publications during the period of report (Enclose copy of Publication)			
15	Details of presentations during the period of report (Enclose proof of presentation)			

Note: The progress report should be submitted in triplicate. First copy to be retained by the Department, second copy to be forwarded to R&S branch by the department & third copy to be retained by the candidate.

(Signature of candidate)

PART-III

Specific recommendations of DRC

Date

Signature of DRC Chairman

(The minutes of DRC be attached)

ANNEXURE E

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR RE-REGISTRATION TO Ph.D. PROGRAM

Photograph

1	Name of Department/Centre/institute				
2	Name of Research Scholar				
3	Father's Name				
4	Permanent Address				
5	Registration No.				
6	Date of registration				
7	Date of Deregistration				
8	Justification for Reregistration	Automatic cancellation of Ph.D. registration upon expiry of 4 years from the date of admission to Ph.D. program	Specific Reason (Specify)		
9	Details of Fee Paid	Rs. vide receipt no. (Enclose original fee receipt/Online receipt if fee paid vide online)			
10	Nature of extension sought	Beyond 4 years	Beyond 5 years	Beyond 6 Years	Beyond 7 years
	Enclose a copy of all extension letters beyond 4 years, if applicable	YES / NO	YES / NO	YES / NO	YES / NO
11	Date up to which extension is sought				
12	Number of publications in Scopus/Web of Science/ UGC Care listed journals from the Ph.D. research work (Attach Proof)				
Justification of Research Scholar verified by the Supervisor					
13	Proposed Research Objectives	Status of completion	Research Scholar's Justification for Non completion of the objective	Verification remarks by the Supervisor	
	a) Objectives of the work				
	i) Objective 1				
	ii) Objective 2				
	iii) Objective 3				
	iv) Objective 4				
Add columns as per requirement to showcase all objectives					

14. Details of Ph.D. Progress:

Details of Ph.D. Progress Report submission	Scheduled date of progress report submission	Actual Date of submission of progress report	Recommendation of RAC (Satisfactory/ Unsatisfactory)	Justification of Research Scholar for delay in submission of progress report	Verification remarks by the Supervisor
First Progress Report (0-6 months)					
Second Progress Report (7-12 months)					
Third Progress Report (13-18 months)					
Fourth Progress Report (19-24 months)					
Fifth Progress Report (25-30 months)					
Sixth Progress Report (31-36 months)					
Seventh Progress Report (37-42 months)					
Eighth Progress Report (43-48 months)					
Ninth Progress Report (49-54 months) if applicable					
Tenth Progress Report (55-60 months) if applicable					
Eleventh Progress Report (61-66 months) if applicable					
Twelfth Progress Report (67-72 months) if applicable					
Thirteenth Progress Report (73-78 months) if applicable					
Fourteenth Progress Report (79-84 months) if applicable					

		Justification of the Research Scholar	Verification Remarks by the Supervisor
15	Justification of non-completion of work in the first extension period, if applying for second extension		
16	Circumstances which hampered the progress		
17	Justification of the Research Scholar for grant of extension of period for submission of his/her thesis		

(Name and Signature of Supervisor)

(Name and Signature of Candidate)

Remarks of Supervisor	
1	Has the candidate made sincere efforts to complete the work in time?
2	Will the thesis be completed within the extension period asked for?

Signature of Supervisor

Remarks/Recommendations of HOD/Director

Signature of HOD

Remarks/Recommendations of Dean of Concerned Faculty

Signature of Dean

Annexure F

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR MATERNITY LEAVE

Name of Department/Centre/institute		
Name of the Faculty		
Date of Ph.D. Registration		
Title of Ph.D. research work		
Name of the Supervisor		
Name of the co-supervisor if any		
Correspondence Address:		
Email and Mobile Number		
Period of maternity leave requested (Enclose Supporting Document) (Maximum of 240 days allowed as per rules)	From	To

DECLARATION

I intend to return to my studies on and undertake to complete and submit my thesis. I understand that the period of maternity leave will be added to the expected submission date of my thesis.

Date:

Signature of candidate

SUPERVISOR USE ONLY

Recommended/Not Recommended (If not recommended, Please specify the reason thereof)	
Supervisor's Name:	
Date	Signature of Supervisor

(Signature of HOD/Director)

Signature of D.R/ A.R. (Registration & Scholarship)

Approved / Not Approved

(Signature of Registrar)

ANNEXURE G

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR DEREGISTRATION TO PH.D. PROGRAM UNDER CLAUSE 10 (5)
OF Ph.D. ORDINANCE

Photograph

1	Name of Department/Centre/institute	
2	Name of Research Scholar	
3	Name and address of Supervisor and Cosupervisor (if any)	
4	Father's Name	
5	Permanent Address	
6	Registration No.	
7	Date of registration	
8	Justification for Deregistration	
9	Details of Fee Paid	Rs. vide receipt no. (Enclose original fee receipt/Online receipt if fee paid vide online)
10	Report on Progress made before Deregistration (enclose as Annexure)	

(Name and Signature of Candidate)

Remarks/Recommendations of RAC (Enclose of copy of RAC minutes)

Signature of Convener of RAC (Supervisor)

Recommendations of PGBOS/BOS (Enclose copy of PGBOS/BOS minutes)

Signature of Chairman, PGBOS/BOS

Annexure H

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR CHANGE OF Ph. D. WORK PLACE

1	Name of Research Scholar	
2	Date of registration in Ph.D. program	
3	Title of Thesis	
4	Name, Designation and Affiliation of Existing Supervisor(s)	
5.	Details of Progress of Ph. D Work of candidate (as on date) (Status of Ph.D. course work, research progress and publication details) To be duly certified by the Supervisor and HOD/Director of the candidate where he/she is currently registered	
6	Justification for the change (To be duly certified by the Supervisor and HOD/Director of the candidate where he/she is currently registered)	
6	Details of proposed Ph.D. Thesis Supervisor / Co-Supervisor(s) at MDU (Enclose the copy of Consent)	
7	Details of Fee Paid	Rs. vide receipt no. (Enclose original fee receipt/Online receipt if fee paid vide online)

(Signature of the candidate)

<p>Recommendation of RAC (Enclose copy of RAC minutes) Recommended / Not Recommended</p> <p style="text-align: right;">Signature of Convenor of RAC</p>
<p>Recommendation of DRC (Enclose copy of DRC minutes) Recommended / Not Recommended</p> <p style="text-align: right;">Signature of Chairman, DRC</p>
<p>Recommendation of PGBOS/BOS (Enclose copy of PGBOS/BOS minutes) Recommended / Not Recommended</p> <p style="text-align: right;">Signature of Chairman, PGBOS/BOS</p>

Annexure I

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

APPLICATION FOR CHANGE/SUBSTITUTION/ADDITION OF Ph. D. THESIS SUPERVISOR(S)

1	Name of Research Scholar	
2	Name, Designation and Address of Existing Supervisor(s)	
3	Name, Designation and Address of Existing Co-Supervisor(s) if any	
4	Date of registration in Ph.D. program	
5.	Details of Existing Supervisor / Co-Supervisor to be Changed/Substituted	
6	Details of proposed Supervisor / Co-Supervisor to be added	
7	Justification for the change / Substitution / addition of Supervisor / Co-supervisor	
8	Details of Fee Paid	Rs. vide receipt no. (Enclose original fee receipt/Online receipt if fee paid vide online)

Signature of Student

(Name and Signature of outgoing Supervisor/Co-supervisor)	(Name and Signature of incoming supervisor/Co-supervisor)
--	--

Recommendation of RAC (Enclose copy of RAC minutes) Recommended / Not Recommended <p style="text-align: right;">Signature of Convenor of RAC</p>
Recommendation of DRC (Enclose copy of DRC minutes) Recommended / Not Recommended <p style="text-align: right;">Signature of Chairman, DRC</p>
Recommendation of PGBOS/BOS (Enclose copy of PGBOS/BOS minutes) Recommended / Not Recommended <p style="text-align: right;">Signature of Chairman, PGBOS/BOS</p>

Annexure J

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
PERMISSION OF RESEARCH ADVISORY COMMITTEE TO SUBMIT THE
Ph.D. RESEARCH SUMMARY

1	Name of Department/Centre/institute	
2	Name of Research Scholar	
3	Registration No.	
4	Date of registration	
5	Topic of the Research	
6	Name of the Supervisor	
7	Name of the Co-Supervisor, if any	

REVIEW & RECOMMENDATIONS

1	Research progress	Satisfactory / Not Satisfactory
2	Status of compliance of research paper publications	Complied / Not Complied (If complied enclose copy of Research Publications)
3	Status of compliance of conference presentations	Complied / Not Complied (If complied enclose copy of certificates of conference presentations)
4	Status of compliance of one-week mandatory research methodology workshop	Complied / Not Complied (If complied enclose copy of certificate)
3	Permission granted for submission of research summary and preparation of thesis	Yes / No
4	Permission granted for submission of research summary with conditions (please specify the conditions)	
5	Other remarks, if required	

(Signature of Convener of RAC)

(RAC Member 1)

(RAC Member 2)

(RAC Member 3, if any)

Annexure K

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
PANEL OF EXAMINERS FOR EVALUATION OF Ph.D. THESIS

1	Name of Department/Centre/institute	
2	Name of Research Scholar	
3	Registration No.	
4	Date of registration	
5	Topic of the Research	
6	Name of the Supervisor	
7	Name of the Co-Supervisor, if any	

S.No.	Name and address of the examiner not below the rank of Professor	Contact No. (Mobile Number)	Email id
Details of External Examiners within state			
1			
2			
3			
4			
Details of External Examiners outside state/ India			
5			
6			
7			
8			

Signature of Members of BOS/PGBOS

Signature of Members of BOS/PGBOS
--

Annexure L

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
APPLICATION FOR SUBMISSION OF Ph.D. THESIS (No Column Be Left Blank)

Recent passport size photograph with signature of the candidate across the photograph

1	Name of Research Scholar	
2	Father's Name	
3	Contact Details along with Mobile No. & Email ID	
4	Name of Department/Centre/institute	
5	Name of the faculty	
6	Registration No.	
7	Date of registration	
8	Topic of the Ph.D. Thesis	
9	Name of the Supervisor	
10	Name of the Co-Supervisor, if any	
11	Date of pre-submission seminar	
12	Details of Fee Paid	Rs. vide receipt no. (Enclose original fee receipt/Online receipt if fee paid vide online)

13. No Dues Certificate / No Objection Certificate

S. No.		Signature of the concerned HOD / Director / Branch Officer with seal
1	Department/Centre/institute	
2	Library	
3	Accounts Branch	
4	Registration & Scholarship Branch	

DECLARATION BY THE CANDIDATE

Certified that nothing is due from me and I am submitted herewith 03 copies of my Ph.D. thesis in the Department / Centre / Institute of on

(Signature of the Research Scholar)

Endst. No. **Dated:**

1. Three Copies (two soft bound and one hard bound) of the thesis of Mr./Ms. are being sent to Secrecy Branch of M.D. University, Rohtak.
2. The panel of examiners duly approved by the BOS/PGBOS has been sent on or will be sent later on.
3. Research paper(s) attached duly verified by the Supervisor.

(Signature of HOD/Director)

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
PLAGIARISM VERIFICATION REPORT

1	Name of Research Scholar	
2	Date of Registration	
2	Name of Supervisor	
3	Name of Co-supervisor if any	
4	Title of Thesis	
5	Name of Department/Centre/institute	
6	Name of the faculty	

This is to report that the above thesis was scanned for similarity detection. Process and outcome are given below:

Name of the software Used		Total Word Count	
Similarity Index		Date of Verification	

The complete report is submitted for review by the Supervisor / HOD.

Checked by

(Name & Signature of University Librarian/Rep)

The complete report of the above thesis has been reviewed by the undersigned.

A. The Similarity Index is below accepted norms: Yes / No

B. The similarity index is above accepted norms: Yes / No

If yes, because of the following reasons:

1.
2.
3.
4.
5.

The thesis may be considered for the award of degree.

Signature of Supervisor

Signature of Student

Annexure N

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK
DECLARATION FOR SUBMISSION OF THESIS**

Name of Student	
Name of the Department / Centre / Institute / Affiliated College	
Name of the Faculty	
Date of Registration to Ph.D. program	
Date of Re-registration to Ph.D. program, if any	
Name of the Supervisor with Designation and Address	
Name of the Co-Supervisor with Designation and Address	
Title of the Thesis	

I/We certify that

- (i) Thesis work embodies the original work of the candidate and has not been earlier submitted for Diploma/any Degree or
- (ii) that research scholar has put in minimum the residency period at the designated place of work with at least one of the supervisor as prescribed in the relevant ordinance (Fulltime / Part time / Supernumerary)
- (iii) Due compliance to all the provisions of Ph.D. ordinance has been met.

(Signature of student)

Names and Signature of Thesis Supervisor / Co-supervisor if any

.....
.....

Annexure O

**MAHARSHI DAYANAND UNIVERSITY, ROHTAK
EXAMINER'S REPORT ON Ph.D. THESIS**

1. Name of the candidate :
2. Regn No. :
3. Title of Thesis :

The examiner is requested to send his/her report / recommendations under the following heads:

1. **General and critical appreciation of the thesis:**

2. **Positive aspects of the thesis indicating the good points:**

3. Negative aspects if any:

--

4. Specific recommendations regarding publication of the thesis:

<p>The evaluator will state categorically whether in his or her opinion:</p> <p>a) Thesis is fit for publication OR</p> <p>b) It should be referred back to the candidate for making modification before its publication (Please specify the reason on a separate sheet)</p>	
--	--

5. Recommendations:

I. a)	<p>Whether the thesis is a piece of research work characterized either by discover of new facts OR Enunciation of a new theory OR By fresh interpretation of known facts of theories</p>	
b)	<p>Whether the thesis evinces candidate's capacity for critical analysis/examination and judgment so far as its literary presentation is concerned</p>	
II	<p>The evaluator will state categorically whether in his or her opinion:</p> <p>a) Thesis should be accepted for the award of Ph.D. degree OR</p> <p>b) It should be referred back to the candidate for presenting it again in revised form OR</p> <p>c) It should be rejected</p>	

6. Questions for Viva (at least six questions may be given)

(Signature of the examiner)

(Name, Designation, Address along with Mobile No. of the examiner)

Note: If necessary, blank sheets may be added to complete the report under any particular head(s) above

Annexure P

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
REPORT OF VIVA-VOCE EXAMINATION OF Ph.D. THESIS

1	Name of Department/Centre/institute	
2	Name of the Faculty	
3	Name of Research Scholar	
4	Registration No.	
5	Date of registration	
6	Thesis Title	
7	Date of Ph.D. Viva-Voce Examination	

COMPOSITION OF VIVA-VOCE BOARD

1	Name of the Supervisor with his/her affiliation	
2	Name of the External Examiner with his/her affiliation	

REPORT OF THE VIVA-VOCE BOARD

The viva-voce examination is satisfactory and the candidate is recommended for the award of Ph.D. Degree	
The viva-voce examination is not satisfactory (Please specify the reasons).	

(Signature of Supervisor)

(Signature of External Examiner)

(Countersigned by HOD/Director)

ANNEXURE Q

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
PROFORMA FOR RESEARCH DEGREE COMMITTEE (RDC) MEETING

Name of the Faculty	
Name of the Department/Centre/Institute	
Title of Thesis	

Ph.D. Scholar Report Card

1	Name of Research Scholar	
2	Address	
3	Telephone No. and E. Mail	
4	Mother's Name	
5	Father's Name	
6	Name and Designation of Supervisor Address	
7	Name and Designation of Co-Supervisor, If any Address	
8	Mode of Admission	
9	Date of registration (Enclose copy of Registration Letter)	

10 Details of Half Yearly Progress Reports

S. No.	Period	Date on which sent to Registration Branch	Progress Status (Satisfactory/ Unsatisfactory)

11. Details of Annual Seminar

Sr. No.	Date on which annual seminar was presented

12. Key Dates

Date of Regn.	Date of Deregistration if any	Date of Reregistration if any	Date of pre submission seminar	Thesis submitted on	Viva Voce Exam held on

13. Research paper published out of thesis:

Sr. No.	Title of paper	Name of Journal/Volume/issue/Year/Page No(s)	ISSN Number	Impact Factor /Indexing if any
1.				
2.				
3.				

14. Conference Presentations out of thesis:

Sr. No.	Title of paper	Name of Conference	Date of conference
1.			
2.			
3.			

15. Examiners Report

Examiners	Thesis sent	Reports Received on	Recommendations of examiner
First			
Second			

16. Main contributions made by the Research Scholar (less than 200 words)**17. Reports of Examiners (each less than 150 words)**

Examiner 1:

Examiner 2:

18. Recommendations of External Examiners who conducted the viva voce**19. Correction. If any indicated in the reports:**

20. Corrections carried out if any:**Supervisor****Countersigned by HOD****Recommendation of RDC Committee**

Recommended / Not Recommended for the award of Ph.D. Degree		
(HOD/Director)	(COE)	(Dean of the Faculty)
Dean (R&D) / Associate Dean (R&D)	(Dean Academic Affairs)	(Vice-Chancellor)

Annexure R

NO-OBJECTION CERTIFICATE FOR PART-TIME Ph.D. CANDIDATES

(This should be typed on the letter head of the employee's organization)

Reference No.:

Date:

To

HOD/Director

Maharshi Dayanand University,
Rohtak – 124001

Sub.: No-Objection Certificate for pursuing Part-Time Ph.D. program at MDU, Rohtak

Sir,

We have no objection if Mr./Ms----- an employee of our organisation/ institute, is admitted to the Ph.D. Program in the -----
----- Department/Centre/Institute for Ph.D. program at MDU, Rohtak as a part-time student. It is certified that he/ she has completed ----- years of service in our organization/ institute as a regular employee.

It is also certified that Mr./Ms. -----

- i. Permitted to pursue his/her 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.

Signature & Seal of Head of the Organization/ Institute