

RAFFLES UNIVERSITY, NEEMRANA

PH.D ORDINANCES AND REGULATIONS

Degree of Doctor of Philosophy (Ph.D.)
(Amended in accordance with the UGC (Minimum Standards and Procedure
For Award of M.Phil. /Ph.D. Degree) Regulations, 2016)

(Effective from the Academic Session 2016-17)

INTRODUCTION:

The ordinance as per the provisions of Raffles University (Act No 3. 2011) Section-30 govern the conditions for Ph.D. programme, admission procedure, appointment of supervisors, imparting course of instructions, implementation of methodology and conduct of the examination and evaluation of performance of Ph.D. scholar's leading to an award of Degree.

These ordinances and regulations shall be called the Raffles University of Neemrana Ordinances and regulations for the award of the Degree of Doctor of Philosophy (Ph.D.) and shall be deemed to have come into force on 01st January, 2017.

Faculties/ Schools in which University shall undertake research shall be as specified in schedule-I the Raffles University, Neemrana, Act 2011 (Act, no. 3 of 2011) are mentioned below.

- a) Engineering and Technology
- b) Law
- c) Management
- d) Basic & Applied Sciences

DEFINITIONS

- I. "Applicant/ Candidate" shall mean an individual who applies for admission to the PhD programme of the Raffles University, Neemrana on a prescribed Application Form as per issued notification time to time.
- II. "Co-supervisor" shall mean an additional supervisor approved by the School Research Committee to help in the accomplishment of the research work of the research scholar.
- III. "Course Work" shall mean courses of study prescribed in the school by a student registered for the PhD degree.
- IV. "Director (Research)" Research Director shall mean the Director (Research) to be appointed by the President (Vice-Chancellor). To administer and govern all matters relating to research programmes /activities of the University for a period of three years. Provided further that matters relating to evaluation of doctoral theses shall be handed by the Controller of Examinations.
- V. "Degree" shall mean the Degree of Doctor of Philosophy (Ph.D.) of the Raffles University, Neemrana.
- VI. "SRC" shall mean School Research Committee.

- VII. "School" shall mean those School which offer Bachelor's or higher degree.
- VIII. "Full-time Research Scholar" shall mean a person registered for the PhD degree devoting full time for completing the degree requirements.
- IX. "Minimum Registration Period" shall mean the minimum period for which a research scholar must be registered, prior to submission of the thesis.
- X. "Part time Research Scholar" shall mean a person who is registered for the PhD degree and will devote part of his time towards this pursuit and devote part of time towards the discharge of his official obligations.
- XI. "RUN" shall mean Raffles University, Neemrana.
- XII. "BASR" shall mean the Board of Advanced Studies and Research of the Raffles University, Neemrana.
- XIII. "Research Scholar" shall mean a person registered for the PhD degree programme.
- XIV. "Supervisor" shall mean a fulltime faculty member of the University.
- XV. "University" shall mean the Raffles University, Neemrana.
- XVI. 'RURET' means the Raffles University Research Entrance Test conducted by RUN

1. Ph.D. Programme Notification and application for Registration:

- a. The university shall decide, on a half yearly basis, the maximum number of Candidates to be admitted to the programme, which shall be announced in advance on the university website and also through advertisement in newspapers.
- b. Programme Notification in newspaper shall be issued by Research Director in consultation with registrar subject to the approval of President.
- c. Admission to the Ph.D. programme shall be made twice a year, preferably in the beginning of each semester All the available seats, subject wise distribution of available seats, criteria for admission, procedure for admission ,examination centre (s) where entrance test shall be conducted and all other relevant information shall be notified by the University, in advance.
- d. The application for registration shall be submitted in the office of Research Director in the prescribed form along with fees and relevant documents on or before the last date of application as per issued notification.
- e. The cost of prospectus paid for the Entrance Exam is non-refundable.
- f. Applicant shall be informed by e-mail that application form received in the office of Research Director is eligible to appear in the Entrance Exam as per norms.
- g. Applicants shall be informed by e-mail/Post and subsequently schedule of Examination shall be uploaded on the website also. The admit card for entrance test shall be distributed 07 days prior from the date of Entrance test (RU-RET).

2. Admission to Ph.D. Programme:

- a. The student intake in each, school shall be as per the availability of seats.
- b. All the available seats shall be notified 'category-wise subject/ field of Research' by the University, in advance.
- c. Reservation of seats shall be notified in accordance with the latest guidelines, amended from time to time by Govt. of Rajasthan and UGC.
- d. The University reserves the right to alter the schedule of examination, admission, fee structure, and financial incentives to candidates, if considered necessary.

- e. Eligible candidates shall be informed through, website, email and notice board, for which candidates are advised to visit the University website www.rafflesuniversity.edu.in regularly.
- f. Any issue concerning procedure or interpretation of the provisions contained shall be governed by the guidelines issued by the University in accordance with statutory & UGC Existing guidelines.

3. Eligibility:

A candidate shall be eligible for admission to the Ph.D. programme, if he/she possesses:

- a. Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC's 7-point scale (or an equivalent grade in a point scale wherever the grading system is followed), or an equivalent degree 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- b. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for the candidates belonging to SC/ST/OBC (non-creamy layer)/Differently-abled and other categories of candidates as per the decision of the University Grants Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible only on the basis of the qualifying marks without including the grace mark procedures.
- c. Candidates possessing a Degree considered equivalent to M. Phil Degree of an Indian institution from a Foreign Educations institution accredited by an assessment and Accreditation agency which is approved recognized or authorized by an authorized by an authority ,established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing accrediting or assuring quality and standard of educational institutions, shall be eligible for submission to Ph.D. programme.
- d. The candidates who have qualified the UGC/CSIR-JRF/GATE/NET/SLET, or Teacher Fellowship-holders or have passed M. Phil. programme with course work recognized by the U.G.C., as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil. /Ph.D. Degree, 2016), shall be exempted from appearing at the written test but appear before SRC for interview/ Admission Counselling.

4. Duration of Ph.D. Programme:

- a. The Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- b. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for the Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child-Care Leave once in the entire duration of the Ph.D. programme for up to 240 days.
- c. In case of exceptional circumstances like, but not limited to, illness/hospitalization, etc. the Vice-Chancellor may grant extension initially for a period of six months, but not exceeding a total of one year, in addition to the maximum duration of the programme.

5. Procedure for Admission

Entrance Examination:

- a. The admission to the Ph.D. shall be made through Entrance test herein referred to as **Raffles University Research Eligibility Test (RU-RET)**.
- b. Entrance test in Ph.D., programme shall be conducted twice in a Academic year (Probable in month of January or February and July or August).
- c. The test shall consist of 2 papers in each subject as detailed below:
 - i. General Paper on Research Methodology & Research Aptitude (Paper -I), this paper will contain 50 multiple choice questions and each question shall follow equal marks.
 - ii. Subject specific (Paper-II), this paper will contain 50 multiple choice questions and each question shall follow equal marks.
- d. There will be no negative Marking in both papers.
- e. Fee for Entrance Exam shall in no case be refunded.
- f. The University shall conduct an Entrance Test '**Raffles University Research Entrance Test (RURET)**' with qualifying marks as 50% in aggregate. The syllabus for the Entrance Test shall consist of: (a). research methodology & research Aptitude (50%) and (b). subject-specific (50%). The Entrance Test shall be conducted at the Centre(s) notified in advance by the University
- g. A temporary Enrollment number will be issued for Entrance Test and course work to the student by Research Director in following manner:

17	PHD	1
Last two digit of the Admission Year	Course name i.e. PHD	Serial Number in ascending order Followed by Alphabet

- h. The University shall determine the number of centers for conducting RU-RET (Raffles University Research Eligibility Test).

- i. Entrance test shall be conducted under the supervision of Research Director in consultation with President of Raffles University, Neemrana.
- j. Online facility for RU-RET (Raffles University Research Eligibility Test) shall be available for foreign students and NRI's on request.
- k. The medium of entrance test shall be English only, except in the test for language other than English.
- l. There shall be no re-valuation /re-checking /re-assessment of answer sheets.
- m. If a dispute or controversy of any kind arises before, during or after conduct of the entrance test, the decision of President, in all such cases, shall be final.
- n. The result of Entrance test must be declared within 20 days from the Date of Entrance test with the consent of Research Director subject to the approval of President. The Research Director shall publish the Entrance result and also shall be put on the university website for applicants & letter to be issued to the qualified candidates.
- o. The candidates who have qualified UGC/CSIR-JRF/NET/SLET/GATE, or are Teacher Fellowship holders, or have passed the M. Phil. programme with course work recognized by the U.G.C., as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2016), shall be exempted from the written test ,however they will appear before school research committee with research proposal /synopsis as per notification issued by Research Director.
- p. The syllabus of Entrance test shall be followed by the syllabus of UGC-NET/UGC CBSE/UGC-CSIR Entrance test time to time.

6. Interview and Admission.

- a. All eligible candidates who have qualified in the entrance test and those exempted from, shall be required to present and discuss their research interest at an interview before SRC of concerned school.
- b. SRC meeting (interview/ Admission) shall be held within 20 days from the date of entrance result.
- c. Looking to availability of seats in the respective school for admission in Ph.D. programme shall be made in the following order of preference.
 - i. First preference to those who have qualified UGC-NET/ UGC-JRF/ CSIR NET /SLET/GATE examination or have passed M.Phil programme as per UGC Regulations.
 - ii. Second preference to those candidate who secure their merit of in the RU-RET conducted by the Raffles University, Neemrana.
- d. Respective School Research Committee shall conduct the interview /Viva – voce of qualifying applicant and also consider the following aspects viz whether
 - i. The candidate possesses the competence for the proposed research.
 - ii. The research work can be suitable undertaken at the University.
 - iii. The proposal area of research can contribute to new /additional knowledge.
- e. The admission shall be based on the performance of the qualified candidates in the interview/viva-voce to be organised by the School concerned where the candidates shall be required to discuss their research interest/area through a presentation before a duly constituted School

Research Committee & result of qualified candidate in the interview shall be announced accordingly.

- f. A provisional registration letter shall be issued to qualified student based on the performance in the interview/viva-voce by the Research Director, further the registration in Ph.D. shall be considered from the date of issue of Provisional registration letter subject to successful completion of Course work with minimum GGPA 5.5.
- g. Absent candidate from the interview meeting, shall be treated as admission cancelled. No further chance shall be provided in future. However they can apply for Entrance test in future also.
- h. All the records of registration and progress of research work done by the student shall be maintained both by the respective School Research Committee, Director Research.
- i. Internal School Research Committee consisting of the following persons:
 - i. Dean of the Faculty/ School : Chairman (ex-officio)
 - ii. Two Associate Professor/ Assistant Professor by rotation according to seniority : (ex-officio)
 - iii. One faculty member to be nominated by the President;
 - iv. Director Research as member secretary

7. Provisional Admission Policy

Following documents are required to provisionally register in Ph.D course in Raffles University, Neemrana.

- a. A student seeking registration to Ph.D. course shall apply on a prescribed form. The registration form, duly filled in by the student in his own hand and with a passport-size photo affixed on it along with Xerox copies of the documents listed below, must be submitted to the Research Cell of the University
 - i. Migration Certificate (No objection certificate from the University last attended)
 - ii. Attested copy of Post-Graduation Degree/certificate.
 - iii. Attested Mark sheets of all academic documents from 10th onwards.
 - iv. Character certificate (from the head of the Institute from which the student has obtained his qualifying degree or any Gazetted officer.
 - v. Documentary proof for date of birth
 - vi. Gap certificate (in Original) (if applicable)
 - vii. No objection certificate from the employer (in original) (if employed)
 - viii. Attested Copy of Aadhar Card
 - ix. Attested copy of PAN Card /Voter ID /Driving License (any two)
 - x. An affidavit (Rs 100) that you are not enrolled in any other University/institutions for Ph.D. or any other courses & will fulfill all essential requirements for registration in Ph.D. otherwise your admission shall be stand cancelled automatically.
 - xi. 4 Passport size Colour photographs.

8. Course Work:

- a. Course work shall be organized by respective Dean of the School of Raffles University.
- b. There shall be a compulsory Course Work of minimum one-semester (six month) duration as a pre-requisite for the confirmation of registration of research scholar admitted provisionally. The course work shall consist of one Course on research methodology and specific course related to core area of research every such pre-requisite course shall carry 4 credits.
- c. Course work classes notification shall be issued by the concerned Dean of respective school within 07 days after the interview of research Scholar who found eligible for Ph.D.
- d. No student shall be allowed to register for the Course Work those who fail to present before SRC committee for interview.
- e. The university examine only those student whose attendance is 75% or more during the course work, however, on the basis of satisfactory and reasonable ground 10% attendance rebate may be given by the President on receiving written recommendation of the Dean of concerned School & research Director.
- f. As per norms 75 % attendance in the course work is mandatory, failing which student will not be allowed to attend the course work exam. However they may be allowed to attend the course work classes in next session. Attendee in previous course work cannot be merged.
- g. Those who have already completed the course work in M.Phil programme with the required CGPA score, and have been permitted to proceed to the Ph.D. programme. The candidates who have passed M.Phil Degree with Course Work as per the UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2016), shall be exempted from the requirements of Course Work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the School.
- h. The syllabus for 'Course- 1' –Research Methodology (including quantitative methods and computer applications. Where relevant), which shall be common to all research students in Raffles University, Whereas that for 'Course 2' –Special Course related to the core area of research and for 'Course 3" ' course on the specific research proposal including a review of relevant literature' shall be prepared by the School Research Committee concerned.
- i. Evaluation in respect of course 1 and 2 shall be carried out by the teachers offering the courses and that of course 3 by the proposed research guide/subject specialist faculty.
- j. Marks awarded to the research student for continuous and end-semester evolutions in respect of all the three courses shall be communicated by the respective teachers /research Guide to the Dean of respective school.
- k. The course structure of Ph.D. Course work for a semester shall be as follows:

Course work Structure for Ph.D. Programme in Raffles University								
Six Month (One Semester)								
Code	Title of the Course	Contact Hours/ week	Credits	Examinations Scheme				
				Internal Assessment (Assignment/ Project)	End Semester Exam	Review of Literature	Seminar Presentation (Based on Review of Literature)	Total
PHD-101	Course 1: Research Methodology (Including quantitative methods and computer application ,where relevant	4	4	40	60	100
PHD-102	Course 2: Special Course related to the Core area of Research	4	4	40	60	100
PHD-103	Course 3: Course on the Specific Research Proposal including a review of Literature	4	4	40	60	100
Total		12	12	80	120	40	60	300

1 credit –One Hour lecture/ tutorial in one week.

$$\text{Every SGPA (S}_i\text{)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th course, G_i is the grade-point scored by the student in the i th course and the summation is over all the courses being considered in that semester.

The University shall adopt the 10-point Grading System, with the Letter Grades and based on marks obtained at the evaluations as indicated above, grade may be awarded as below:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/ CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and ≤ 90
A (very Good)	8	Above 7 to 8	Above 70 and ≤ 80
B+ (Good)	7	Above 6 to 7	Above 60 and ≤ 70
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		<55
Ab (Absent)	0		Absent

Note:

- i. F= Fail, and the students graded with 'F' in a programme or course.
 - ii. The minimum qualifying marks for a course or programme shall be 55% or SGPA of 5.5.
 - iii. The students shall have to qualify the Internal Assessment and the End-Semester examinations in the aggregate.
 - iv. The SGPA obtained by a student shall be out of the maximum of 10 points.
 - v. In order to be eligible for the award of the M.Phil degree of the University, a student must obtain the SGPA of 5.5 or 55% marks in aggregate at the end of the programmes.
- l. A student for whom pre-requisite courses are prescribed shall be required to clear the Course Work within the first semester. The registration of such students shall be confirmed only if he/she has qualified minimum 12 credits with a minimum SGPA of the Course Work Syllabus may be designed by the School
 - m. There shall be 60% weightage for the End-semester examinations and 40% weightage shall be given as internal assessment on the basis of assignments/presentations/ projects/ case study and other research-based activities during the semester.
 - n. Research student has to fill the course work examination form as per notification issued by Controller of Examinations & must be submitted in the office of COE duly signed by Dean of respective school.
 - o. The candidates failing to obtain a minimum SGPA of 5.5 may be allowed to continue with provisional registration for a maximum period of one more semester during which the candidate would be required to fulfill the minimum required SGPA. She/he shall be allowed to reappear in the next end-semester examination. No further chance will be given to the candidate.
 - p. The Controller of Examinations shall scrutinize the grades awarded to the research students in each course and finalize the result. Every research student who secures a minimum weightage as per norms in all the three courses shall be deemed to have successfully completed the Ph.D. Course work.
 - q. Course work examination shall be controlled and supervised by Controller of Examinations in consultation with Dean of respective School & Research Director subject to approval of President.
 - r. If research student are unable to secure the required minimum grade weightage as per norms in all the three course maximum a period of 2

semester from the date of her/his provisional registration shall be cancelled automatically without any further notice.

- s. Course work result shall be published by the Controller of Examination on the website within 20 days from the last examination of course work.
- t. Every research student who has successfully completed the Ph. D course work shall be issued a grade card specifying the grade obtained. The grade card shall be issued by the Controller of Examinations on completion of the course work and the certificate of compliance to UGC regulation 2016 as when the candidate completes all the stages of the course work.

9. Composition of School Research Committee (SRC):

In each subject there shall be a School Research Committee (SRC) as per the provision of Section -10(4) (i) of the University statutes. In each school of the University, academic matters related to the Ph.D. programme shall be supervised by a School Research Committee consisting of the following:

- i. Dean of the Faculty: Chairman (ex-officio)
 - ii. One Associate Professor/ Assistant Professor by rotation according to seniority: (ex-officio)
 - iii. One faculty member to be nominated by the President;
 - iv. Two External experts to be nominated by the President
 - v. Director Research as member secretary.
- a. The term of the members of the School Research Committee, except the ex-officio members, shall be for three years.
 - b. At least, 50% of the members shall be required to be present in the meeting to form the quorum, with the presence of the Chairman or his/her representative as mandatory.
 - b. Where no teacher in the School is eligible to be the Head, the Teacher-in-charge, if eligible to be Research (Ph.D.) Supervisor, shall convene the meetings of the SRC, failing which the members of the SRC may elect one of the members present at the meeting as the Chairperson of the Committee for the said meeting.
 - c. School Research Committee shall have the following responsibilities:
 - i. To review the research proposal and finalize the topic of research;
 - ii. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - iii. To periodically review and assist in the progress of the research work of the research scholar.
 - iv. A research scholar shall appear before the School Research Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the School Research Committee to the Research Director with a copy to the research scholar.
 - v. In case the progress of the research scholar is unsatisfactory, the School Research Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to

implement these corrective measures, the Research Advisory Committee may recommend with specific reasons for cancellation of the registration of the research scholar.

10. Submission of Synopsis:

A research student proposing to submit the synopsis/proposal shall inform the University in advance, and such notice shall be accompanied by the following:

- a. 3 sets of printed Synopsis as per Performa attached.
- b. Soft copy of Synopsis in word/PDF format & PPT.
- c. Pass certificate of Course work (in Original).
- d. Provisional Admission Letter (in original & Xerox)
- e. In case you wish to have a Co-Guide then you, may suggest the name of Co-Guide as per Rules & Regulations of Raffles University, Neemrana

11. Registration / Enrollment and Approval of Topic:

- a. School Research Committee meeting shall be conducted within 30 days from the course work result for the students those who have completed their course work successfully as per norms.
- b. Consequent upon confirmation of his/her admission in the SRC , the topic of dissertation / Synopsis shall be approved by the School Research Committee on a proposal submitted by the student.
- c. Any amendment in synopsis suggested by SRC must be submitted within 7 days from the date of SRC in the office of Chairperson of SRC, otherwise your synopsis may be rejected. However candidate may appear before the SRC in next meeting for approval of Synopsis.
- d. After approval of the topic of research, the candidate shall deposit the prescribed registration fees and his/her date of registration shall be determined on the basis of the date on which he/she deposited the registration fees or the date on which the topic of Research has been approved by SRC.
- e. No candidate shall be eligible to register for the programme/course if he/she is already registered for any full-time programme of study of this University or in any other University/Institution/Deemed to be University/College/Institution of National importance.
- f. A Registration letter shall be issued to the successful research Scholar to consider the date of provisional registration letter under within 15 days after the SRC meeting.
- g. The SRC/Academic Council may cancel the registration of a student for breach of the provisions as mentioned above.

12. Revision of Topic /Area of Research:

- a. A research student shall be eligible to apply for revision of the topic/area of research within one year from the date of approval of research topic and the SRC shall be competent to give assent to the request if it is recommended by the SRC , provided that such application shall be permitted only once during the period of registration of the research student.

13. Zero Semester /Zero Year:

- a. Provided further that a semester or year may be declared zero semester or Zero year, as the case may be, if a student could not continue with the academic year due to illness and hospitalization or any other satisfactory reason subject to approval of President & subject to the guidelines laid down in the regulations. Such zero semester /year shall not be counted for calculation of the duration of the programme for such a student.

14. Fee for Ph. D. Programme:

- a. The research scholar shall have to pay the requisite fee prescribed by the University as per Annexure- I
- b. The fee may be charged under the heads like—Course Work fee, Registration Fee, tuition Fee, Evaluation fee and Late fee for delayed payment of tuition fee and any other fees as prescribed by the University.
- c. The fees shall be subject to changes as decided by the University from time to time & implemented from forthcoming session.

15. Enrollment Policy

Following documents are required to register in Ph.D course in Raffles University.

- a. A student seeking admission to Ph.D. course shall apply on a prescribed Enrollment form. The application form, duly filled in by the student in his own hand and with a passport-size photo affixed on it along with Xerox copies of the documents as per clause 7 of the ordinance.
- b. An enrollment register shall be maintained in the Research Cell to keep the information of Research Scholars viz: name, father name, registration date, approved topic, research supervisor, enrollment number, date of birth, full time /part time, field of study, name of school, session and address.
- c. Enrollment shall be issued to the student, following the alphabet rule.

Enrollment Rules

Following procedure shall be followed to issue Enrollment Number to the Research Scholar

School Codes are as below

School	Code
i. School of Engineering & Technology	--01 ET
ii. School of Law	--02 L
iii. Alabbar School of Management	--03 M
iv. School of Basic & Applied Science	--04 AS

Enrollment shall be in Eight to Nine digit

- v. First two digit will represent the year of Admission
- vi. Next three / four digit will represent the code of school
- vii. Last three digit will represent the number of student in the course of respective school.

For Example

Mr Subodh Kumar is Research Scholar of Law in the School of Law for the Year 2017.

Subodh Kumar- Enrollment will be as

17	02L	001
↓	↓	↓
Year	School Code	A number given to Student for his/her identity

16. Board of Advanced Studies & Research (BASR)

There shall be a Board of Advanced Studies and Research. Hereinafter referred to as the BASR, of the University which shall consist of the following members;'

- i. The President;
 - ii. Deans of Faculties; and
 - iii. Teachers/experts from outside the University subject to a maximum of five, nominated by the President as members for a maximum period of two years at a time.
 - iv. Research Director as a member secretary
- a. The BASR shall meet at least once in each Semester. It may lay down its own rules of procedure for its meetings, including rules for participation of special invitees without a right to vote.
 - b. At least, 50% of the members shall be required to be present in the meeting to form the quorum, with the presence of the Chairman or his/her representative as mandatory.
 - b. The President shall preside over the meetings of the BASR. In the absence of the President, the Pro-President /Dean Academic affair, shall preside. (4)
 - c. The BASR shall regulate and oversee the
 - i. Formulation and conduct of all Post Graduate, Doctoral and Post-Doctoral instruction and all research programmes of the University, in accordance with the directions of the Academic Council.
 - ii. The BASR shall consider and may approve recommendations of the School of Research Committee and Boards of Studies of Schools SRC on all research related matters.
 - iii. The BASR shall formulate procedure for consideration and approval of proposals for registration for Ph. D. and other doctoral degrees, and for all other matters concerning the supervision and evaluation of research work under such post-graduate and doctoral programmes, and recommend them to the Academic Council.
 - iv. The BASR may authorize the President to act on recommendations made by examiners on dissertations and Ph. D. thesis, in accordance with the procedure laid down in this behalf by relevant Ordinances or Regulations.

- v. The BASR may recommend to the Academic Council criteria for formulation and execution of research proposals by teachers and/or scholars attached to the University.
- vi. The BASR shall submit its periodic reports to the Academic Council.
- vii. The BASR may make recommendations to the Academic Council on all matters within its scope of its functions.

17.Procedure for recognition as Research Guide

- a. Any person coming under the purview of clause (18) seeking recognition as a research guide of this university shall submit as application on a prescribed, supported by copies of his resume and published research papers, to the Dean of the school concerned.
- b. The Dean of the School shall examine the application and shall submit the same along with his recommendations to the President routed through the Research Director for an appropriate decision as per UGC norms.

18.Research Supervisor / Co-Supervisor / Joint Supervisor :

- a. The School Board/BOS, on the recommendation of the SRC, may appoint any regular Professor of the University with at least five research publications in refereed journals as approved by UGC, and any regular Associate/Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals as per norms, as a Research Supervisor.
- b. Only a full-time regular teacher of the University can act as a Supervisor. No external supervisor is allowed. However, a Co-Supervisor can be allowed in inter-disciplinary areas from the same/other School(s) of the same institute or from any other related institution, with the approval of the School Research Committee.
- c. In the case of the topics which are of inter-disciplinary nature, where the School concerned feels that the expertise in the School has to be supplemented from outside, the S.R.C. may appoint a Research Supervisor from the School itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the School/ School/Institution, on such terms and conditions as may be specified and agreed upon by the consenting Institutions.
- d. The allocation of Research Supervisor for a selected research scholar shall be decided by the SRC, depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

- e. In the event of the temporary absence of a research guide due to inevitable reasons, the co- guide shall perform all responsibilities of the Research Guide.
- f. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars; and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars, including candidates already working under him/her at a previous institution, as the case may be, provided that students who have submitted their thesis shall not be counted for reckoning this number.
- g. The research students under co-guidance shall be counted as 0.5 for each research guide for the purpose of determining clause-18 (f).
- h. In case of relocation of a female Ph.D. scholar due to her marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done in confirming with UGC guideline.

19.Retirement / leaving /transfer of Research Guide

- a. Research guides of the University Schools may continue to supervise the work of research students already registered with them until their superannuation. Teachers who have less than two years of service remaining shall not enroll fresh Ph.D candidates under their guidance.
- b. Recognized research guides of the University working in SRC shall not be eligible to guide research students after their retirement, transfer outside of the state of Rajasthan or after taking up employment with another institution, provided however that research student already registered under them may be allowed to continue under their guidance Rule shall operate in conformity with existing UGC guidelines in such cases.
- c. However, in such cases where a teacher is transferring /retiring or leaving and where redistribution/reallocation of the Ph.D. students (minimum period of six month from the date of registration) is required for the above mentioned or any other reason, the Ph. D. students shall be adjusted among the eligible existing teachers of the School by relaxing the norms by the School Research Committee (SRC)/Board of Studies (BOS). However, in such cases where the teacher is retiring (two years or less of service is remaining) appointment of a Co-Supervisor on the recommendations of the SRC at the time of registration may be done.
- d. Provided further that in case a Supervisor, under whose guidance a thesis has been prepared in part or in full, ceases to be a teacher of the University, he/she may, subject to his/her availability and recommendation of the School Research Committee, be allowed to continue guiding the scholar by

the School Board and/or Board of Studies as Co-Supervisor of the student concerned school.

20. Research Guide under more than one School

- a. A person is eligible to be recognized as a research guide of more than one School of the University provided that it shall not exceed three Schools and the limit set in the number of Ph.D. candidates per UGC guidelines.

21. Change of Research Guide

- a. The SRC shall have the power to consider the request of research student for change of research guide together with or without change of topic /area of research provided that the request is supported by the present and the proposed research guide and is recommended by the respective SRC and the Director of Research subject to approval of President.
- b. However, such requests for change of Research guide shall be made at least six months prior to the candidates notice for submission of the thesis, provided however that this limitation shall not be applicable in the cases where the present research guide is unable to continue supervision due to reasons of ill-health, shifting of place of work /residence to a distant place, death etc.

22. Attendance Leave:

- a. Every Research Guide shall maintain an attendance register for all research Students registered under her/him. It shall be the responsibility of the Guide to provide evidence of attendance by a research student when required .Dean of the School shall ensure that there is no lapse on this account.
- b. A research student shall be entitled to attend conferences/ seminars/ specialized training programmes connected with her/his area of research of undertake field-trips, research cruises or visits to other places for collecting samples data, etc. if s/he has been duly permitted to do so.
- c. Research Student shall be eligible to avail of leave for thirty days in one calendar year and maternity/paternity leave as per rules, along with leave without fellowship for three months on medical grounds or for any other genuine reason with the consent of the Research Guide.
- d. Research student shall be required to have a minimum of 60 days attendance. Even with breaks in a calendar year in the University School concerned. However the teacher and staff member who enrolled in Ph.D may be relaxed from above condition subject to approval of President.
- e. In cases not provided for herein, the Vice-Chancellor shall take appropriate decisions where necessary.

23. Progress Report

- a. Every student shall submit a progress report to the Research Guide at the end of every semester and this shall be discussed by the School Research

Committee to assess whether the student is making satisfactory progress or not.

- b. Every research student shall also make an open presentation, at the end of every semester, at the School on the progress of research during that semester, after which the research guide shall issue to the Research student a certificate of end-semester open presentation.
- c. The meeting for the above end semester open presentation shall be convened by the Dean of the respective school in consultation with the respective Research Guide.
- d. Every research scholar shall be required to show continuous progress during the period of his/her registration and it shall be monitored by the supervisor of the candidate.
- e. Every research scholar shall be required to submit half-yearly report regularly.
- f. The supervisor of the research scholar shall give his/her assessment about the progress of the scholar as whether satisfactory or not. The Report shall be placed before the School Research Committee for its evaluation in its forthcoming meeting.
- g. In case four consecutive half-yearly reports are found unsatisfactory, Head of the School, on the recommendations of the School Research Committee (SRC) may recommend to the Board of Studies for cancellation of the registration.

24. Participation in Conference /Seminars/Training programmes etc

- a. The Research guide shall be empowered to take decisions in matters such as participation in conference /seminars / specialized training programmes connected with the area of research or for undertaking field –trips, research cruises, visits to other places for collecting samples/data etc and the research students shall be deemed to be on duty during all such periods of time. In case involving field visits, laboratory work and attachment to institutions outside the country, the candidate shall duty notify the university about the terms and conditions of such visit and confirm to the university rules in force.

25. Publications / presentation of Research paper in Journal and Seminar / Conference:

- a. Every research student shall be required to publish at least one research paper in a referred journal approved by UGC as first author and present at least two paper at a National / International seminar /Conference before giving notice for submission of the thesis. A copy of the published paper and a copy of the seminar proceedings shall be submitted at the time of giving notice for submission of the thesis, supervising teachers should certify that the paper published is in a refereed journal.

26. Guidelines for the Submission of Thesis:

- a. No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than three years after his/her admission to the Ph.D. programme as per clause 4 (a).
- b. The Ph.D. scholars must publish at least one research paper in a refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for evaluation, and produce the evidence of the same in the form of a presentation certificate and/or reprint.
- c. **Pre-Thesis Submission Seminar:**
 - i. Prior to the submission of thesis, the student shall present a pre-thesis submission seminar in the School that shall be open to all faculty members and research students, for getting feedback and comments, which shall be suitably incorporated into the draft thesis under the advice of the supervisor. The notice of Pre-thesis Submission Seminar shall be issued by the Dean, Concerned School under intimation to the Vice-Chancellor.
 - ii. On successful presentation of the Pre-Thesis Submission Seminar, the research scholar is required to submit the thesis within two months from the date of pre-submission seminar, failing which he/she shall have to repeat the pre-submission seminar.
 - iii. The Ph.D scholar shall submit four copy of the thesis in hard binding & in the form of Pen drive to the Library for plagiarism check and he/she shall be eligible for submission on production of satisfactory report of the plagiarism check from an approved academic organisation.
 - iv. A candidate shall submit his/her thesis for the Ph.D. degree in the manner prescribed as Annexure- :

27. Submission and Evaluation of Thesis:

- a. Two panels of examiners each consisting of three experts having long experience and good standing in the relevant field of the PhD work, will be proposed by the supervisor to the Dean of Concerned School who on accepting the same shall get it approved by the President (Vice-Chancellor).
- b. The first panel will have experts from within State and the second panel will have experts from outside the State/Country.
- c. The Vice-Chancellor will finalize the examiners, one from each panel, to whom the thesis will be sent for evaluation after obtaining their consent.

- d. The approved Examiners will be approached, along with copy of the synopsis and thesis seeking their consent.
- e. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University, of whom one examiner may be from outside the State/Country.
- f. The thesis shall be submitted in compact bound form along with a soft copy pen drive. The thesis shall be presented as per Annexure-.....
- i. The colour of the cover of the thesis to be submitted in various faculties shall be as follows:
- | | |
|-------------------------------|----------|
| 1. Law | = Black |
| 2. Management | = Yellow |
| 3. Engineering and Technology | = Orange |
| 4. Basic & Applied Science | = Blue |
- ii. Thesis will be accompanied separately by a declaration from the candidate countersigned by the Supervisor and Dean of the Schools
- iii. The supervisor shall furnish a certificate indicating that the thesis contains substantial original work of the candidate.
- g. The Language of the thesis shall be English except for the thesis submitted in the area of languages such as Hindi, Sanskrit, Urdu, etc.
- h. No Dues certificate shall be required to be submitted along with the thesis.
- i. A candidate shall not be allowed to re-submit his thesis more than once.
- j. Each Examiner, after examining the thesis, shall submit a report to the Controller of Examination (COE) containing a clear recommendation whether, in his/her opinion:
- i. The University shall take a decision on the basis of recommendations of the examiners according to Table given below:

SN	Recommendation of Examiners & Supervisor			Decision
	1 Supervisor	2 External Examiner Within the State	3 External Examiner Outside of the State	
1	accept	accept	accept	"ACCEPTED"
2	reject	reject	reject	"REJECTED"
3	accept	accept	revise	"REVISE"
4	accept	accept	reject	"RESUBMIT"
5	accept	revise	accept	"REVISE"
6	accept	reject	accept	"RESUBMIT"

- k. ("ACCEPTED") The thesis shall be accepted.
- l. ("REJECTED") The thesis shall be rejected
- m. ("RESUBMIT") The research scholar may be allowed to resubmit the thesis normally after six month, provided the title of the thesis remains unchanged than thesis sent to third external examiner for evaluation.
- n. ("REVISE") revision, the thesis would be suitably revised within a period of six month from the date of intimation and resubmitted to the same

examiner for revaluation, till acceptance/rejection, and thereafter Table as above shall apply accordingly

- i. Acceptance, the thesis would be accepted
- ii. Rejection, the thesis would be resubmit as per 27 (j (m))
- o. In case of ambiguous recommendations by the examiner, Research Director will approach the examiner for a clear recommendation. In case clear recommendation is not
- p. Any doubt, arising out of following the procedure laid down in 27(J (i)) above, shall be referred to the Vice Chancellor for the decision.

28. RESUBMISSION

- a. In case of resubmission of the thesis, examination fee shall be paid again by the research scholar.
- b. In case of resubmission the thesis will be sent to the third examiner. If the third examiner recommends acceptance / rejection, the thesis will be accepted / rejected respectively. If he recommends revision, the scholar shall resubmit the revised thesis. The revised thesis will be sent to all the three examiners. If at least two examiners recommend acceptance, the thesis will be accepted else rejected.
- c. In case the Research Director finds that the external examiners of the thesis have not recommended unanimously that the viva-voce examination of the candidate be held, then the Research Director shall place the report of the examiners before the Vice Chancellor for directions.

Important:

- i. No thesis shall earn a degree unless there are three positive recommendations, including that of the Research Supervisor.

29. Panel of Examiners for Viva- Voce:

- a. On the recommendation of the Supervisor, the SRC shall forward a panel of eight external examiners (at least four of the examiners in the panel shall be from outside the State/Country) from the concerned area of Research, to the Research Director on the prescribed proforma for drawing a panel of examiners. Further, the Vice-Chancellor shall have the discretion to add and/or delete any name/s recommended by the SRC.

30. Viva Voce:

- a. On satisfactory evaluation of the report the student shall undergo a viva voce, which shall be openly defended by the candidate.
- b. The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and includes a specific recommendation for conducting the viva-voce examination.

- c. The viva voce, based on, among other things, the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by the then Members of the Research Advisory Committee, all faculty members of the School, other research scholars and other interested experts/researchers.
- d. Where the Supervisor is unable to be present within a reasonable time to participate in the viva voce, the SRC/BOS may recommend another member of the faculty in his/her place.
- e. At the viva voce, the Viva Voce Board shall satisfy itself;
 - i. That the thesis submitted by the candidate is his/her own work, and
 - ii. That the grasp of the candidate on the field of his/her study is satisfactory.
- f. The Viva Voce Board may, on the basis of the unanimous opinion of its members, recommend:
 - i. That the candidate be awarded the Ph.D. degree or that the thesis is suitable/fit for publication in its present form;
 - ii. The thesis should be accepted with certain corrections, modifications and extensions approved by the Supervisor.
 - iii. That the thesis be referred back to the candidate for revision;
 - iv. That the thesis be rejected and the candidate may not be awarded the Ph.D Degree.
- g. The manner in which the viva voce to be conducted shall be as prescribed.
- h. In case the Viva-Voce Board recommends that the candidate be awarded the Ph.D. degree, the School Research Committee shall recommend to the Vice Chancellor that the Ph.D. degree may be awarded to the candidate along with the Degree, the University shall issue a certificate stating that the degree has been awarded in accordance with the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2016 (as amended from time to time).
- i. In case the viva-voce Board recommends that the thesis of the candidate be rejected, the Board of Studies shall direct accordingly.
- j. In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the School Research Committee shall refer the case to the Board of Studies for its consideration and recommendation, and take a decision after considering such recommendation.
 - i. A candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit it for the award of the degree not later than one year from the date of intimation of the decision of the University to him/her.
 - ii. In exceptional cases, the Academic Council may, on the recommendations of the Board of Studies/School Board, extend the period by one semester.

- iii. A thesis which has been re-submitted shall normally be examined by the original examiner(s) unless any one of them is, or all of them are, unable or unwilling to act as such, in which case another examiner(s) may be appointed by the Vice Chancellor on the recommendation of Board of Studies.
- iv. No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once.

31. Depository of thesis in the University.

- a. Following the successful completion of the evaluation process and after award of the Ph.D. degree, the University shall store an electronic copy of the Ph. D. thesis along with three copies of thesis (one for library, one for supervisor and one for office of Research Director for office record).

32. Depository in INFLEBET

- a. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the University shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

Note:

Notwithstanding what is contained in the Ordinance, the Academic Council or the Vice Chancellor may, in exceptional circumstances and on the recommendations of the Board of Studies/School Board, as well as on the merits of each individual case, consider, at its discretion and for the reasons to be recorded in writing, relaxation of any of the provisions except those related to CGPA requirements for qualifying the course work

33. Removal of the Name from the Rolls of the University:

The name of a student shall be deemed to have been removed from the rolls of the University if he/she

- i. Fails to qualify any pre-requisite course work within the stipulated duration as per norms.(i.e. maximum two semester)
- ii. Fails to submit the four half-yearly reports consecutively
- iii. Fails to deposit the registration/tuition/thesis fee etc within the stipulated time subject to approval of President.

- iv. Fails to submit his/her thesis within six years from the date of admission to the Ph.D. programme. Provided further that the Vice Chancellor may, on the recommendation of the SRC/BASR grant extension to the scholar to submit the thesis for a maximum period of one year.
- v. The BASR, on the recommendation of the School Research Committee, may, however, accept the request of a candidate whose name has been removed from the rolls of the University to get re-admitted and become eligible for submission of his/her thesis, provided he/she submits his/her thesis within one year from the date of such re-admission or within maximum seven years of the date of his/her admission, whichever is earlier.

34. Transfer of Registration of Research students from another University :

- a. Research Students working in other Universities, who were registered with research guide of this university, may be permitted to transfer their registration(s) to this University with the approval of the SRC concerned and the concurrence of the previous University, subject to clause , provided that such research students had successfully completed their Ph.D. course work in the other University or are willing to do the course work in this university.