

No. F3 / RU / Regr /2026/ 7523

Date: -24.04.2026

NOTIFICATION

Subject: Circulation of Updated Ph.D. Ordinance Approved by the Academic Council and Board of Management.

I am directed to inform all concerned that the Board of Management, in its 47th Meeting held on 14.03.2026, has approved the updated Ph.D. Ordinance under Agenda Item No. 03, based on the recommendations of the 15th Meeting of the Academic Council held on 24.01.2026.

The revised Ordinance shall be effective from January 2026 and will apply to all Ph.D. programmes of the University. All Schools are requested to circulate the same among faculty members, research scholars, and other stakeholders for necessary compliance.

The updated Ordinance is enclosed herewith and is also available on the University website.

This issues with the approval of the Competent Authority.

Sangeetha Sundar
24-04-2026

REGISTRAR
RAFFLES UNIVERSITY
NEEMRANA (RAJ)

Copy forwarded for information and necessary action to: -

1. Hon'ble Chairperson, Raffles University, Neemrana
2. Hon'ble President, Raffles University, Neemrana
3. Dean (Academic), Raffles University, Neemrana
4. Dean/Principal/HODs, Raffles University, Neemrana
5. Director (Research), Raffles University, Neemrana
6. Registrar, Raffles University, Neemrana
7. COE, Raffles University, Neemrana
8. CFO, Raffles University, Neemrana
9. Guard file, for office record



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 the
Award of Ph.D. Degree) Regulations, 2022

(Effective from the Academic year 2025-2026 (January Session))

INTRODUCTION:

The Raffles University, Neemrana (Act No 3. 2011) Section-30, provides the provisions of Relevant Ordinances to govern admissions, courses of studies, conduct of examinations, award of degree etc. for all the programs of studies offered by the University. In this regards, as concerns PhD program, the PhD Ordinances and Regulations govern admission policy, PhD Programs of study, eligibility for admission, procedure for admission, duration of the program, curricular requirements including course work and dissertation research, Supervision of Research work, Evaluation of research work progress vis-à-vis completion of research objectives of the thesis, Pre-Submission Thesis Seminar (PSTS), Thesis Submission, Thesis Evaluation and Thesis Viva-voce Examination etc.

These ordinances and regulations shall be called the Raffles University, 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, 2026.

DEFINITIONS

- I. "University" shall mean the Raffles University, Neemrana.
- II. "Applicant" shall mean an individual who applies for admission to the PhD programme of the Raffles University in response to Ph.D. admission notification of the university, by the stipulated date on the prescribed Application Form with payment of fee applicable, if any.
- III. Candidate shall mean an applicant whose application is complete in all respects and is eligible for admission as per minimum qualification prescribed by University Grant Commission (UGC) or other regulatory body, as relevant from time to time and the additional guidelines of Raffles University, if any.
- IV. "Supervisor" shall mean a fulltime faculty member of the University who will primarily supervise the doctoral thesis research work of a research scholar.
- V. "Co-supervisor" shall mean an additional supervisor approved by the School Research Committee to extend advisory and supervisory help and support to the research scholar in the accomplishment of the research work relevant to the approved research synopsis.
- VI. "Course Work" shall mean set of courses of study prescribed by the School of Study that must be studied and passed by a student admitted to the PhD programme of the School of Study.

Sangeet Saxena



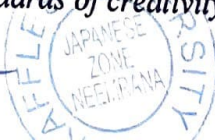
- VII. "Research Director" shall mean the Director (Research) to be appointed by the President (Vice Chancellor) or a faculty member assigned the role and responsibilities of the Director (Research) to handle matters relating to doctoral research and other matters relevant to the research programmes /activities of the University. Provided further that all matters related to examinations and evaluation of doctoral thesis including viva voce examination shall be confidential and will be under the charge of the Controller of Examinations.
- VIII. "Degree" shall mean the Degree of Doctor of Philosophy (Ph.D.) of the Raffles University, Neemrana.
- IX. "SRC" shall mean School Research Committee.
- X. "School" shall mean School of Study of the university that offers a degree programme of the university.
- XI. "Full-time Research Scholar" shall mean a person registered for the PhD degree who shall devote his/her full time for pursuing and completing the degree requirements upto submission of Ph.D. thesis.
- XII. "Research Scholar" shall mean a person registered for the part-time or full time PhD degree programme.
- XIII. "Part time Research Scholar" shall mean a person who is registered for the PhD degree and has been duly allowed by his/her employer for devoting part of his/her time towards this pursuit, in addition to the discharge of his/her duties other than the thesis research work.
- XIV. "Minimum Residency Period" shall mean the applicable minimum duration for which a research scholar must stay as full-time or part-time research scholar of the university for the applicable duration before the research scholar can become eligible to submit Ph.D. Thesis.
- XV. "RUN" shall mean abbreviation of Raffles University, Neemrana.
- XVI. "BASR" shall mean the Board of Advanced Studies and Research of the Raffles University, Neemrana.
- XVII. "RURET" means the Raffles University Research Entrance Test conducted by the Raffles University, Neemrana
- XVIII. Notwithstanding any provisions contained in these regulations, the University, through approval of its President or Academic Council, may change/amend these regulations, if needed, at any time and in any special situation or case, provided these amendments or changes are not in contravention of the UGC guidelines for Ph.D. Programme applicable at that time.
- XIX. Words and expression in singular shall also imply plural and mention of one gender shall also imply mention of all genders, except when the provision is specifically and relevantly specific to one gender.
- XX. *Words and expressions used and not defined in these Regulations but defined in the Raffles University, Neemrana, Act 2011 and not consistent with these Regulations shall have the meanings as assigned to them in the Act.*

(Clause 2: UGC Ph.D. Regulations 2022)

1. Admission Policy

"The University strictly and meticulously adheres/complies to the PhD Programme guidelines and regulations of University Grants Commission (UGC), as issued from time to time, in addition to, following the requisite instructions and statutory requirement issued by the State and Central Government in this regard. Any additional requirement or condition followed by the University are merely merit centric for improvement of academic standards without any discrimination and exclusion, whatsoever. It aims to have the highest standards of creativity and ethics in research."

Surya Singh



The University maintains the updated list of all Ph.D. Registered Students on university website.

2. Programmes of Study

From amongst all the disciplines specified in Schedule-II of the Raffles University, Neemrana, Act 2011 (Act, no. 3 of 2011) for undertaking study and research, at present the University shall conduct PhD programme in following disciplines:

- a) Engineering and Technology
- b) Law
- c) Management
- d) Commerce
- e) Basic & Applied Sciences
- f) Humanities & Social Sciences
- g) Pharmacy

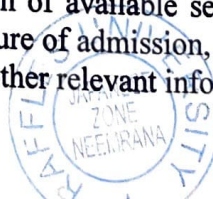
3. Ph.D. Admission Notification:

- a. University shall identify the subjects and broad areas/ sub areas thereunder for research depending upon availability of expertise with the faculty member(s) of the University, and the same shall be displayed on the website. This may be updated from time to time, should it become necessary circumstantially. The updated version shall only prevail.
- b. The university shall decide, on a half yearly basis, the maximum number of candidates to be admitted to the PhD programme, which shall be announced on the university website and/or through advertisement(s).
- c. There shall be two sessions for admission to the PhD Programme in an academic year. The tentative schedule of advertisement for vacant seats of the two sessions will be as bellows:

Session	Advertisement for Admission
January-June	November- December
July-December	May-June

However, certain circumstances/limitations or technical difficulties may lead to change in the schedule of sessions of admission. Even under certain circumstances there may be no admission in any or both of the sessions in a year.

- d. Under circumstances that the advertisement process gets delayed beyond January for the January-June session or beyond July for the July-December session, the admission offered under the delayed scheduled will be deemed as Advance Admission and teaching/coursework for the same would begin in the immediate next session/semester. The fee deposited will be considered as the fee of the semester of start of teaching classes. The duration of residency period of such sessions or cases of Advance Admission would count from the date of start of the academic session/semester teaching classes, instead of the date of deposition of the admission fee.
- e. Ph.D. Programme Notification shall be issued by Research Director in consultation with Registrar and with the prior approval of President.
- f. All the available seats, subject wise distribution of available seats, essential qualifications for admission, criteria and procedure of admission, Examination Centre (s) of conduct of the RURET as well as other relevant information shall



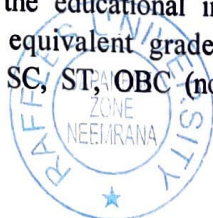
- be notified by the University. However, the number of seats may vary at any time, even after the advertisement has been issued.
- g. The application for admission to PhD Programme in the prescribed form, along with all the relevant documents and receipt of the payment of applicable Application Fee issued by the Accounts Section of the University is to be submitted in the office of Research Director on or before the last date of receipt of application, as per issued notification.
 - h. Information about the eligibility for admission (in compliance of the UGC norms/criteria/guidelines and of the university's assessment/benchmarks) as well as the schedule and venue of the Entrance examination shall be brought to the knowledge of the applicant through e-mail/regular mail and/or display, on the university notice board/website by the office of Research Director. University will not be responsible for an applicant missing the update from the information communicated via any one or more of the above modes of communication in this regard.
 - i. The cost of prospectus paid and/or fee paid for the RURET is non-refundable.
 - j. Candidates admitted to the Ph.D. Programme of the university shall be informed by email/mail and/or notification on the university website. It is the sole responsibility of the candidates/applicants to know about their admission from the information displayed on the university website in this regard.
 - k. Only names of the candidates successful in securing admission by merit shall be included in the admission result, without any display of the names of the unsuccessful candidates/applicants.
 - l. Admission is at the sole discretion of the President/Vice Chancellor and President/Vice Chancellor can deny admission to a candidate, without assigning any reason thereof.
 - m. Any issue concerning procedure or interpretation of the provisions contained shall be addressed in consideration of the relevant regulations of the UGC issued from time to time and, additionally, in consideration of guidelines of the university. However, in case of complexity in application and interpretation, the UGC guidelines would prevail and the decision of the President in consideration of these guidelines, would be final and binding.

4. Eligibility:

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

- a) Has completed 1 Year (2 Semesters) Master's degree programme after a 4-year (8 Semesters) Bachelor's degree programme OR a 2 Years (4 Semesters) Master's degree programme after a 3 Years (6 Semesters) Bachelor's degree programme OR possesses qualifications declared equivalent to the Master's degree by the relevant statutory regulatory body, with the condition applicable to all the above cases that he/she must have at least 55% marks in aggregate or its equivalent grade in a Grade point scale (wherever grading system is followed) or possesses equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency 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. However, a relaxation of 5% marks or its equivalent grade may be granted to those candidates who belong to SC, ST, OBC (non-creamy

Sreyas S R



- layer), Differently-Abled, EWS, and other categories eligible for such a relation of 5% by statutory/legal provisions. OR
- b) Has passed a 4 year (8 Semester) Bachelor's degree programme with at least 75% marks in aggregate or its equivalent grade on a point scale (wherever the grading system is followed). A relaxation of 5% marks or its equivalent grade may be allowed applicants belonging to SC, ST, OBC (non-creamy layer), Differently-Abled, EWS, and other categories eligible for such a relation of 5% by statutory/legal provisions.

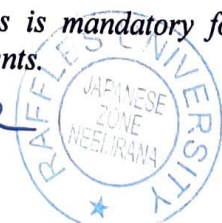
Notes:

- (i) *Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale (wherever grading system is followed) or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme, even if his/her marks are less than 55% in their Masters Degree of the subject. A relaxation of 5% marks or its equivalent grade in the score of M. Phil. Degree may be allowed to applicants belonging to SC, ST, OBC (non-creamy layer), Differently-Abled, EWS, and other categories eligible for such a relation of 5% by statutory/legal provisions.*

(Clause 3: UGC Ph.D. Regulations 2022).

- (ii) *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, 2022), shall be exempted from appearing in the written test but will have to compulsorily appear before SRC for interview/ Admission Counselling for the admission.*
- (iii) *Candidates for full time research programme sponsorship/ assistantship /fellowship /any financial support from University / State or national level agency, etc. shall be preferred. However, candidates without any financial support as above, shall not be disqualified, as concerns consideration of their candidature for admission to full time Ph.D. programme.*
- (iv) *A Part Time Ph.D. candidate must submit, in writing, a letter from his/her employer specifying that he/she has been permitted to pursue Ph.D. programme along with his /her regular duties in the organization of his/her employment.*
- (v) *Attendance of Ph.D. course work classes is mandatory for both Parti-Time as well as Ful Time Ph.D. students.*

Sreyas S



c) Addition Requirements for Ph.D. through Part-time Mode –

As per UGC Guidelines and Regulations 2022, admission to the Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in the Regulations are fulfilled, including the following:

- a. The candidate has to submit a "No Objection Certificate" from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 1. The candidate is permitted to pursue studies on a part-time basis.
 2. His/her official duties permit him/her to devote sufficient time for research.
 3. If required, he/she will be relieved from the duty to complete the course work.
- b. For admission of international students in Ph.D. Programme, the University will decide its own selection procedure for Ph.D. admission, keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time. (Clause 7: UGC Ph.D. Regulations 2022).

5. Duration of Ph.D. Programme:

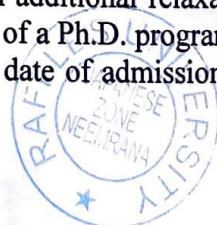
- b. The duration of Ph.D. programme including course work for the Full time and Part time PhD Students is as under:
 - i. *Full time:* Ph.D. Programme shall be for a minimum duration (Residency Period) of three (3) years, including course work, and a maximum duration (Residency Period) of six (6) years from the date of admission to the Ph.D. programme. Date of admission shall be counted from the date of formally joining the course of study with payment of admission and other fees applicable except, for the case of Advance admission.
 - ii. *Part-time:* Ph.D. Programme shall be for a minimum duration (Residency Period) of four (4) years, including course work, and a maximum duration (Residency Period) of six (6) years from the date of admission to the Ph.D. programme. Date of admission shall be counted from the date of formally joining the course of study with payment of admission and other fees applicable, except for the case of Advance admission.

PhD Student	Minimum Residency Period	Maximum Residency Period.
Full-Time	3 Years	6 Years
Part-Time	4Years	6 Years

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

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

George S. R.



- d. Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days once in the entire duration of the Ph.D. programme. Such availed period will not be counted in the duration of PhD Programme.
- e. 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 applicable to the candidate.
- f. **Academic Break:** A Ph.D. student, after completion of course work may be granted one time academic break up to Two years for any personal or professional reason(s) by the President/Vice Chancellor on the recommendation of the Supervisor and concurrence of the Dean/Principal/HoD. However, to maintain the identity as continuing PhD student of the University, the student will have to pay the semester fee for each semester of academic break or part thereof. The academic break period will not be counted in the duration of the PhD programme.

6. Procedure for Admission

The admission to the Ph.D. shall be made through an entrance test herein referred to as **Raffles University Research Eligibility Test (RURET)**. Entrance test in Ph.D., programme shall be conducted twice in an Academic year. The RURET shall consist of written test of 2 papers followed by an interview. The weightage of written test papers and interview will be as below:

Examination		Maximum Marks
I.	Written Test Paper-I: General Paper on Research Methodology & Research Aptitude. This paper will be of multiple choice questions type and all questions shall have equal marks	35
II.	Written Test Paper-II: Subject specific questions. This paper will be of multiple choice questions type and all questions shall have equal marks	35
III.	Interview performance	30

a. Written Test

- i. There will be no negative marking for wrong answers in any of the written test.
- ii. The qualifying marks for the RURET will be 50% separately for the written test and the interview. A relaxation of 5% of Marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST / OBC (Non-creamy layer) / differently abled / EWS category in determining the eligibility with respect to the score in the entrance examination (both written test and interview).
- iii. The syllabus for the Entrance Test shall consist of questions on (a) Research Methodology & Research Aptitude and (b). subject-specific. The written test shall be conducted at the university campus and/or other Centre(s) notified by the University and will cover syllabi of Undergraduate and Postgraduate level of the relevant core and allied subject(s).

- iv. A temporary examination number will be issued to the candidates for the Entrance Test and the academic by Research Director in following manner:

17	Session	PhD	001
Last two digit of the Academic Session (Ex-2017-2018) (Take last two digit of Session Start Year i.e 17)	1 or 2 1 for July to Dec Session 2 for January to June Session	Academic Programme name i.e., PHD	Serial Number in ascending order (i.e 001)

- v. Written test shall be conducted under the supervision of Controller of Examinations in consultation with the President.
- vi. Online facility for RURET shall be available for foreign students and NRI's on request. In a very special situation and case to case basis, President/Vice Chancellor may permit appearance of a candidate in the entrance examination in online mode, with rider of its supervision as arranged by the university. If the university bears a cost in the arrangement of supervision of the online examination, it would be charged/recouped from the candidate.
- vii. The medium of entrance test shall be English only, except in the test for language(s) other than English.
- viii. There shall be no re-valuation /re-checking /re-assessment of answer sheets of the entrance test.
- ix. 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 and binding.
- x. The result of written test will be declared by Controller of Examination in consultation with Research Director, after due approval of the President. COE shall display the result of the written test on the university notice board(s) as well as on the university website.
- xi. In line with the entrance examination result, number of seats available and/or number of seats desired to be filled through the entrance examination, letters of offer of admission will be issued to the qualified candidates.
- xii. The candidates offered admission, should confirmation their admission by producing the original copies of the relevant documents for the verification followed by deposition of the applicable fee on or before the stipulated date.
- xiii. The date of joining the course of study with deposition of all fee applicable at the time of admission will be considered as the date of admission.
- xiv. The university may also conduct an additional entrance test for a session of admission to fill up the seats remaining unfilled, and thereby, admit students on the seats having become vacant/available meanwhile. The procedure for this additional round of admission shall also be the same as for the normal round of admission above.

Sanyal



b. Interview for Admission.

- i. The admission shall be based on the performance of the candidate in written test and interview. The written test qualified candidates (or a merit based shortlisted set of them) will be called for the interview that will be organized by the concerned School of Study. The interview may be conducted offline or, online or blended mode. Each candidate called for the interview shall be required to express his/her research interest/area, submit a Short Note on the research interest and make a presentation before a duly constituted School Research Advisory & Interview Committee (SRAIC) of the concerned School of Study.
- ii. The School Research Advisory & Interview Committee (SRAIC) of each School of Study will consist of the following members:
 - Dean/ Principal/HOD of the School of Study: Chairperson (*Ex-Officio*)
 - Two Faculty members from the School of Study, having Ph.D. degree: Members
 - One faculty member holding Ph.D. Degree to be nominated by the President: Member
 - Director Research/ Research Coordinator (*Ex-officio*) or a nominee (who would be a fully member holding Ph.D. Degree): Member
- iii. School Research Advisory & Interview Committee (SRAIC) shall conduct the interview of the candidates called for the interview to evaluate them w.r.t.
 - Quality of proposed research topic in terms of its likely to contribute to new/additional knowledge/application.
 - Competence of the candidate to conduct the proposed research.
 - The extent to which the proposed research work can be undertaken at the University and the nature/extent of collaboration with institutions/experts existing or feasible for the research topic.
 - Relevant basic knowledge, analytical skills and research/innovation aptitude.
- iv. A candidate must score atleast 50% marks in the interview assessment to be eligible for further consideration in the process of admission to the Ph.D. Programme of the university.
- v. UGC/CSIR NET (with Fellowship or with eligibility for lecturership) and other candidates holding State or Central Govt. Scholarship/Fellowship for pursuing Ph.D. shall be exempt from the RURET and as such qualified to be eligible for interview before SRAIC.
- vi. Absence of a candidate from the scheduled interview before SRAIC, shall be treated as withdrawal of candidature for admission to Ph.D. Programme. No second chance of appearance for interview before SRAIC shall be provided for the round/tranche of admission to Ph.D. programme. Of course, he/she can appear again in RUET in any ensuing round/tranche admission to Ph.D. programme.

Gayatri



c. Order of Merit for Admission to PhD Programmes

i. The order of filling up the seats for admission to the Ph.D. Programme shall be as under:

- First preference to those who have qualified UGC-NET/ UGC-JRF/ CSIR NET /SLET/GATE examination in order of their merit in the interview performance score.
- Next, the order of merit of aggregate score (written plus interview) of the RURET qualified candidates.

ii. Letters of offer of admission to Ph.D. Programme shall be issued in order of merit as per order of preference referred in g (i) and (ii) to the student selected for admission to Ph.D. programme of the university by the Research Director.

An admission number will be the identifier for the candidate offered admission to the PhD programme. The admission number will be issued by Research Cell in following manner:

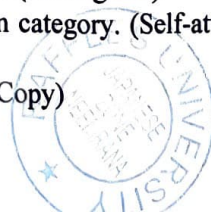
17	Session	001
Last two digit of the Academic Session Starting Year i.e., 2017-2018	1 or 2 1 for July to Dec Session 2 for Jan to June Session	Serial Number in ascending order (i.e. 001)

iii. The candidate offered admission to Ph.D. programme, must communicate his/her acceptance of the offer of admission by depositing fees payable at the time of admission by the stipulated date, failing which the offer of admission will get automatically withdrawn.

iv. The candidate must formally join the programme by submission of required documents and payment of all fees applicable. Following documents are required to be submitted for provisionally admission in Ph.D. course in the University.

- 10th Mark Sheet and Certificate. (Self-attested Photo Copy)
- 12th Mark sheet & Certificate (Self-attested Photo Copy)
- All Mark sheets of graduation & Degree /Provisional Degree Certificate (Self-attested Photo Copy)
- All PG Mark sheet & Degree/Provisional Degree Certificate (Self-attested Photo Copy)
- Xerox copy of UGC NET / CSIR (NET) / SLET/ M.Phil. (Self-attested Photo Copy) (if applicable)
- Original Copy of Migration Certificate
- Original Copy of Character Certificate
- Original copy of Gap Certificate on 10 Rs. Stamp Paper with Notary Certified (if required)
- An affidavit (Rs.10) 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. (In original)
- Domicile Certificate, only if relevant for reservation category. (Self-attested Photo Copy)
- Caste Certificate (if applicable) (Self-attested Photo Copy)

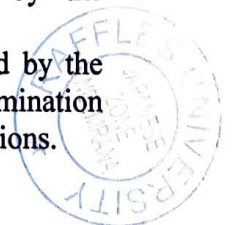
Sanjay Saini



- Original copy of No objection Certificate from employer (If employed) OR An undertaking that the candidate joining the programme is not working anywhere.
 - Equivalency Certificate from AIU (if applicable)
 - Copy of Aadhar Card (Self-attested Photo Copy)
 - Voter ID /Driving License / Passport/ PAN Card (Any One) (Self-attested Photo Copy)
 - Four Photographs (Colour)
 - Receipt of Admission Fee paid
 - Certificate of Name Change (if applicable) (Self-attested Photo Copy)
- v. An Admission register shall be maintained in the Research Cell to keep the information of Research Scholars viz: name, father name, admission date, date of birth, full time /part time, field of study, name of school, session and address
- vi. The date of deposition of the fees payable shall be considered as the start date for computation of the applicable minimum residency period for the Ph.D. Programme, except in the case of Advance admission.
- vii. After joining the Ph.D. Programme, the candidate must complete the course work within 1st two Semesters of the Ph.D. Course work of study with minimum CGPA of 5.5, failing which his/her continuation as Ph.D. student would automatically get ceased.
- vii. All the records of admission and progress of course work and research work of the student shall be maintained both by the respective School of Study and Research Cell.
- viii. A student while pursuing Ph.D. Degree at Raffles University cannot pursue any other degree with Raffles University or any other university.

7. Course Work:

- a. There shall be a compulsory Course Work of minimum one-semester (six month) duration, to be passed with CGPA of at least 5.5 by the student admitted to the Ph.D. programme, as a pre-requisite for continuation of his/her registration in the Ph.D. Programme of the university. However, those who have already completed the course work in M.Phil. programme as per UGC Regulations (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree, 2022), with the required CGPA score, can be exempted from Course Work, partially or fully, as decided on a case to case basis, in view of the completed course work in M.Phil. Programme. Further, the exemption from course, partial or full, work for M. Phil. Degree holders will not be automatic and will be decided at the time of admission itself in consideration of M. Phil Transcript and Degree submitted by the student.
- b. The course work shall consist of one Course (4 Credits) on Research Methodology and a subject-specific course (4 Credits) relevant to the core area of research of the student.
- c. Course work syllabus shall be designed by the respective schools, reviewed and recommended by the Board of Studies and approved by the President/Vice Chancellor/Academic Council.
- d. Teaching hours, Time Table of the course work will be prepared by the Director, Research. After the completion of course work the examination schedule will be issued by the Registrar and Controller of Examinations.



- e. Teaching of the Research Methodology course may organized by Research Director collectively for the whole cohort of students admitted across subjects/discipline or School-wise or as sub-groups as approved by the President/Vice Chancellor.
- f. Teaching of the Subject-Specific Course shall be organized by respective Dean / Principal/ HOD of the School of Study of the University.
- g. To accommodate Part-Time Ph.D. students schedule of availability, some or all of the Course Work Classes may be arranged at week ends and/or hours prior and/or after the usual teaching class hours of the university with the approval of the President/Vice Chancellor ensuring equal to more than desired contact hours in the semester for the course. To improve the quality of teaching, specific and special lectures of the course work teaching may be also be organized online and taught external from academia/industry or specific internal experts so identified.
- h. Course Work Exam roll number will be issued to the respective research Scholar by Research Director in following manner:

Year of Examination	Admission Session	Course work Exam Code	Session: July / January	Serial Number
Last two digit of the Year of Examination Example – 2017 (i.e.- 17)	Admission Session (2017-2018) i.e. 1718	CWE (i.e.) Course work Exam)	1 or 2 1 for July to Dec Session 2 for Jan to June Session	Serial Number in ascending order i.e 001

- i. All Ph.D. scholars, irrespective of discipline, shall be required to be trained in teaching /education /pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars. For this, they may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations. **(Clause 9: UGC Ph.D. Regulations 2022).**
- j. Only those students whose attendance is 75% or more during the course work, will be eligible to appear in the Ph.D. Course Work Examinations. However, on case to case basis, a relaxation of up to 10% in attendance may be given by the President/Vice Chancellor, on recommendation of the Dean/Principal/HoD, considering the special situation of compelling non-attendance of certain classes.
- k. Students who fail in one or more course(s) or fail to achieve the benchmark GGPA or have absented/disallowed from to appear in the examination for whatever reasons, can have one more chance to appear in the course work examination in the nest session/semester. However, students, who were not eligible to appear in the examination due to attendance shortage will have to attend the classes of the respective course(s) again and have 75% attendance before he/she can re-appear in the examination of the course(s).
- l. Duration of course work shall be maximum up to 6 months. This duration shall be counted the minimum residency period of the Ph.D. Programme.
- m. If a candidate fails to clear course work examination in two attempts, his/her admission shall get automatically cancelled.
- n. The syllabus for 'Course- I' –Research Methodology (including quantitative methods and computer applications. Where relevant) and Paper-IV (Research & Publication Ethics), 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 internal members of School Research Committee concerned.

- o. Setting of question papers and evaluation of answer sheets of the examination of Course 1, Course 2 and Course 3 will be by the respective teaching faculty member or external examiners, as approved by the President/Vice Chancellor.
- p. All results of Ph.D. Course Work Examination will be declared by the Controller of Examinations of the university.
- q. The course structure of Ph.D. Course work for a semester shall be as follows:

Course work Scheme 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	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 on assigned topic	4	4	40	...	60	100	
PHD-104	Research & Publication Ethics	2	2	40	60	-	100	
Total		14	14	120	180	40	60	400

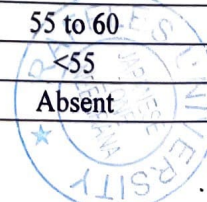
1 credit –One Hour lecture/ tutorial in one week.

$$\text{Every CGPA (Si)} = \frac{\sum (Ci \times Gi)}{\sum Ci}$$

Where Ci is the number of credits of the ith course, Gi is the grade-point scored by the student in the ith 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



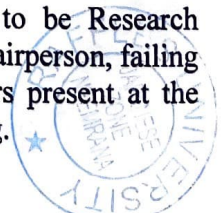
Note:

- 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 CGPA of 5.5.
- iii. The students shall have to qualify the Internal Assessment and the End-Semester examinations in the aggregate.
- iv. The CGPA obtained by a student shall be out of the maximum of 10 points.
- r. 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 student in Ph.D. Programme shall be confirmed only if he/she has passed all the course (14 credits) with CGPA of equal to or more than the prescribed minimum qualifying CGPA of 5.5.
- s. 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.
- t. Research student has to fill the course work examination form and deposit applicable fee as per notification issued by Controller of Examinations & must be submitted in the office of COE duly signed by Dean of respective schools.
- u. The candidates failing to obtain a minimum CGPA of 5.5 may be allowed to continue with provisional admission for a maximum period of one more semester during which the candidate would be required to fulfill the required passing of all the courses with a score of the prescribed minimum CGPA. Such a chance of reappearing in the examinations shall be only once.

8. 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/ Principal of the Faculty: Chairman (Ex-Officio)
 - ii. Two faculty members having Ph.D. degree according to seniority by yearly rotation
 - iii. One faculty member holding Ph.D. degree to be nominated by the President
 - iv. Two External experts to be nominated by the President
 - v. One of the internal members, nominated by the Dean/Principal shall also act as Secretary, SRC.
- a. The term of the nominated members of the School Research Committee shall be three years.
 - b. At least, three members including Chairperson and at least one external member shall be required to be present in the meeting to complete the quorum of the meeting.
 - c. Where no teacher in the school is eligible to be the Head of Department/Dean/Principal, the Teacher-in-charge, if eligible to be Research (Ph.D.) Supervisor, shall convene the meetings of the SRC as Chairperson, 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.



d. School Research Committee shall have the following responsibilities:

- i. To review the research proposal and advise in finalizing the topic of research;
- ii. To critically examine and advise the research scholar's study design, methodology of research, analytics etc. and identify the course(s) that he/she may have to do.
- iii. To periodically review and assess 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.
- 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.

9. Submission of Research Synopsis:

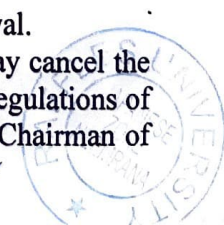
A research student proposing to submit the Research synopsis/proposal shall inform the Dean/Principal/HoD of the school of study in advance with a copy to the Research Cell, and such Information shall be accompanied by the following:

- a. 3 Sets of printed Synopsis as per Proforma attached.
- b. Soft copy of Synopsis in word/PDF format & PPT.
- c. A Photocopy of Pass certificate of Course work examinations.
- d. A Photocopy of Admission Letter.
- e. Suggested name designation and academic profile of the Co-guide, if any.

10. Registration / Enrollment and Approval of Topic:

- a. School Research Committee meeting shall be conducted twice in a year with at least three months gap between the two successive SRC Meetings.
- b. After completion of course work, each research scholar shall submit his/her research proposal as approved by the allotted supervisor(s) to the Dean/Principal/HoD for consideration by the SRC. The student shall make a presentation of the Ph.D. Research proposal before the SRC.
- c. The SRC shall examine the research proposal and suggest suitable modification /alteration, if any. The student shall incorporate suggested changes and resubmit the research proposal to the Dean/Principal/HoD of the School for examination and decision as to whether the suggested changes have been incorporated. If the resubmitted proposal is satisfactory as judge by the Dean/Principal/HoD of the School. The student will carry out the research work duly approved by the SRC.
- d. Failure to re-submit the amended Research proposal in line with the suggestions and recommendations of the SRC within 90 days from the date of presentation before 1st SRC will require the student to make a fresh presentation before the SRC.
- e. A further time of upto 90 days to may be granted, in consideration of the request of the student, by the President/Vice Chancellor to submit the revised Research Proposal and present it before the SRC, else the admission of the student would automatically get cancelled.
- f. Minutes of meeting of SRC shall be placed before BASR for approval.
- g. The Academic Council, on the recommendation of SRC/ BASR may cancel the registration of a student for violation of any of the provisions and regulations of the Ph.D. Programme as well as the university. The President, as Chairman of

Sajid Saad



Academic Council may also take this decision which may be ratified by the Academic Council at its ensuing meeting. Registration may also be cancelled by the President on the recommendation of a Committee comprising of Registrar, Director, Research Cell and Dean of the School or Supervisor for any observation of serious absenteeism consistently from the activities/schedules etc. of the academic programme or any serious academic or ethical violation in academic pursuit, non-payment of fee even after a long-duration after the due date without any permission.

11. Revision of Topic /Area of Research:

A research student shall be eligible to apply for revision of the topic/area of research upto two years from the date of approval of research topic with the consent of the supervisor and co-supervisor, (if any) recommendations of the SRC followed by approval of the President/Vice Chancellor. However, minor corrections/improvements in the title of the Ph.D. Thesis can be permitted by the President/Vice Chancellor upto before pre-Ph.D. Presentation (PSTS) Such a correction would be limited to improved narration or language syntax without any deviation from its relevance to the research objectives and experiments embodying the prospective Ph.D. Thesis.

12. Fee for Ph. D. Programme:

- a. The research scholar shall have to pay the requisite fee prescribed by the University in the beginning of each semester.
- b. For the period beyond the prescribed minimum period (3 years for full time and 4 years for part time) of the PhD program, the PhD student will have to pay semester fee for each semester or part thereof till thesis submission, except one semester of grace period for which no fee will be charged.
- c. The fees shall be subject to changes as decided by the University from time to time and shall become applicable to all the students, irrespective of their year of admission.

13. 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

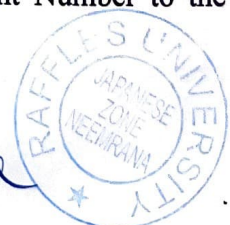
School Codes are as below

School

Code

- i. School of Engineering & Technology

-01 ET



- ii. School of Law -02 L
- iii. Alabbar School of Management/ Commerce -03 M / 03C
- iv. School of Basic & Applied Science -04 AS
- v. School of Humanities & Social Sciences -05 HS
- vi. School of Pharmacy -06 P
- vii. School of Agricultural Sciences -07 A

Enrollment shall be in Eight to Nine digit

- i. First two digits will represent the year of SRC for registration
- ii. Next three / four digits and letters will represent the code of school
- iii. Last three digit will represent the number of students in the course of respective school.

For Example

Mr. **Subodh Kumar** is Research Scholar, who is pursuing his research in law for the Calendar Year 2017.

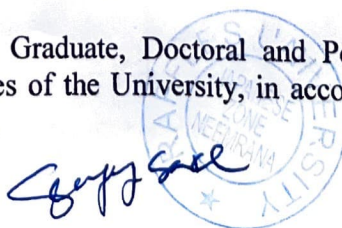
Subodh Kumar- Enrollment will be as

17	02L	001
↓	↓	↓
Year (SRC meeting year)	School Code	A number given to Student for his/her identity

14. Board of Advanced Studies & Research (BASR)

As per section 7 of statutes, 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. Pro-President
 - iii. Deans of Faculties; and
 - iv. 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.
- 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.
 - a. The President shall preside over the meetings of the BASR. In the absence of the President, the Pro-President /Dean Academic affair, shall preside.
 - b. The BASR shall regulate and oversee the followings:
 - 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.

15. Procedure for recognition as Research Guide

- a. Any person coming under the purview of clause (16) seeking recognition as a research guide of this university shall submit an application on a prescribed, supported by copies of his/her resume and published research papers, to the Dean/Principal 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.

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

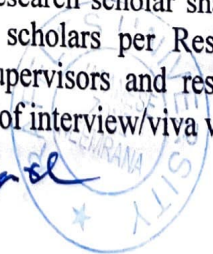
- a. Research Cell shall prepare a comprehensive list of eligible supervisors with their areas of expertise.
- b. Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution with a Ph.D., and at least four research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in Higher Educational Institutions with a Ph.D., and at least two 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 as the main supervisor but, they can only act as co-supervisors with permission of the President, RUN. 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.
- c. 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

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text 'UNIVERSITY OF RAJASTHAN' and 'JAIPUR' around the perimeter. The signature appears to be 'Surya Singh'.

Professor/Assistant Professor can be recognized as supervisors, if they fulfill the above requirements.

- d. 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.
- e. Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.
- f. Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- g. In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- h. The Industry Persons having excellent academic profile with PhD and good experience may also be permitted to act as a Co-supervisor for PhD study wherever relevant.
- i. 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.
- j. 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.
- k. Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- l. The School Board/BOS, on the recommendation of the SRC, may appoint any regular Professor/ Associate Professor of the University with at least five research publications in refereed journals approved by UGC, and any regular Assistant Professor of the University with a Ph.D. degree and at least three research publications in refereed journals as per norms, as a Research Supervisor.
- m. 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.
- n. 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.
- o. 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.

Gajendra



- p. In case of a topic that is of inter-disciplinary nature where the department concerned feels that the expertise in the department has to be supplemented from outside, Department may appoint a joint research supervisor from outside the department / faculty / college / institution.
- q. No person shall be allowed to supervise one's close relations. The term close relation includes spouse, children, sister, brother, grandchildren, nephew, niece, grandniece, grandnephew, uncle, aunt, first cousin, son-in-law, daughter-in-law and nephew, niece, grand niece and nephew of supervisor's wife.
- r. The details of filled and vacant seats with each supervisor shall also be uploaded on the university website.
- s. 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.
- t. 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.
- u. Eligible permanent faculty members can guide Ph.D. Scholars during their probation period also. (UGC Notice no. F. 9-1/2020(PS/Misc.) Dated 06/03/2023)

17. Retirement / leaving // resignation/ 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 shall not be eligible to guide research students after their retirement, resignation or after taking up employment with another institution, provided however that research student already registered under them may be allowed to continue under his/her guidance as co supervisor.
- c. Provided that in case of a supervisor is leaving the institution can guide the research scholar as a co-guide by giving his/ her written consent subject to approval of President.
- d. However, in such cases where a teacher is retiring or leaving and where redistribution/reallocation of the Ph.D. students (minimum period of six months 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) or, by the approval of the President. 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.
- e. 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

subject to approval of President. However, if the study is completed by the research scholar under the supervision of the leaving supervisor, i.e. a Pre-PhD presentation is successful under the supervisor; there will be no need of change of guide if, the supervisor is agreed to continue as main guide. This is because the research work has been completed and checking/marking of the thesis manuscript of the student can be done by the supervisor from anywhere. Nevertheless, if required, the university may appoint a supervisor/co-supervisor for such a student if required, as an administrative arrangement and convenience to the student without seeking a consent of the main supervisor for the same.

- f. For any gap period, due to discontinuation of the supervisor as a teaching faculty at the University for any reason, the student that was being supervised by him/her, would be transferred to the Dean/Principal/HoD of the concern School of study as a supervisor for the interim period till a supervisor is allotted to such student. This interim allotment of one or more additional student to the Dean/Principal/HoD will be a supernumerary allotment and being an interim allotment, the number of students already being supervised by the Dean/Principal/HoD as a faculty member will not matter. This is merely a mechanism of providing a continuity of supervision to the PhD students. It would be endeavored that the interim allotment of supervisor will not exceed 6 months.

18. Research Guide under more than one School

A person is eligible to be recognized as a research guide in more than one School of study of the University and the seats limit in the number of Ph.D. candidates per UGC guidelines shall apply as cumulative number rather than school wise number.

19. Change of Research Guide

- a. The SRC shall have the power to consider the request of research student for change of research guide provided that the request is supported by the present and the proposed research guide and is recommended by the respective SRC.
- 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.

20. 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 attend conferences/ seminars 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. In cases and situation not covered herein, the Vice-Chancellor/President shall take appropriate decisions as necessary.

21. Performance Monitoring of Research Work (Progress Report)

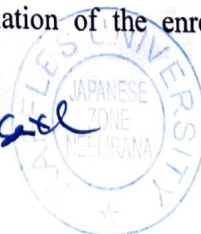
Composition of School Research Advisory Committee (SRAC): In each subject there shall be a School Research Advisor Committee (SRAC) which look and evaluate progress report of registered research scholars. School Research Advisory Committee consisting of the following:

- i. Dean/ Principal/HOD of the Faculty: Chairman (Ex-Officio)
- ii. Faculty members of the department / School according to seniority
- iii. A faculty member as nominee of President

The SRAC shall evaluate and send the evaluation report in the prescribed form to the SRAC chairperson for appraisal with anyone of the following recommendations,

- Allowed for next semester and continue Research
 - Allowed to continue research work but with suggestions for improvement
 - Advised to discontinue as the performance is very poor. In that case the matter shall be referred to President and the BASR for final decision
- 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 Advisory Committee to assess whether the student is making satisfactory progress or not.
 - b. The student shall maintain Research Dairy (Pink Dairy) and regularly place before Research Supervisor/ Dean / HOD/ Director Research for the progress of research work during the tenure. SRAC may recall such a diary anytime for inspection.
 - c. 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.
 - d. Every research scholar shall be required to submit half-yearly report regularly.
 - e. 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.
 - f. In case four consecutive half-yearly reports are found unsatisfactory, Head of the School, on the recommendations of the School Research Advisory Committee (SRAC) may recommend for cancellation of the enrollment/ registration.

Gayatri



- g. In case of non-submission of two consecutive half-yearly reports to the Research Cell, Head of the School, on the recommendations of the School Research Advisory Committee (SRAC) may recommend for cancellation of the enrollment/ registration.

22. Participation in Conference /Seminars

Research Scholar will participate in and present/publish at least two research paper in the conference/seminars connected with the area of research and certificate must be in the name of Research Scholar mentioned as research scholar of this university. The candidate shall duly notify the university about seminar/conference,

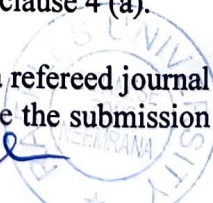
23. Publications / presentation of Research paper in Journal:

Every research scholar shall be required to publish at least two research papers in a referred journal approved by UGC preferably in a SCOPUS indexed journal, as first author and the affiliation of the University is must in all the publications emanating from Ph.D. research work and subject matter allied comprehension, reviews, etc. The research papers must emanate from the research results embodying the thesis. Though the supervisor(s)/co-supervisor(s) should be authors in the research publications, however, if a certain piece of research work is student's sole creativity on his/own conceptualized theme, the publication may not necessarily have the name of supervisor. In this situation, (a) student must submit in writing about the piece of research being so, and that there was supervision, guidance or advisory contribution, whatsoever, in this regard (b) supervisor should submit a "No Objection Certificate" about the publication. A copy of the published paper along with certificate 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.

In case, there have been multiple supervisors for the student during the course of research work, the requirement for the student for research publications stays to be two only, irrespective of the supervisor/supervisors with whom these publications are. If a student has been assigned a new supervisor for any reason and he/she has already published two research papers, it is not mandatory for him/her to publish any additional research paper with the new research supervisor to be able to submit thesis. This is a mere matter of actual contributions to the contents of the research publication and has its own ethical obligations.

24. 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 (including course work) at the University for not less than three/ four years (three years for the full-time and four years for part-time) after his/her admission to the Ph.D. programme as per clause 4 (a).
- b. The Ph.D. scholars must publish at least two research papers 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. The Ph.D. scholar must submit all the progress reports and the same should be reviewed. And he/she should comply all the requirements of the Pre-Ph.D. Thesis Presentation/ Seminar.

25. Pre-Thesis Submission Presentation/ Seminar (Pre-Ph.D. Thesis Presentation/ Seminar):

Composition of School Research Committee (Internal) (SRC): In each subject there shall be a School Research Committee (SRC) which will examine and evaluate progress report of registered research scholars. School Research Committee consisting of the following:

- i. Dean/ Principal/HOD of the Faculty: Chairman (Ex-Officio)
- ii. Faculty members of the department / School according to seniority
- iii. Two Senior Faculty members nominated by President
- iv. One external expert to be nominated by the President
- v. Director Research/ Research Coordinator
- vi. Member secretary should be nominated by the COE

SRC shall assess the work through a pre- thesis submission seminar. The Research Scholar can submit the Thesis only if the SRC is satisfied about the quality of the work for submission as a PhD thesis. The SRC Chairperson shall forward recommendations to the Research Cell and President for approval.

- 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/Director Research/ COE subject to approval of President
- ii. Research Scholar is required to submit the application signed by the Supervisor in the office for approval of Pre- Ph.D. Presentation from Dean.
- iii. Notice of Pre-submission is required to be put up on the University website and notice board preferably 7 days before the Pre-Presentation seminar. A relaxation in the notice period may be granted by the President.
- iv. Attendance sheet needs to be submitted in the office and student shall keep one copy of attendance with self for record.
- v. The pre-Submission would have held in the school under the presence of respective supervisor. For the Pre-PhD Thesis Presentation only External Expert may be appear in online mode, all others must be physically present.
- vi. There is no restriction on the number of the pre-thesis presentation. But, for the 2nd and all the subsequent presentations, the student will have an applicable charges of Rs. 15,000 or as revised from time to time.
- vii. On successful presentation of the Pre-Thesis Submission Seminar, the research scholar is required to submit the thesis within three months with modifications/corrections (if any) from the date of pre-submission presentation, failing which he/she shall have to repeat the pre-submission seminar.
- viii. The Ph.D. scholar shall submit six copies 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 organization.

- ix. Guidelines for Plagiarism Check The following guidelines must be adhered to for submitting the Plagiarism reports generated by available software in the University at the time of Ph.D. thesis submission:
- a. The Ph.D. thesis must undergo a Plagiarism Check by available software.
 - b. The exclusion at the time of performing the check should be limited to the following:
 - i. Quotes
 - ii. Bibliography / Reference
 - iii. Acknowledgement /declaration page/ certification
 - iv. Phrases (in Inverted Commas)
 - v. Small matches up to 5 words
 - vi. Small similarity less than 1%
 - vii. Mathematical Formula
 - viii. Name of Institutions, Departments etc.
 - c. Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate (Plagiarism Self Exclusion Certificate, attached) 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: This will be for reference of the library which will perform the final check.
 - d. The final Plagiarism check from the library is essential so that the correct report is submitted at the time of thesis submission.
 - e. The Research Cell /VKG Memorial Library will issue the final certificate of Plagiarism Check called the Plagiarism Verification Certificate, certifying and authenticating the check performed by the student/Department. Copy of certificate has to be submitted to the Exam Branch at the time of submission of the thesis.
 - f. Plagiarism level in the thesis shall be allowed as mentioned in **UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018**
 - g. A candidate shall submit his/her thesis for the Ph.D. degree in the manner.
 - h. Checklist for Pre-Submission Seminar on Ph.D. Thesis
 - i. Completion of the research work and preparation of thesis duly checked and certified by your supervisor(s) following the guidelines for preparing the draft thesis.
 - j. Preparation of presentation for approximately 30 to 35 minutes using Power Point. The presentation must cover the following:
 - i. Objectives and Scope of the Study
 - ii. Literature review (briefly 2-3 slides only)
 - iii. Identification of the research gaps based on literature review
 - iv. Problem Formulation
 - v. Research Methodology
 - vi. Experimentation/ Data Collection/Analysis
 - vii. Results and discussion
 - viii. General Conclusions
 - ix. Specific Conclusions /Contributions of the research



- x. Further Scope of Research
- xi. Clearing of dues till date of the seminar
- xii. Noting the corrections/suggestions, if any, for necessary action during pre-submission seminar

26. Submission of Dissertation/ Thesis:

- a. After successful pre-thesis submission presentation, a student must submit the thesis within 90 days of date of pre-submission thesis presentation. A further period of upto 3 months may be granted by the President. If so granted, the student will have to pay additional one semester full tuition fee. If a student fails to submit, the thesis, within the 6 months period, the student will have to reappear for Pre-submission presentation for which an applicable charges of Rs.15,000 (or as revised from time to time) will have to be paid in addition to payment of the semester fee. If the presentation for thesis submission is successful, the student will have to submit the thesis withing 6 months and will have to pay the full semester fee for each six months period or part thereof.
- b. Student is required to prepare 6 copies of thesis singed by the supervisor and Dean/HOD/Principle of respective Schools. Out of 6 copies, 2 copies shall be submitted to the research director, one copy to library and one will be given to the supervisor (s) and one will be kept in Research Cell after viva-voce. Student shall keep one singed copy with self.
- c. Language of the thesis shall be in English only.
- d. In cases of Ph.D. in any language, thesis may be submitted in that particular language
- e. List of documents to be attached along with copies of thesis:
 - i. Synopsis
 - ii. Provisional Admission Letter
 - iii. Registration letter
 - iv. Course work mark sheet
 - v. Acceptance letter or certificate of research paper published in a referred journal approved by UGC. (To be find with Thesis)
 - vi. Copy of certificate of two seminars or conferences
 - vii. Copy of Plagiarism certificate Separately
 - viii. Plagiarism report (Complete Report)
 - ix. Synopsis should be uploaded on Shodhganga web portal
 - x. Soft copy of Thesis in Pen Drive only.
- f. List of documents to be attached in the scholar's personal files:
 - i. Application for submission singed by the supervisor (s), Dean and Director Research.
 - ii. Pre-Ph. D presentation Notice
 - iii. Pre- Ph.D. presentation attendance
 - iv. Certificate of originality
 - v. Certificate of thesis formatting checked by the library
 - vi. Supervisor's certificate for exclusion of self-published work
 - vii. Acceptance letter or certificate of research paper published in a referred journal approved by UGC. (To be find with Thesis)
 - viii. Registration letter
 - ix. All Six-monthly progress reports
 - x. No dues certificate from Account cell.

Geeta Sood



- xi. Copy of two Publication along with copy of certificate of two seminar / conference (to be bind with thesis)
- xii. Copy of Plagiarism certificate
- xiii. Soft copy of Thesis in Pen Drive only.
- xiv. One copy of Synopsis
- xv. Photo copy of Course work mark sheet.

27. Submission and Evaluation of Thesis:

- a. A panel of 8 external examiners who are domain experts and have long experience and good standing in the relevant field/subject will be proposed by the supervisor to the Dean who may suggest up to one additional expert to be on the panel of examiners. The panel of examiners will not have more than 4 examiners from within the state of Rajasthan. The panel of examiners will be submitted to the Director Research who on accepting the same shall forward it to the Controller of Examination for presentation before the President (Vice-Chancellor) for appointment of the examiners of the thesis.
- b. President may appoint external examiners from the suggested panel of examiners or relevant experts other than those in the submitted panel of examiners. However, at least one of the two examiners appointed by the President/Vice Chancellor for evaluation of the thesis will be from outside the State of Rajasthan.
- c. The whole process of evaluation of thesis and scheduling the conduct of viva voce will be confidential and will be handled by the Controller of Examination of the university.
- d. The External Examiners appointed by the President/Vice chancellor will be contacted by the Controller of Examination, along with the submission of a copy of the thesis title and thesis synopsis seeking their consent for evaluation. In case, one or both the examiners decline to evaluate the thesis, the Controller of Examination will put up the case to President/Vice Chancellor for appointment of additional external examiner(s).
- e. A copy of the thesis shall be sent to the appointed external examiners who have consented to examine the thesis along with examiner with following documents:
 - i. A Cover letter from Controller of Examination
 - ii. One copy of Synopsis
 - iii. Copy of two Publications of the student in the Journals acceptable as per UGC guidelines
 - iv. Copy of certificate of two seminar / conferences presentations of the student.
 - v. 2 copies of Evaluation Sheet
 - vi. Copy of Plagiarism certificate
 - vii. Remuneration bill copy
 - viii. The colour of the cover of the thesis to be submitted in various faculties shall be as follows:

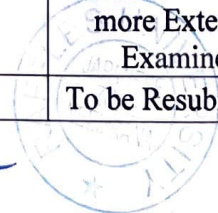
• Law	= Maroon
• Management	= Black
• Engineering and Technology	= Sky Blue
• Basic & Applied Science	= Blue
• Humanities	= Red
• Pharmacy	= Green



- ix. Thesis will be accompanied separately by a declaration from the candidate countersigned by the Supervisor and Dean of the Schools
- x. The supervisor shall furnish a certificate indicating that the thesis contains substantial original work of the candidate.
- f. The Language of the thesis shall be English except for the thesis submitted in the area of languages such as Hindi, Sanskrit, Urdu, etc.
- g. A candidate shall not be allowed to re-submit his thesis more than once.
- h. Examiners shall examine the thesis individually with a view to judge whether the thesis is a piece of Research Work characterized by;
- Discovery of facts, and / or
 - A fresh approach towards interpretation and application of facts or theories, and /or
 - Distinct advancement in technology /Science/ techniques etc.
- i. All examiners shall submit the report on the prescribed format clearly indicating one of the following four definite recommendations;
- The thesis is found suitable for Defence Viva-Voce without further examination or amendment.
 - The thesis is found suitable for Viva-Voce, subject to inserting the corrections and / or additions / modifications suggested by me in the thesis.
 - The thesis is not suitable for Defence Viva-Voce, but the candidate be asked to re-submit the thesis in a revised form for re-examination. Areas requiring major modifications are detailed in my report. (Attached)
 - The Thesis is rejected.
- 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. In case of any ambiguity and/or lack to specific recommendation with respect to 9 to iv for above, a clarification will be sought. In case no clarification is received despite 3 reminders, the case will be put up to the President who may make in interpretation from his comments in the report as to they imply acceptance of the thesis or rejection of the thesis.
- k. The University shall take a decision on the basis of recommendations of the examiners according to Table given below:

SN	Recommendation of Examiners			Thesis Accepted for Viva Voce Examination or Rejected or Reevaluation or Resubmission Required
	Supervisor	External Examiner 1	External Examiner 2	
1.	Accept	Accept	Accept	Accepted
2.	Reject	Accept	Accept	Evaluation by one more External Examiner
3.	Reject	Reject	Accept	To be Resubmitted

Sajj Saeed



				in consideration of comments of supervisor/external examiner & Reevaluated by Supervisor & a 3 rd External Examiner
4.	Accept	Accept	Reject	To be Reevaluated by 3 rd External Examiner
5.	Reject	Reject	Reject	Rejected

Notes to above Table:

- (i) *Accept mean clear recommendation of acceptance of the thesis for the conduct of the viva voce examination. A recommendation of revision of the thesis will mean no final decision by the examiner. In that case, the student will have to revise the thesis in view of the comments of the examiner and re-submit the thesis. The re-submitted thesis will be subjected to the same process of evaluation as an original thesis except that if one of the external examiners had previously accepted and the revision of the thesis does not involve additional/new experimental work/data collection, it will be evaluated, it will be evaluated only by one external examiner and the supervisor.*
- (ii) *The maximum time grated for re-submission will be 3 months, if it does not involve additional/new experimental work/data collection. Additional period of upto 3 months can be granted on case to case basis by the President, however, the time period allowed more than 3 months will entail payment of full one semester fee. In addition, payment of thesis submission fee again will be applicable.*
- (iii) *The maximum time grated for re-submission will be one year months, if revision of the thesis involves additional/new experimental work/data collection. Additional period of upto 12 months can be granted on case to case basis by the President. However, in case, the thesis is resubmitted after the expiry of 3 months, the student will have to pay full semester fee each duration of 6 months or part thereof. In addition, payment of thesis submission fee again will be applicable.*
- (iv) *In very special situation of the student, President may grant resubmission time of upto one year (if revision does not involve additional/new experimental work/data collection) and upto two years (if revision does not involve additional/new experimental work/data collection) with applicable condition of payment of full Semester fee for each 6 months or part thereof taken in the resubmission of the thesis.*
- (v) *Re-submission of thesis is allowed only once.*
- (vi) *Notwithstanding the provisions (i) to (v) above, in no case the duration of time granted for resubmission will be more than that which amounts to exceeding the applicable maximum time to submit thesis prescribed by UGC, when computed as sum of the time taken in the original submission of the thesis and time granted for resubmission of the thesis.*

Copy sent



28. Viva Voce:

- a. If the thesis evaluation reports qualify the conduct of viva voce examination, the viva voce examination by one of the external examiners will be conducted. The external examiner may conduct the Ph.D. thesis Viva-voce examination either by physical presence or in online mode.
- b. External examiner to conduct the viva voce examination on the thesis will be appointed by the President. In case, the appointed external examiner does not consent to conduct the viva voce examination or proposes a substantially far (more than 45 days) as the date of viva voce examination, the President may appoint alternate external examiner. In very rare cases, if the circumstances warrant, President may appoint an external examiner, other than those who have evaluated the thesis and submitted reports, to conduct the Viva Voce examination.
- c. The Viva Voce examination will be open to be attended by anybody including undergraduate, postgraduate and Ph.D. students of any stream of the university and others.
- d. The Viva Voce Presentation will be open to queries/questions by all attendees
- e. 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.
- f. 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, 2022 (as amended from time to time).
- g. In case the viva-voce Board recommends that the thesis of the candidate be rejected, the Board of Studies shall direct accordingly.
- h. In case the recommendation of one member of the Viva-Voce Board is positive and of the other negative, the School Research Committee shall take a decision whether.
 - i. The candidate whose thesis has been referred back by the Viva-Voce Board for revision shall be permitted to re-submit the thesis for evaluation as per rules and timelines prescribed for a resubmission of thesis k (i) to (vi).
 - ii. 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 other examiner(s) may be appointed by the Vice Chancellor on the recommendation of Board of Studies.
 - iii. No candidate shall be permitted to re-submit his/her thesis for the award of the Ph.D. degree more than once. Therefore, if the viva voce examination is conducted on a re-submitted thesis, the option of re-submission of thesis after unsuccessful viva voce examination will not exist. Accordingly, the candidate will not be awarded Ph.D. degree by the university.

29. Depository of thesis in the University.

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 cell for office record.

30. Depository in INFLEBET

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, 2022.


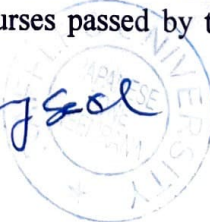
Note:

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

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

The name of a student may be 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 or permissible time limits.
- ii. Fails to submit the four half-yearly research progress reports, regularly
- iii. Fails to deposit the registration/tuition/thesis fee etc. within the stipulated time.
- iv. Fails to submit his/her thesis maximum time permissible for the submission of thesis, as prescribed by OGC or regulatory body from time to time. 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, if so permissible under the provisions of UGC or regulatory body.
- v. A student removed from the roll of the university, may re-apply for enrolment in Ph.D. programme and compete for admission. Such a student, if admitted, will be credited with any of the courses passed by the student previously.

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

Research Students registered in other Universities for Ph.D. degree and working under the faculty member who joined Raffles University as a faculty member, may be permitted to register at Raffles University, after he/she (a) has successfully completed Course Work in conformation with the guidelines of UGC or regulatory body and submits the relevant certificates/marksheets to that effect (b) withdraws his/her registration with the previous university. If admitted, the student will be exempted from Course Work and given credit transfer for the course work of the previous university and a relaxation of 6 months in minim residency period for the submission of thesis.

33. Power to remove any difficulty and power to modify

- a. If any differences of opinion develop between the student and the supervisor / guide at any time during the course of the PhD program then the President's decision shall be final and binding.
- b. Notwithstanding all that has been stated above, the President has the right to modify, so far as they do not contravene the mandatory provisions for Ph.D. Programme prescribed by UGC or regulatory body, any of the above regulation from time to time in anticipation of approval of the Academic Council.

Gajraj Sarda

REGISTRAR
RAFFLES UNIVERSITY
NCEMRANA (RAJ)