

CHILDREN'S UNIVERSITY

Gandhinagar

Doctor of Philosophy Ordinance 2020 (Revised)



With effect from Academic Year 2020-21

CHILDREN'S UNIVERSITY
Sector-20, Gandhinagar-382020
Gujarat
Website: www.cugujarat.ac.in



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Doctor of Philosophy Ordinance 2020 (Revised)

O.Ph.D. 1. Eligibility Criteria for Recognition as a Ph.D. Guide

1.1: The Children's University shall approve full time teacher holding a Ph. D. degree of the university in a subject/discipline, or in a related subject/discipline and she/he shall be given recognition to guide/supervise research leading to the award of a Ph. D. degree in his/her subject discipline or in a discipline related to his/her main subject discipline.

1.2: Any regular teacher/Professor of the University/Institution with at least five research publications in refereed or peer reviewed journals having ISSN number may be recognized as a Ph.D. Guide. Research publication in refereed or peer reviewed journals having ISSN number must be listed in UGC CARE list if published after 14th June 2019. **Rules for Recognition of Research Guides as given by UGC from time to time are to be followed.**

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

1.3: a. He/she should have at least three years of PG level teaching/research/industrial research experience after his/her notification of Ph.D. is declared.

or

b. An Assistant Professor holding minimum 3 years of Children's University Experience after his/her notification of Ph.D. is declared along with minimum 5 quality research papers published in UGC CARE list is qualified to apply for Ph.D. guide provided he/she is working at a place where there is no department.

or

c. An Associate Professor with minimum 10 quality research publications is qualified to apply to be a Ph.D. guide provided he/she is working at a place where there is no department. Research publication in refereed or peer reviewed journals having ISSN number must be listed in UGC CARE list if published after 14th June 2019.

- 1.4: The University shall constitute a Committee for Recognition as Ph.D. Guide with the following as members to evaluate the application with regard to the fulfilment of the above criteria before recommending recognition of a teacher as a Ph. D. guide: (1) Head of the PG Department concerned (Chairman of the Committee); (2) Director school concerned; (3) Chairman of the Board of the Studies; (4) One expert in the relevant subject from outside the Department; and (5) Two senior teachers of the related subject in the PG Department, who are active researchers.

All the members of this committee shall hold a Ph. D. degree and be recognised Ph. D. Guides.

This committee shall hold office for three years. It shall meet at least once a year to consider applications for recommending recognition as Ph.D. guide by deciding on each case individually on merit, taking into account the applicable above criteria. In absence of above constituted committee the VC will constitute committee.

- 1.5: A Ph. D. guide shall produce at least one Ph. D. student during the last five years after the student is allotted to him/her and shall register at least one Ph.D. student for continuation of his/her recognition as a guide, failing which his/her recognition as guide shall stand cancelled and he/she shall be required to seek re-recognition as a Ph. D. guide.

- 1.6: A person recognized as a Ph. D. guide by this University or other universities shall be automatically recognized as a Ph. D. guide in this University upon joining it and making an application for recognition.

O.Ph.D 2. Procedure for Admission

- 2.1: (a) The University shall lay down and decide, in the beginning of the term/semester, a predetermined and manageable number of doctoral students, based on the number of teachers recognised to guide doctoral research in any given subject-discipline and the vacancies with them. No supervisor shall have more than the number of Ph. D. students beyond the following quota at any given point of time: (a) Professor–08; Associate Professor–06; and Assistant Professor–4 or as per UGC guidelines from time to time. However, he/she shall be allowed to take eligible international student applicants against supernumerary seats, or in addition to the above numbers.
- (b) A seat shall be considered to be vacant only after a registered research student submits his/her Synopsis for Ph. D.
- (c) The University shall ensure that adequate research facilities are available/ made available before allocating the Ph. D. students to Ph. D. guides in various subject-disciplines.
- (d) The available number of seats should be obtained from respective departments through DRC before notification. The University shall notify number of available seats for Ph. D., last date of submitting application form, date of entrance test and

examination center(s), date of result and date of counselling session in a given subject-discipline and notify on institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language and conduct the admission process on a regular basis. All the PG Departments/recognised institutes have to follow above schedule.

- (e) Applicants for admission to Ph. D. in any subject other than education shall be required to have a minimum 55% score under any evaluation system at the Master's level.

Applicants seeking admission to Education Discipline at Doctoral programme (Ph.D) shall have Postgraduate degree in basic academic discipline (Arts, Commerce, Science etc.) with minimum 55% marks and; M.Ed degree from a recognised university with minimum 55% marks

Or

Postgraduate (M.A.) degree in Education with minimum 55% marks.

All above mentioned candidates shall have to secure minimum score of 50% marks in Ph. D. Entrance Test.

- (f) Applicants seeking admission to Ph. D. who hold a Postgraduate Degree from approved University/Institute/Department recognised by UGC/AICTE/DEC and MHRD, Government of India and those with a Postgraduate Degree in a Professional Course considered to be equivalent to an approved Postgraduate programme in concerned subject at national level for Ph.D. Admission will need to appear in the Ph.D. Entrance Examination in the discipline concerned.
- (g) Admission to Ph. D. shall be through the Ph. D. Entrance Test to be conducted in the University by the PG Department in each discipline for Master's level students.
- (h) Applicants who have qualified UGC/CSIR (JRF) Examinations/NET/ SET/GATE/JEST, or have secured such any other national level fellowship for research or hold teacher fellowship or M.Phil. degree of this University shall be exempted from the Ph.D. Entrance Test. However candidates having M.Phil. degree from other than this University have to appear in the Entrance Test.
- (i) Applicants who have qualified UGC/CSIR (JRF) Examinations/NET/ SET/GATE/JEST, or have secured such any other national level fellowship for research shall have to appear in Group Discussion and personal interview in which he/she has to secure at least 50% marks or any other selection procedure decided by the university from time to time.
- (j) Once the results of the Ph. D. Entrance Test are declared, the concerned PG Department shall organize Group Discussion and personal interview or any other selection procedure decided by the university from time to time.

- (k) The final merit list shall be prepared on the basis of following criteria for three categories as mentioned below.

Category	Weightage in Final Merit			Total
	Percentage in Master's Degree	Entrance Test	GD & PI	
(A) UGC/CSIR (JRF) Examinations/NET/SET/GATE/JEST etc.	70%	-	30%	100%
(B) M.Phil. (CU)	70%	-	30%	100%
(C) Entrance Test	-	70%	30%	100%

- (l) For the eligibility of admission all the candidate of above mentioned categories (A, B and C) shall have to score minimum marks as follow:
1. 55% marks in Master's Degree
 2. 50% marks in Entrance Test
 3. 50% marks in GD & PI
- (m) Each PG Department shall admit only a pre- determined number of students to its Ph.D. programme. After declaring the available seats in the respective subjects, no seat will be added later on.
- (n) International students shall be exempted from fulfilling the requirement of clearing and securing qualifying marks in the Ph. D. Entrance Test.
- (o) The University shall decide on the honorarium for paper setting and conduct of Ph. D. Entrance Test from time to time.
- (p) PG Department/recognised Institute shall submit the qualified/short listed candidates list along with name of allocated research guides through the Department Research Committee (DRC) to the university for registration within one month from the date of counselling.

2.2:

- (a) All available seats for Ph. D. admissions in a PG Department shall be distributed into three distinct groups in the following manner and proportion: NET/SLET/GATE/JEST (whose validity will be as per the validity of respective examinations) group (30%), M.Phil. degree holder of this university (30%) and Ph. D. Entrance Test group (40%).
- (b) In case a seat/s in any of the groups under (a) above remains vacant, these shall be filled with applicants from any other group. In such cases Vice Chancellor shall have power to take decision for filling up the vacant seats.
- (c) 90% of total Ph.D. seats would be allotted to Children's University Students' only. In case, qualified applicants of children's university or other than children's university are not available, seats can be converted into either side.

- 2.3: Admissions shall be offered once a year, provided seats are available in a given subject discipline. Waiting can be operated within six months from the date of the last admission given.

O.Ph.D. 3. Core Committee for Admission

- 3.1: A Core Committee shall be constituted by the Head of a PG Department Institute with at least two members in the PG Department concerned and Director of respective school would be invited on this committee for the smooth conduct of the Ph.D. Entrance Test. This Committee shall set the question paper, provide solution to the test paper, conduct the test, assess the answer sheets, prepare and display merit list based on the results, and arrange a counselling-cum-interview session of qualified applicants with the Research Committee in the PG Department as the case may be.
- 3.2: The Core Committee shall specify the syllabus content for the test and display it on the notice board of respective PG Department/Institute. The general guidelines for the syllabus content shall be as follows: (a) The syllabus for the test shall cover the contents in the respective subject-discipline; and (b) The syllabus for Ph. D. test shall be on the pattern of UGC NET-JRF test, prepared by Department Research Committee (DRC). However, in subjects where UGC NET-JRF test is not conducted, the course content for Ph. D. would be on par with the syllabus for Master's level degree of respective subject of the University.
- 3.3: The Tests shall be of 100 marks and 3 hours duration. The format of the Entrance Test paper shall be as follows: Section-I (50 marks; test items of objective type in multiple choice format on the subject); and Section – II (25 marks; five short-answer question on the subject); and 25 marks; long-answer questions with or without sub-questions on the subject). The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific.
- 3.4: A candidate shall be required to secure 50% or more marks in the Entrance Test, and 55% or more marks in PG degree examination in order to be eligible for admission to Ph. D. programme and for education discipline. However, the fulfilment of the minimum eligibility requirement alone shall not constitute the basis for a secured admission to a Ph. D. programme.
- 3.5: All PG Departments shall take due care to follow the reservation policies prescribed by the Union and/or State Government while granting admission to applicants qualifying finally for a place on their Ph. D. Programmes.
- 3.6: The Core Committee for admission in each PG Department shall prepare and display on its notice board the list of applicants found

qualified for admission, and invite these applicants for counselling-cum-interview with the Research Committee.

O.Ph.D. 4. Departmental Research Committee

- 4.1: The Head of the PG Department shall constitute a Departmental Research Committee consisting of the Head of the PG Department concerned as the chair; two senior teachers in the subject or allied subject in the PG Department, who are active researchers/research guides in the subject as members and Director of respective school would be invited on this committee. If Guide is not present as a senior teacher in DRC, Guide must be invited at the time of presentation of student work. The tenure of the Committee shall be three years. The names of the members of the Committee shall be communicated to the University from time to time. A meeting of the Committee shall be convened once or twice, as the case may be, after the conduct of every Ph. D. Entrance Test in the subject. All Ph. D. guides, other than the members of the Departmental Research Committee, who have vacancies available with them, shall be specially invited to attend the meetings of the Committee at the time of admission.
- At the initial stage, in absence of above-mentioned committee, the VC shall nominate and appoint members from the university.
- In case there is no PG Department, the formation of DRC would be as given below. 1. HOD 2. One senior teacher of relevant subject/discipline 3. One expert from outside in the rank of Associate professor or above
- 4.2: Registrations for Ph. D. shall be finalized after counselling-cum-interview session with the Research Committee, including the research guide, based on a set of criteria including research area, availability of vacancy and a guide in a proposed subject area, quality of research proposal, and presentation. The Departmental Research Committee shall use its discretion, keeping in mind the availability of vacancies in a subject area of each applicant's interest and that of a guide in it, in recommending a list of applicants to the University for it to grant them admissions.
- 4.3: No candidate shall be allowed to register simultaneously for any other programme after registering for Ph. D. If, at any point in time, it is found to be otherwise, his/her admission shall *ipso facto* stand cancelled, and all the fees and deposits paid by the candidate shall stand forfeited.
- 4.4: (a) No candidate shall ordinarily be permitted to take the Ph.D. degree in a subject different from the one in which he/she had obtained his/her Master's degree. In case, a candidate seeks admission for Ph. D. in a subject other than the one offered by him/her at the Master's degree but in the same faculty, he/she may be admitted to Ph. D. programme, provided the Departmental Research Committee in the subject approves it.
- (b) A candidate seeking admission to Ph. D. in a subject falling in a

faculty other than the faculty in which he/she had obtained his/her Master's degree may be considered for admission to Ph. D., provided a Special Research Committee consisting of (a) Directors of the two schools involved; (b) Head of the PG Department in which the admission is being sought; (c) proposed guide; and (d) a subject expert appointed in consultation with the Head of the PG Department concerned approves it.

The DRC concerned is authorized to take decisions related to the eligibility for admission for applicants who desire to undertake inter-disciplinary research leading to Ph. D. and on whether they would need to do coursework or be given exemption from it as is done in case of M. Phil. pass students from the Children's University.

- (c) A full-time employed candidate will be registered as a part-time Ph. D. student upon the production of no-objection certificate from the employer. However, a part-time or temporary employed candidate can be registered as a full time student through the recommendation of DRC.
- (d) After full time registration if a candidate is employed full time anywhere, his/her registration will be converted as a part-time student through the recommendation of DRC.

- 4.5: A research student, who fails to pay the prescribed fee within a month of its falling due, shall be required to pay an amount as late fee, in addition to the tuition and other fees is due from him/her as per the University rules in force from time to time.
- 4.6: If a research student fails to pay fee for three consecutive terms, then his/her registration shall be cancelled. However at a latter stage if a candidate desires to renew his/her registration then DRC is empowered to take appropriate decision with due justification.
- 4.7: A full time registered Ph. D. student shall submit his/her thesis within five years from registration, failing which his/her registration shall be cancelled and he/she shall, in that case, be required to pay fees up to the time he/she submits his/her thesis along with renewal of registration with penalty of fees as per rules.
- 4.8: A full-time teacher of the this University or of constituent Department/Institution of this University, who registers himself/herself for Ph. D. in a University PG Department, shall not be required to pay tuition fee for a period of six terms/semesters.
- 4.9: Fees once paid shall not be refunded in any case.

O.Ph.D. 5. Allocation of Supervisor

- 5.1: (a) The Department/Institute concerned shall, in a formal manner, decide on the allotment of a supervisor for each of the selected research students, depending on the number of students per Supervisor, the available specializations with the supervisors, and the research interest of the student as indicated by the student during counselling-cum-interview session. The allotment of a

supervisor shall, in no case, be left to the individual student or the supervisor.

Only a full time regular teacher of this University can act as a supervisor. The external supervisors are not allowed.

(b). In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Ph.D. Guide from the Department itself, who shall be known as the Ph.D. Guide, and a Co-Supervisor from outside the University/Department/ Faculty/Institution on such terms and conditions as may be specified and agreed upon by the consenting University/Institutions.

(c) In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the Children's University for the part of research already done.

- 5.2:
- (a) The university shall, on the recommendation of the Research Committee, transfer students registered under a guide to another guide in the same subject discipline within six months if the original guide is unable to provide guidance due to unavoidable circumstances.
 - (b) In case a Ph. D. guide leaves his/her Institution due to superannuation/ resignation, a research student registered under him/her shall be transferred, through the Departmental Research Committee, to another Ph. D. guide within six months from the date of the original guide's departure. However, the original guide shall be allowed to continue as co-guide until such time as the research student submits his/her thesis for the Ph. D. degree.
 - (c) If a Ph. D. guide continues his/her service in any capacity within university jurisdiction, then he/she can continue guiding the student as a principal guide.

5.3: The University shall continue to encourage interdisciplinary research.

O.Ph.D. 6. Coursework

- 6.1: Once a research student is admitted to Ph. D. programme, he/she shall be required by the University to undertake coursework. The terms and conditions shall be as follow.
- a) The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits. DRC shall decide course credit from time to time.
 - b) The course work shall be treated as prerequisite for Ph.D.

preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.

- c) The Department where the scholars pursue their research shall prescribe the coursework syllabus.
- d) All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- e) Candidates already holding M. Phil. degree and admitted to the Ph.D. programme shall be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- f) After successful completion of coursework as per rules of the university in terms of minimum 80% attendance and obtained a minimum 55% of marks in the course work, the candidate will be registered for Ph.D. Programme. Failing to above mentioned two conditions the candidate shall not be eligible for registration and to continue in the programme and submit the dissertation/thesis in Ph.D. Course.

O.Ph.D. 7. Evaluation and Assessment Methods

- 7.1: All Ph. D. students shall submit progress reports of their work, signed by the Guide and forwarded by the Head of the PG Department to the DRC, quite regularly at the end of each term/semester.
- A research scholar shall appear before the DRC once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the DRC to the Department with a copy to the research scholar.
- He/she shall be allowed to pay the next semester fee only after satisfactory report from DRC. If the progress of the registered student in a term/semester is not satisfactory, the guide and DRC will suggest appropriate actions to the effect. If the research scholar fails to implement these corrective measures, the DRC may recommend to the Department/Institution with specific reasons for cancellation of the registration of the research scholar.
- 7.2: Ph.D. scholars must publish at least one (1) research paper in refereed UGC CARE listed journal with ISSN and make two paper presentations in conferences/seminars before the submission of the synopsis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 7.3: Full time and Part time Ph. D. candidates shall be allowed to submit their synopsis in sixth successful DRC of six terms/semester which includes one semester of course work.

- 7.4: Ph. D. thesis shall be submitted within a year from the date of submission of the synopsis, failing to this DRC may recommend to consider the case with due justification and the candidate will have to pay necessary term fees for the extended period.
- 7.5: a. All research students shall write their thesis in English, Gujarati or Hindi in case of Social Science Researches, although, synopsis must be submitted in English only. However, research students in languages can submit their thesis and synopsis in the respective language in which research is carried out. Total five copies of synopsis must be submitted along with CDs.
- b. A Ph. D. student shall submit to the university five copies of the thesis and five CDs within prescribed time limit and format for evaluation as given on the website of Children's university.
- 7.6: A foreign student, registered for Ph. D. in this University but not residing on the campus shall stay on the campus for at least three months for his/her study during the period of his/her research, besides fulfilling the other requirements outlined in these rules. He/she shall present the work done through seminars before the Research Committee concerned before submitting his/her thesis.
- 7.7: Prior to the submission of the thesis, the student shall make a pre-Ph. D. presentation in the PG Department with the members of the faculty and research students present to get feedback and comments from them, and these shall be suitably incorporated into the draft thesis as per the advice of the supervisor.
- 7.8: A candidate shall forward to the Registrar of the University, through his/her Guide and Head of the department, a synopsis of his/her thesis, not earlier than the terms prescribed for submission, and pay examination fee as prescribed by the university from time to time before he/she is allowed to submit the thesis any time thereafter but within a year.

O.Ph.D. 8. Acceptance of Thesis

- 8.1: a. A panel of at least six referees (three from within state and other from outside the state or foreign country) with brief bio data will be submitted by the Guide which is to be approved by the Board of Studies in respective subject, out of which two external referees will be selected by the Vice Chancellor in such a way that at least one is from outside the state/country. The referees shall examine the thesis and submit individual report whether there is a prima facie case for the acceptance or the rejection of the thesis.
- b. If both the external referees consider the thesis unsuitable for the award of the degree, no viva-voce test of the candidate shall be held and the report shall be placed before the Executive Council for final decision. If the external referees agree that there is a prima facie case for the award of the degree a viva-voce test of the candidate, by the internal and at least one external referee shall be arranged.

The referees present at the viva-voce test shall report jointly with the respective guide to the University whether the thesis be accepted for the award of the degree or not.

- c. In case of difference of opinion between the two external referees, the Vice Chancellor shall appoint a third external referee from the panel of examiners of the thesis.

If the third external referee reports that the thesis is unsuitable for the award of the degree, no viva-voce test of the candidate be held and his/her report shall be placed before the Executive Council for final decision. In case, the third referee considers that there is a prima facie case for the award of the degree, a viva-voce test of the candidate shall be held at which the internal referee and at least one of the referees who is in favour of the award of the degree, shall be present. The referees present at the viva-voce test shall report jointly to the university whether the thesis be accepted for the award of the degree or not.

8.2: A work that has been rejected may be resubmitted after due revision and subject to the payment of necessary fees.

8.3: All interested persons can attend the defence of the Ph. D. thesis during open viva-voce examination. They may participate in the discussion and put questions to the candidate if permitted by the Chairperson of viva-voce seminar. However, only the examiners of the thesis present at the viva-voce examination shall have the right to express their opinion about the merit of the candidate for the award of Ph. D. degree.

(**Note:** The viva-voce programme will be notified on the departmental notice board and may be circulated to related departments through the Head of the Department).

8.4: The degree of Ph. D. shall not be conferred as an addendum degree.

8.5: The thesis shall contain certificate of originality in the following form:

Certificate

Certified that the work incorporated in this Thesis entitled

“ _____ ” submitted by me comprises the result of independent and original investigations that I carried out. The materials obtained from other sources and used in the thesis have been acknowledged appropriately.

Signature of the Research Student

Place: _____

Date : _____

Certified that the work mentioned above was carried out under my/our guidance.

Signature of the Research Guide(s)

Place: _____

Date : _____

Forwarded through the Head/Director:

- 8.6: The Ph. D. thesis so submitted by a student in a PG Department to the University shall be evaluated by at least two experts, out of which at least one shall be from outside the State. In extraordinary cases, where the University feels the need to appoint one examiner from outside the country, it may do so at its discretion. However, in case of the Gujarati, the University may appoint examiners from different Universities within the state.
- 8.7: Normally the University shall ensure the completion of the process of evaluation of the thesis within a period of six month from the date of its submission.
- 8.8: If any of the examiners suggest some corrections, the candidate will have to submit a corrected version of the thesis before the viva voce examination.
- 8.9: University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulation 2018 would be followed for further process of submission of thesis / dissertation.

A separate committee would be formed for the same purpose if the thesis/ dissertation is submitted in other than English language. The formation of this committee would be: 1.HOD 2. Guide/ Research Supervisor 3. One subject Expert

O.Ph.D. 9. Submission of Copies to the UGC and the Commissioner of Higher Education
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- 9.1: The University shall, within a period of thirty days after the completion of the evaluation process and notification of the award of Ph. D. degree, submit a soft copy of a Ph. D. thesis to the UGC for hosting it on INFLIBNET thus allowing open access to it to all Institutions/Universities in the country; to the Commissioner of Higher Education, Government of Gujarat and to our university computer centre for hosting on website.
- 9.2: The University shall issue a provisional certificate at the earliest certifying to the effect that the Ph. D. degree has been awarded in accordance with the provisions of UGC regulation June, 2009 and July, 2016 (Minimum standards and procedures for awards of M. Phil./Ph.D. Degree) stands conferred on the research student along with the Ph. D. notification.
- 9.3: In absence of existence of any committee, the Vice Chancellor will have power to constitute committee for the same purpose.
- 9.4: The decision of the Vice-Chancellor shall be final and binding for all in the interpretation of any provision contained in these rules and regulations.