



MOTHERHOOD

UNIVERSITY, Roorkee

ENLIGHTENING WORLD

Revised

Doctor of Philosophy (Ph.D.) Ordinance

June 2017

(Amended as per UGC regulation/notification dated May 5, 2016
and published in Gazette of India no. 278 dated July 5, 2016)



Roorkee-Dehradun Road, Village Karoundi, Post Bhagwanpur, Tehsil
Roorkee, District Haridwar, Uttarakhand-247661


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GENERAL

In exercise of the powers conferred by Uttarakhand Government Act 05 of 2015 under the relevant provision(s) of Act and Statutes of the University, the Doctor of Philosophy (Ph.D.) Ordinance has been amended in order to regulate the minimum standards and procedures for award of Ph.D. degree in conformity with the University Grants Commission (Minimum Standards and Procedure for award of Ph.D. Degree) Regulations-2016, dated 05 May, 2016. The following ordinance is promulgated to make provisions for Ph.D. admission in different Faculties of the University.

This revised ordinance shall come into effect from June-2017 onwards. This ordinance may be called "The Motherhood University, Roorkee, Doctor of Philosophy (Ph.D.) Degree Ordinance, June-2017.

SHORT TITLE & COMMENCEMENT

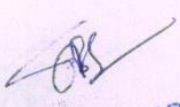
1. This ordinance may be called "**The Motherhood University, Roorkee, Doctor of Philosophy (Ph.D.) Degree Ordinance, June, 2017**".
2. It shall be deemed to have come into force from the Academic Session 2017-18 i.e. June-2017 batch.
3. As per the UGC clarification with reference to "Regular Mode", the University shall not conduct the Ph.D. Programme through distance education mode.

PREAMBLE

Motherhood University, Roorkee offers academic programmes leading to the award of Ph.D. Degree through its Faculty/Departments. The doctoral programme (Ph.D.) is focused on acquiring in depth knowledge and expertise in the research field. The award of Ph.D. degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of technical and scientific problems in various disciplines. The academic programme leading to the Ph.D. degree includes course work and a research thesis. The University also encourages interdisciplinary research and provides excellent opportunities for such programmes.

The degree of Doctor of Philosophy shall abbreviate as Ph.D. which is granted for research work in areas recognized by various Departments/Faculties of the University as well as by the Directorate of Research in the other areas also for which no Faculty has been established but a supervisor from other Faculty can be facilitated by the University due to the interdisciplinary nature of the research.

The degree of Doctor of Philosophy (Ph.D.) shall be awarded to the Scholar, who shall fulfill all the requirements specified in this ordinance, after approval of the Board of Governors on the recommendations of the Academic Council and Board of Management.


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1. DEFINITIONS AND NOMENCLATURE

In the Ordinance, unless the context otherwise requires,

- (i) 'University' shall mean Motherhood University, Roorkee.
- (ii) RDC shall mean 'Research Degree Committee'.
- (iii) RAC shall mean 'Research Advisory Committee'.
- (iv) DRCC shall mean 'Department Research Co-ordination Committee'.
- (v) 'Chairperson' shall mean the Dean/Principal/HOD of the concerned Faculty/Department.]
- (vi) 'Research Supervisor' shall mean any Faculty member of the University who has been recognized by the University to supervise the Research Scholars.
- (vii) 'Research Scholar/Scholar' includes the candidate admitted by the University either under full-time or part-time category.
- (viii) 'Course Work' shall mean theory subjects prescribed for the Scholar to undergo as a part of the Ph.D. Programme to impart the knowledge of research methodology and analytical skills requisite for carrying the research project.
- (ix) Faculty /Department shall mean and include all Faculty instituted by the University in various subjects like Faculty of Agriculture, Faculty of Education, Faculty of Science etc.

2. ELIGIBILITY

- (a) A Scholar shall be eligible for admission to the Ph.D. programme, if s/he possesses:
 - I. Master's Degree or a professional degree declared as equivalent to the Master's degree by the corresponding statutory regulatory body with minimum 55% of marks or equivalent Grade point average (GPA) in the subject concerned for open category 5% relaxation for SC/ST /OBC (non-creamy layer) and Differently abled scholars in the subject concerned.
 - Or Master's Degree in an allied subject or interdisciplinary subject may also be considered for admission to Ph.D. programme for which no Faculty has been established but a Supervisor from other Faculty can be facilitated by the University due to the interdisciplinary nature of the research.
 - Or Foreign National/NRI/PIO shall also be eligible for registration under this programme, subject to the fulfillment of conditions laid down by


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the University Grants Commission (UGC), Association of Indian Universities (AIU) and the Government of India after verification by the concerned District Police Authorities/ local Intelligence Unit.

- Or Foreign Nationals with degrees from their (Foreign) Universities shall obtain and submit equivalence certificate from the Association of Indian Universities (AIU) to the effect that their degree is equivalent to the Master's/Bachelor's Degree of the Indian Universities.

If any employed person from Government or Non-Government organization/ College/University wants to seek admission in the doctoral programmes, she/he must have to produce No Objection Certificate (NOC) from the employer to the effect that the duties allotted by the employer shall allow the required time for him/her to pursue the Ph.D. Programme. However, the Research Scholars shall produce the NOC from the employer certifying the leave for course work from the Institution which is required to complete the course work on full time basis.

Notwithstanding anything contained in this ordinance, the eligibility criteria/guidelines prescribed and/or issued by the University Grants Commission (UGC) or any other statutory body from time to time shall also be applicable for registration to the Ph.D. Programme of this University.

3. ADMISSION PROCEDURE AND PROVISIONAL ENROLLMENT

- (a) Only the pre-determined number of Research Scholars shall be admitted to Ph.D. Programme as per the available vacant seats.
- (b) As per the State reservation policy of Uttarakhand, forty percent (40%) seats shall be reserved for the permanent residents of the State of Uttarakhand. If the reserved seats are vacant due to non-availability of eligible Research Scholar, then the said vacant seats may be filled from other scholars from other States.
- (c) 26% rebate will be given to permanent residents for Uttarakhand State only on the tuition fee fixed by the University.
- (d) The University shall invite applications twice in a year, in the month of June & December (once in each semester) for admissions to this programme through advertisement in print media, website and other electronic or digital media.
- (e) The Research Scholar shall apply for admission in the prescribed application form which would be available at the Directorate of Research of


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Motherhood University, Roorkee or may be downloaded from the website of the University and send it to: "**The Directorate of Research, Motherhood University, Roorkee-Dehradun Road, Village Karoundi, Post- Bhagwanpur, Tehsil-Roorkee, District-Haridwar, Uttarkhand, Pin-247661, India**" or may directly submit to the Directorate of Research along with all credentials and requisite non- refundable Application Fee. The copy of documents to be attached with the application form shall be:

- Mark sheets of High School/ 10+2/ Diploma with Certificates
 - Mark sheets of all semesters/years of graduation and post-graduation along with degrees
 - Document in favour of any exemption listed in clause 3.1
 - Aadhar Card, Pan Card, State Domicile, Caste Certificate in case of any benefit required in particular category, Gap Certificate,
 - Migration Certificate,
 - Ten coloured passport size photographs,
 - NOC in original obtained from the employer, in case the applicant is employed,
 - An affidavit on notarized non-judiciary stamp paper of Rs. 10/- that the information provided by the Research Scholar in the application form and the documents are correct and true.
- (f) The University shall admit Ph.D. Scholars either through an entrance test called- "Research Aptitude Test (RAT)" for Ph.D. Programme or directly depending upon the terms of exemption from RAT as stated in clause 3.1 but in all cases, the applicant has to register by filling and submitting the application form along with requisite fee as mentioned in the advertisement.
- (g) The applications received by the Directorate of Research shall be scrutinized and the list of eligible Research Scholars shall be placed before the Vice-Chancellor. After approval of the Vice-Chancellor, the list shall be sent to the Controller of Examinations.
- (h) *The Entrance Test Examination shall be* conducted by the Controller of Examinations of the University including the paper setting, issuing admit card, evaluation and declaration of the results & entrance test syllabus will be same as UGC net examination.

The written test (RAT) shall be of 3 hours duration and shall be based on the following format:

FIRST SECTION:

This section will consist of MCQ type questions. (50 marks)

This part shall have the following four components:

- (a) Research Methodology (15 Marks)
- (b) Functional English Language (10 Marks)
- (c) Functional Knowledge of Computer (10 Marks)
- (d) General Awareness (15 Marks)

NOTE: *There shall be no negative marking for wrong answers.*

SECOND SECTION:

This section will consist of descriptive type questions. (50 marks)


The candidates shall be required to attempt two questions of 25 marks each. In this section of the question paper, a candidate will be asked to write about the Research Methodology, specialization of Research, in which subject s/he wants to carry out the research.

- (i) There shall be minimum qualifying marks for the test, i.e. 50% marks on an aggregate but minimum 40% marks separately in each section, provided that a relaxation of 5% marks (on an aggregate and in each paper as well) will be given to the candidates belonging to Scheduled Castes/ Scheduled Tribes/ OBC (non-creamy layer)/Differently abled, provided further that the average percent of marks shall not be rounded-off to the next higher integer.
- (j) Based on the marks obtained in the entrance test, merit list shall be prepared and will be communicated through E-mail to the qualified candidates.
- (k) Research Aptitude Test (RAT) shall be followed by Personal Interview and Document Verification by the Directorate of Research in which all aforesaid original documents shall be checked and verified and two sets of photocopy of those documents shall be submitted by the candidate. After verifying all original documents and submission of the photocopies, the candidate shall be issued a Provisional Enrollment number. In case of non-availability of the original documents, no admission will be allowed subject to the discretion of the Vice-Chancellor.
- (l) The list of selected candidates shall be sent to the approval of Vice-Chancellor. The approved Research Scholars shall be allotted a Supervisor by the Directorate of Research with the consultation of Chairperson, DRCC of the concerned Faculty. Afterwards, the Research Scholar shall be directed to meet with Supervisor for seeking further


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guidance and aware the rules and regulations to be followed by him or her during the tenure.

- (m) Thereafter, on receiving the list of provisionally enrolled Research Scholars, the Chairperson, DRCC of concerned Faculties will hold a meeting with the Research Scholar along with the all members of DRCC, where the Research Supervisor of the Scholar will discuss and finalize the topic of research project. The meeting minutes of all meetings of DRCC shall be forwarded to the Directorate of Research.
- (n) After the preparation of synopsis, the Research Supervisor and the Scholar shall appear before the Chairperson, DRCC who will ensure whether the Scholar is prepared to present his or her research plan in RDC meeting and has completed the synopsis or not. If Chairperson, DRCC is satisfied with the work of the Scholar then s/he shall direct the Scholar to deposit three copies of the synopsis along with the soft copy and power point presentation in a CD/ Pen Drive to him. Then Chairperson, DRCC shall propose the Directorate of Research by forwarding all copies and CD/ Pen Drive along with a letter certifying under his/her signature, seal and stamp that the submission is complete and as per norms of this ordinance.
- (o) After receiving the proposal to conduct RDC from Chairperson, DRCC, the Directorate of Research shall place the same before Vice-Chancellor and confirm the date of conducting the RDC meetings of the Research Scholars in consonance with the academic calendar.
- (p) The final date of RDC shall be communicated to the Chairperson, DRCC of the concerned departments who shall be responsible for further informing to the Supervisor and the Research Scholars.
- (q) The RDC meeting shall be conducted by the Directorate of Research on the prescribed date. In case the synopsis is approved by the RDC with minor suggestions, the Research Scholar shall submit the final six spiral bound copies of the synopsis and one CD of the PPT and soft copy of the synopsis to the Directorate of Research through Chairperson, DRCC within 10 days of the RDC meeting, otherwise in case of major revision and alterations, the research scholar shall submit the same within 15 days of the RDC meeting. The Chairperson, DRCC shall forward the revised copies of the synopsis along with CD to the Directorate of Research in writing that the synopsis has been checked and the required changes have been made properly. If the same is not submitted within 15 days then the Research Scholar shall have to appear again in next RDC meeting.


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- (r) After that, the Directorate of Research shall issue the Registration number to the Research Scholar and the same shall be uploaded over the website of the University.

3.1 EXEMPTIONS FROM THE ENTRANCE TEST

The following categories of candidates shall be exempted from the (Research Aptitude Test) RAT for Admission to the Ph.D. Programme but shall be required to submit the application form along with the requisite fee and documents listed in the clause 3(e) and appear directly in document verification and personal interview:

- (a) International Students (including NIRs) which shall be subject to the general rules framed by the Government of India from time to time and as applicable to the University with regard to the admissions, fee etc.
- (b) All candidates who have qualified UGC (NET-JRF)/CSIR(NET-JRF)/GATE/ MHRD-Scholarship/Teacher fellowship/SLET etc., subject to the validity norms of the respective fellowships.
- (c) Candidates who have successfully completed their M.Phil from any University recognized by the University Grants Commission (UGC).

4. SUPERVISOR, CO-SUPERVISOR AND INTERDISCIPLINARY RESEARCH

Every Research Scholar registered for the Ph.D. programme shall work under the continuous supervision of his or her Supervisor. A Co-supervisor may be provided, if necessary. The Research Scholar shall remain in the contact of the Supervisors for all queries and updates related to the research work.

- (a) A Research Scholar shall be admitted to any one of the Faculty of the University to which the admission announcements have been made for a given semester. In case the Research Scholar is willing and having aptitude to pursue research of interdisciplinary nature for which the specific Faculty has not been instituted in the University but a full-time Faculty member of other Faculty may be assigned as supervisor who is competent and willing to guide him or her. S/he may be admitted after taking approval from the Vice-Chancellor.
- (b) A Research Scholar shall normally be admitted for Ph.D. degree in the Faculty in which he/she has passed his/her qualifying examination as stated in clause 2(a). In special cases, a Research Scholar qualifying in any other Faculty, may be permitted for admission to Ph.D. programme for which the specific Faculty or Department has not been instituted in the University but due to the interdisciplinary nature of the Research topic and the availability

of the Research Supervisor in some other Faculty, the Vice-Chancellor of the University allows the Research Scholar to be admitted, provided that the degree shall be granted in the name of the particular research only.

- (c) If any Faculty member has doctoral degree in more than one subject and s/he is eligible for becoming Supervisor, then s/he will be qualified to become Supervisor in both subjects as well as in other area of research having interdisciplinary nature. For example a person having Ph.D. in Hindi as well Psychology, can become supervisor in both fields.
- (d) To promote inter-disciplinary approach in research, if any Supervisor has doctoral degree in Psychology, s/he will also be eligible to supervise a Research Scholar in Education having reference to Educational Psychology and Child Psychology or a Research Scholar of Political Science also. A Co-supervisor having specialization in Psychology can be appointed from outside the University if subject expert is available only in Political Science.

For reference: (i) A Faculty member with Ph.D. in Chemistry will be considered eligible for supervising in Medicinal Chemistry, Computational Chemistry, Pharmaceutical Chemistry. (ii) A Faculty member with Ph.D. in Zoology, Botany will be considered eligible for supervising in Microbiology, Biotechnology, Biochemistry, Human Genetics, Molecular & Cell-Biology, Immunology, Toxicology, Ecology, Environmental Science, Structure Biology, Biomedical Science, Yoga and Science, Yoga & Technology, Food, Nutrition and Technology, Science & Spirituality, Chemistry of Human Behavior, Anthropology etc. S/he can also undertakes to supervise a Research Scholar having masters in Home Science, Anthropology, Education, Public Administration, Political Science etc. who want to pursue a an interdisciplinary research.

Similarly interdisciplinary research can be carried out by any Supervisor who has expertise in the field concerning in general with the research topic (as mentioned above) chosen by the Research Scholar provided that in such case the degree shall be awarded with reference to the research topic or subject. If a Research Scholar carries the research in an interdisciplinary topic then his degree will be awarded as Ph.D. in Faculty or department as main and in bracket masters degree subject will be written.

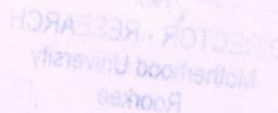
5. ELIGIBILITY CRITERIA FOR Ph.D. SUPERVISOR

- (a) The Directorate of Research with the consultation of the Vice-Chancellor shall decide the number of vacant seats in various Faculties/Departments depending on various factors and the number of the available eligible

Supervisors and Co-supervisors from the University or any other institution.

- (b) Supervisor shall be a full-time Faculty member of the University. A Supervisor shall not exceed the number of Scholars under him/her as stipulated to the position s/he holds. A Co-supervisor may be appointed either from the same Faculty or from outside the Faculty with the approval of the Vice-Chancellor but in case of interdisciplinary research, only a Co-supervisor may be appointed from any other institution, because of the fact that topics are of inter-disciplinary in nature and expertise required to be supplemented from outside.
- (c) The selection criterion for the Faculty members interested and eligible to become Supervisors and Co-supervisors will be as follows:
 - (i) The eligibility of a Co-supervisor shall be same as the Ph.D. Supervisor.
 - (ii) The Faculty members who are desirous of getting themselves recognized as Ph.D. Supervisor or Co-supervisor must apply to the Directorate of Research, through Chairperson, DRCC of their respective Faculty in the prescribed application form. The Chairperson, DRCC shall conduct the interview cum verification of the applications along with original documents and forward the selected applications to the Directorate of Research with a note that s/he has checked and verified the documents enclosed and found them eligible for supervising the Research Scholars under his/her signature and seal.
 - (iii) The Directorate of Research will place the applications before the Vice-Chancellor, who has the right to accept or reject the applications. If the application is accepted the Faculty members shall forthwith give an Affidavit that the information submitted by them is true and they will be responsible for any default and hence face the consequences thereof.
 - (iv) **Appointment of External Co-supervisors:** A Co-supervisor can be allowed from other institutions with the approval of the Vice-Chancellor. The Faculty members of other institutions desirous to be Co-supervisor may apply to the Directorate of Research in the prescribed format. After getting preliminary approval of the Vice-Chancellor the Directorate of Research shall conduct their interview as well as verification of documents. Afterwards s/he shall be issued a certificate of approved Co-supervisor by the Directorate of Research with the consent of the Vice-Chancellor.


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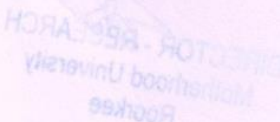

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- (d) The maximum number of Research Scholars to be enrolled for Ph.D. under the supervisor at a given point of time for different cadres either singly or jointly shall be as follows :
- (i) A Professor shall not supervise more than eight (08) Research Scholars as a Supervisor and three (03) as a Co-Supervisor.
 - (ii) An Associate Professor shall not supervise more than six (06) Scholars as a Supervisor and two (02) as a Co-Supervisor.
 - (iii) An Assistant Professor shall not supervise more than four (04) Scholars as a Supervisor and one (01) as a Co-Supervisor.

6. ALLOCATION OF SUPERVISOR

- (a) The Vice-Chancellor in consultation with the Director of Research shall approve a list of qualified Research Supervisors subject to this ordinance and may cancel or substitute names accordingly.
- (b) A Supervisor shall not be allowed to supervise a Research Scholar who is his/her relative whether by blood or by marriage. The term 'relative' includes and limited to wife, son or daughter, mother and father of the Supervisor.
- (c) The allocation of the Research Supervisor for a selected Scholar shall be decided by the Director of Research in the consultation with Chairperson, DRCC of the concerned Faculty. Afterwards, the Research Scholar shall be directed to meet the Supervisor for seeking further guidance and knowing rules and regulations to be followed during the tenure.
- (d) The Research Supervisor is required to give his consent to guide the particular Research Scholar in the prescribed format which would be forwarded to the Directorate of Research through Chairperson, DRCC of the concerned Faculty.
- (e) A Research Scholar shall have one Supervisor and may have one or two Co-supervisors but not more than two Co-supervisors in any condition.
- (f) No application to change the Research Supervisor shall ordinarily be granted, but in exceptional cases, when a Research Scholar make an application in writing to the Chairperson, DRCC with due reasons that his/her research work shall suffer on account of migration, retirement, long leave of the Supervisor, or the Supervisor's continuous non-availability to the Scholar or s/he is not willing to guide the Scholar any more, or for any other justified reason then Chairperson, DRCC of concerned Faculty shall forward the application to Directorate of Research who will further forward the same to the Vice-Chancellor of the University for adjudication. The final decision of the Vice-Chancellor in this matter shall be binding over the Research Scholar.


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- (g) Likewise if the Research Scholar does not contact or respond to the Supervisor or work as per the instructions given by him or her then s/he may send a report in writing to the Directorate of Research through Chairperson, DRCC which shall be forwarded to the Vice-Chancellor. The decision taken by the Vice-chancellor shall be final and binding over the Research Scholar.
- (h) If the Research Supervisor leaves the University due to any reason, it shall be the discretion of the Vice-Chancellor whether to allocate new Supervisor to the Research Scholar or to get it continued with the same or not. Neither the Supervisor nor the Research Scholar shall be allowed to take decision in this matter.

Provided that if the Faculty member is carrying any research project being funded by the University Grants Commission or any other Govt. agency, s/he shall continue to carry the same after leaving the University and s/he shall abide by the rules of the concerned agency in such case.

- (i) In case, Research Scholar feels to change the area of research/topic of the approved synopsis with new Research Supervisor, the Research Scholar shall apply to the Chairperson, DRCC who shall forward the same to the Directorate of Research and that Director-Research shall place the same before Vice-Chancellor and if the same is approved by the Vice-Chancellor, the Scholar shall be directed by the Directorate of Research to the concerned Chairperson, DRCC who shall proceed further as if the Scholar has been enrolled provisionally from the date of granting leave. The decision regarding fee shall be taken by the Vice-Chancellor in this matter.

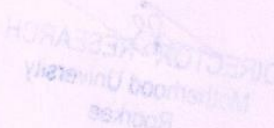
7. DURATION OF THE PROGRAMME

The duration of the Ph.D. programme and the time for submission of thesis shall be three years to five years from the date of Registration number is issued, no official correspondence shall be made for the Research Scholar to any other agency. The Research Scholar shall be entitled to all privileges mentioned in this ordinance after issuing the Registration number only.

- (a) A Research Scholar registered for the Ph.D. Programme shall be required to pursue the research at the approved Department/ Faculty of the University under the Supervisor and on the topic approved, continuously for not less than three years and a maximum of five years including course work duration of one semester i.e. six months.

Provided that the Research Scholar has to deposit Rs. 10,000/- per semester in case of extension sought for more than three years.


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After five years, the case shall be referred to the Vice-Chancellor for initiating cancellation proceedings. The final decision shall be taken by him.

- (b) The persons with disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women Research Scholars may be provided up to 240 days Maternity Leave/Child Care Leave once in the entire duration of Ph.D.

8. PLACE OF WORK/RESEARCH

Every Research Scholar shall generally work at University campus. However permission to work/research at outside place may be granted, on the recommendation of the Vice-Chancellor and the Directorate of Research.

Provided that the Research Scholar shall first take permission from the Chairperson, DRCC for the same and submit a certificate from such other institution where s/he wants to carry the research certifying the period for which s/he would do work in the institution. The Chairperson, DRCC shall forward such approval and certificate to the Directorate of Research for filing the same in the database of such Research Scholar. The Research Scholars shall bear all other expenses by themselves towards conduct of the study for their research work.

9. RESEARCH DEGREE COMMITTEE (RDC)

There shall be a Research Degree Committee (RDC) for carrying out various functions of Ph.D. programme. The constitution of the RDC is as follows:

- | | | |
|-------|------------------------------------|------------------|
| (i) | The Vice Chancellor | Chairman |
| (ii) | Registrar | Member |
| (iii) | Dean (Concerned Faculty)/HOD | Member |
| (iv) | Supervisor of the Research Scholar | Member |
| (v) | External Subject Expert | Member |
| (vi) | Director-Research | Member-Secretary |
- (a) The RDC meeting in a subject shall be convened twice in a session after the recommendation of Chairperson, DRCC of the concerned Faculty in consultation with the Directorate of Research. Provided that, a special RDC meeting may be held at any time with the permission of the Vice-Chancellor on the recommendation of Director of Research.
- (b) Presence of four members of the RDC shall form the quorum for convening the meeting.
- (c) The minutes of the RDC meetings shall be placed before the Chairman/Vice-Chancellor for his approval.


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- (d) If the Member-Secretary is incapable to attend the meeting due to any reason, s/he shall nominate some other member to convene the meeting.

FUNCTIONS AND DUTIES OF THE RESEARCH DEGREE COMMITTEE

- (a) RDC may recommend a Research Scholar possessing an M.Phil degree to continue his/her research work in the same area of research as in M.Phil degree, provided such research has been original and not been carried by any other Scholar.
- (b) The members of the Research Degree Committee (RDC) shall examine the synopsis of the proposed research work whether the scheme of investigation is likely to give results of sufficient value, or needs some modification or deserves rejection, in below mentioned categories :
- A. Approved and submitted
 - B. Approved and submitted with minor modification
 - C. Modification recommended
 - D. Rejection
- (c) In the RDC meeting the Research Scholar shall present the synopsis and research methodology through power point presentation. If the synopsis is approved, the Research Scholar shall be issued Registration number and the name of Research Scholar, Supervisor, proposed research topic and registration number shall be uploaded on the website as mandated by the UGC.
- (d) After successful submission and approval of synopsis, the members of the RDC recommend for the Registration of Research Scholar that the proposed topic/research area is one on which the research work can profitably be pursued under the guidance of the proposed supervisor(s); that the Research Scholar possesses the requisite qualifications and also adequate facilities/equipment, sufficient books and literature for the work do exist at the proposed place of research work. After the registration, the Research Scholar needs to submit the progress report in every six months to the supervisor who shall further submit it to the Chairperson, DRCC. The Chairperson, DRCC shall check the same and finally submit under his or her signature and stamp to the Directorate of Research.
- (e) The academic calendar for Ph.D. programme shall be strictly followed and any deviation shall be considered only after the approval of the Chairman, RDC/Vice-Chancellor.
- (f) A Research Scholar shall be given opportunity to present the synopsis of the research work in first three RDC meetings to be conducted after enrollment.


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If s/he does not attend any one or these three RDC meetings then the provisional enrollment shall be cancelled by default and no further communication shall be made in this regard.

10. DEPARTMENT RESEARCH COORDINATION COMMITTEE (DRCC)

In each Faculty/Department of the University, academic matters related to the Ph.D. programme shall be supervised by a Department Research Coordination Committee consisting of the following:

- (i) Dean/Principal/Head of the Department of the Faculty shall be the Chairperson of DRCC
- (ii) All supervisors and the eligible Faculty members shall be the members of DRCC
- (iii) The Convener of DRCC shall be nominated by its Chairperson


These committees shall work in all departments with their names as: DRCC (Pharmacy), DRCC (Education), DRCC (Agriculture), DRCC (Science) and so on.

FUNCTIONS OF DRCC

After enrollment in Ph.D. Programme, the Research Scholar shall be directed to approach the Dean of the concerned Faculty/ Chairperson of "Department Research Coordination Committee".

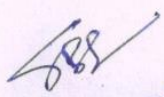
DRCC shall perform the following functions:

- (a) To discuss the thrust areas;
- (b) To review the research proposal and finalize the topic of research;
- (c) To guide the Research Scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do;
- (d) To periodically review and assist in the progress of the research work of the Research Scholar;
- (e) To inform the Scholars about course work classes and ensure their regular presence;
- (f) To prepare the attendance record of the Research Scholars during course work;
- (g) To prepare the time table for course work and prepare the report of the course work classes including the number of scholars, their attendance record, time table, and the particulars of Research Scholars


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who would appear in the course work examination submit to the Directorate of Research;

- (h) To prepare the question papers for entrance examinations and course work examinations and submit them to the Directorate of Research;
- (i) To cooperate the Directorate of Research by allowing Faculty members to perform as invigilators and to evaluate the answer sheets and submit the awards;
- (j) To send the minutes of meeting to the Directorate of Research;
- (k) To forward any application made by the Research Scholar or any Research Supervisor to the Directorate of Research;
- (l) To report the Directorate of Research in writing if any Research Scholar is not following the rules and regulations laid by the University or if she/he is not responding positively either through Email or telephonically and action required against him/her;
- (m) The Chairperson of DRCC of all departments shall attend the meeting of Research Advisory Committee (RAC) whenever conducted;
- (n) After every six months of the registration of the Research Scholar, the progress report of the Research work will be sent by the supervisor to the Directorate of Research counter signed by the Chairperson of DRCC of the Department.
- (o) It shall be the responsibility of the Supervisor and Chairperson, DRCC of the concerned Faculty to ensure that the Research Scholar is aware of this ordinance, regular updates at the website of the University regarding Ph.D. like Academic Calendar, six months progress report and UGC norms as well. No specific and individualized correspondence shall be made in this regard by the Directorate of Research. Only those notifications shall be issued to the Chairperson, DRCC which the Directorate of Research deemed fit to be circulated.
- (p) The Chairperson, DRCC of the concerned Faculty and Supervisor shall be responsible to communicate the Research Scholar of the instances, about the penalties and other consequences s/he may suffer due to any kind of negligence in research work where the admission may be cancelled if s/he fails to follow the rules and regulations as promulgated in this ordinance (like non-attending the course work within two semesters and failure in the examination; non-attending the RDC meeting successively thrice after the enrollment, non-submission of progress report etc.)


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- (q) It is primarily the Supervisor who has to tie up with the Research Scholar in all respects as s/he is also a mentor of the Scholar. The Directorate of Research shall not communicate for matters like the time table of course work, examination, RDC meeting dates, Academic Calendar etc.
- (r) The DRCC is solely responsible for the submission of remaining documents and fee of the Scholars. It is the responsibility of the supervisor and Dean of the Faculty to answer the queries of their scholars because they are well versed of the progress and work of their Scholars.
- (s) The Chairperson, DRCC shall ensure that Supervisors and Research Scholars must have complete knowledge as well as new updates released by the UGC regarding Plagiarism in research.
- (t) The Chairperson, DRCC shall ensure that all documents to be sent by him/her to the Directorate of Research must be properly checked, signed and stamped.

11. RESEARCH ADVISORY COMMITTEE (RAC)

There shall be a Research Advisory Committee consisting of the following:

- (i) Vice-Chancellor shall be the Chairman.
- (ii) All Dean/Principal (HOD only in the absence of the Dean/Principal) shall be the Members of Research Advisory Committee.
- (iii) Director-Research shall be the Member-Secretary.
- (iv) External Experts may be admitted as Members in case nominated by the Hon'ble Vice-Chancellor.

FUNCTIONS OF RAC

- (a) All Members of RAC shall be required to submit thrust areas of research in their subjects in writing so that the same could be uploaded on the website.
- (b) They shall also give their valuable suggestions and ideas for uplifting the research standards of the University.
- (c) Every member shall have the current status of work and progress of the Research Scholars of their Department which would be discussed in the meeting of RAC.
- (d) RAC may invite the academicians to advance the knowledge of Faculty members in the field of science education, computer application, use of software and to discuss latest trends in research methodology.


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- (e) RAC shall also plan and motivate the Faculty members to undertake the minor and major research projects from the National and State funding agencies.

12. RESEARCH PERFORMANCE/PROGRESS MONITORING

The progress of each Research Scholar shall be monitored by the Supervisor(s), who will assess the performance to be 'satisfactory' or 'unsatisfactory'. For this purpose, each Research Supervisor shall be required to submit a progress report duly signed by him/her & Chairperson, DRCC of concerned Faculty at every six month from the date of Registration of the Research Scholar.

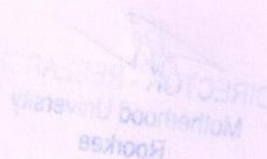
If the Research Scholar does not present the progress report due to genuine reasons and the report sent by the Supervisor is satisfactory, s/he may be permitted to continue until the Chairman, DRCC recommend the cancellation of the registration to the Vice-Chancellor through Directorate of Research.

13. COURSE WORK

After issuing the registration number, the Research Scholar shall undergo prescribed course work for a minimum period of one semester (06 months) in order to strengthen the background in the chosen Faculty/area of research and to develop a sound research temperament. If the Research Scholar has done the course work in M.Phil. and produce the certificate in this regard, s/he shall not be required to do it again.

- (a) If a Research Scholar does not complete the course work and successfully pass its examination within three continuous semesters, then his candidature in Ph.D. programme shall stand cancelled by default and no further communication shall be made to him by the Directorate of Research in this matter.
- (b) During the course work of one semester (06 month), Research Scholar shall has to submit assignment of each subject.
- (c) The marks distribution: Internal assessment on the basis of assignment: 30 Marks. External assessment on the basis of theory papers: 70 marks
- (d) Minimum attendance required to become eligible to appear in the qualifying examination for each paper shall be 75% .
- (e) A Research Scholar shall have to obtain minimum of 55% marks to qualify the course work examinations.


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14. THESIS PREPARATION

Upon satisfactory completion of course work, the Research Scholar shall undertake research work and start preparing thesis under the guidance of the supervisors. The thesis is expected, to comply with the following general conditions:

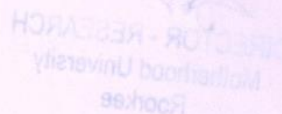
- (i) It must be a piece of research work characterized by the discovery of facts or by fresh approach towards interpretation of theories. In either case it should exhibit the research scholar's capability for critical examination and sound judgment.
- (ii) It should aim at providing the solutions for the problems related to wellbeing of society and mankind at large.
- (iii) It should be accepted and respected at National as well as International level for its quality work.
- (iv) It should also be satisfactory as far as its literary presentation is concerned.

15. PRE SUBMISSION OF THESIS

The Research Scholar must publish two research papers in refereed journals and make two paper presentations in conferences/seminars before the Pre-Ph.D. presentation of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and reprints.

- (a) Prior to submission of the thesis, the research scholar shall give a Pre-Ph.D. presentation before a committee comprising of Chairperson, DRCC, nominee of Vice-Chancellor, Research Supervisor of the Scholar, one external expert, Director of Research, which would be open to all Faculty members and research scholars in which he/she will present and defend the thesis work for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Ph.D. supervisor.
- (b) Research Scholars are required to submit the following prior to the Pre-Ph.D. presentation through Chairperson, DRCC to the Directorate of Research, which would get it approved by the Vice-Chancellor and confirm the date of pre-Ph.D. presentation to the Chairperson, DRCC:-
 1. Four copies of spiral bound research summary.
 2. Two copies of synopsis approved by RDC.
 3. Four copies of spiral bound thesis.
 4. Two copies, each of the published research work, and two certificates of participating National/International seminar or conferences from the research work of Ph.D.


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5. No dues certificate from accounts section, Dean of the Faculty, supervisor & Central Library etc.
 6. One CD/ Pen Drive having synopsis, thesis & summary and presentation.
 7. Anti-Plagiarism Certificate by a recognized agency or institution.
 8. Original certificates from the institutions/laboratories where the Research Scholar carried research work, collected data or performed other similar functions duly signed and stamped by the authorized person of the institution or laboratory mentioning the time period and nature of the work carried.
- (c) In case, subject experts suggest some modification in thesis, the Research Scholar shall resubmit the thesis to Chairperson, DRCC after incorporation of suggested modification within fifteen days. The Chairperson, DRCC shall forward the five copies of corrected thesis to Directorate of Research along with a letter that s/he has verified the suggested corrections.
- (d) The final thesis after the corrections shall be accompanied with an Affidavit issued by the Supervisor(s) stating the following (This declaration shall also be incorporated in the thesis by the Supervisor and Research Scholar):
- (i) That the thesis embodies the original work of the Research Scholar and it has not been earlier submitted for any degree.
 - (ii) That the Research Scholar worked under his/her supervision for the period prescribed by the Competent Authority.
 - (iii) That she/he has completed the course work regularly with minimum 75 percent of attendance and clear the examination with 55 percent of marks.
 - (iv) That the thesis fulfills the requirement of all the required clauses as enunciated in the ordinance.
 - (v) Any plagiarism of the thesis, if detected at any stage, will tantamount to cancellation of the registration of the scholar and withdrawal of his/her degree if already awarded.

16. APPOINTMENT OF EXAMINERS AND THESIS EVALUATION

- (a) The Directorate of Research shall prepare a panel of experts qualified to examine the thesis. The Chairperson, DRCC shall recommend five (05) experts to the Directorate of Research. Afterwards the Director of Research shall send the compiled list of both the experts' panel to the Vice-Chancellor who shall finalize three examiners for thesis evaluation. It shall not be necessary that the experts from the list recommended by


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- Chairperson, DRCC be selected. The Vice-Chancellor may appoint any other examiner not mentioned in the list, whom he found more appropriate.
- (b) Therefore, thesis submitted by the Research Scholar to the University shall be evaluated by the three external experts, out of which one of them may be from outside the State or outside the Country.
 - (c) After scrutinizing the fulfillment of all conditions laid down in this ordinance and receiving the assent of the evaluators to evaluate thesis, it shall be sent to those three external examiners.
 - (d) The external experts shall be required to submit evaluation report of the thesis within forty five days of receiving the same. S/he may take maximum extension of three months with the permission of Vice-Chancellor, thereafter Vice-Chancellor may appoint alternate examiner to evaluate the thesis.
 - (e) Each examiner shall recommend detailed comments/suggestions on the research work in the prescribed format, along with a clear recommendation stating one of the following:
 - (i) The thesis is acceptable/ recommended for the award of Ph.D.
 - Or
 - (ii) The thesis is acceptable for the award of Ph.D. Degree after Minor technical/Language corrections as specified in the evaluation report.
 - Or
 - (iii) The thesis needs major technical modifications/corrections as specified in the evaluation report, Research Scholar asked to resubmit thesis in the revised form.
 - Or
 - (iv) The thesis is rejected as it does not meet the minimum standards.
 - (f) If minimum two out of three examiners recommend for the award of the degree, the research scholar shall be allowed to appear for the viva-voce examination.
 - (g) If two out of three external examiners reject the thesis, it shall be rejected finally and further necessary action will be taken by the Chairman, RDC regarding its revision. The final decision of the Vice-Chancellor shall be binding upon the research scholar and the supervisor on revision.


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17. VIVA-VOCE EXAMINATION

- (a) Once the thesis is recommended for the award of Ph.D. degree, an open Viva-Voce examination of the Research Scholar shall be conducted to defend the research work.
- (b) The Board for Viva-Voce shall comprise of Chairman and Member-Secretary of RDC; Chairperson, DRCC of concerned Faculty; Research Supervisor and one External Subject Expert.
- (c) The viva-voce examination shall be open to all members and Research Scholars of the concerned department.
- (d) On the basis of the satisfactory viva-voce, the panel of viva-voce examiners shall recommend in writing for the award of degree of Doctor of Philosophy to the Research Scholar in the subject concerned.


Thereafter, the expert report of board of viva-voce shall be placed in the meeting of Academic Council and on getting its approval, the provisional certificate shall be issued. After this, the said report shall be placed before Board of Governors through Board of Management and after getting approval, the degree of Doctor of Philosophy shall be awarded finally.

18. DEPOSITORY OF THESIS TO INFLIBNET

After completing the evaluation process, successful viva-voce examination and before the announcement of the award of the degree, 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 the world.

19. WITHDRAWAL OF THE DEGREE & REMOVAL OF THE NAME FROM THE ROLLS OF THE UNIVERSITY

- (a) The University reserves all the rights to withdraw the degree or cancellation of registration of the Research Scholar at any time if s/he is found guilty of committing plagiarism or any kind of malpractice. Further, the name of Research Supervisor of such Research Scholar may also be withdrawn from the list of Ph.D. Supervisors for a specified period/ permanently of his/her tenure.
- (b) The name of a Research Scholar shall be deemed to have been removed from the rolls of the University if s/he:
 - (i) Fails to qualify the course work within three consecutive semesters after provisional enrollment;
 - (ii) Fails to secure minimum 55% marks in the course work examination;


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- (iii) Fails to submit the three progress reports consecutively;
- (iv) Fails to deposit the requisite fee within the stipulated time;
- (v) Fails to appear in three consecutive RDC meetings held one after another after his or her provisional enrollment;
- (vi) Fails to submit the thesis within five years.

20. REFUND OF DEPOSITED FEES

In case a Research Scholar is unable to carry the research project due to some his/her personal unavoidable circumstances or the Chairperson, DRCC of the concerned Faculty recommend to cancel his/her admission due to indiscipline or any other reason to Directorate of Research in writing, it would be then forwarded to Vice-Chancellor. After giving opportunity of hearing to the Research Scholar, the admission shall be cancelled. The following rules will be followed for the refund of the fee deposited by the research scholar:

- (i) If the cancellation of admission is recommended before first RDC meeting, then 80 percent of the deposited fee will be refunded.
- (ii) If the cancellation of admission is recommended after first RDC meeting, then the whole deposited fee shall be forfeited.

Notwithstanding anything stated in this ordinance, for any issues arising, whether covered or not covered by this ordinance, the Vice-Chancellor shall reserve all rights to take any decision in all concerned matters.


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