



श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Sub Post Office, Katra-182320, Jammu & Kashmir

Ref No: SMVDU/A&E/13/.....

Date: 15th July 2013

NOTIFICATION

With respect to Minutes of the Meeting of the 19th Executive Council circulated on 21st June 2013 to all the members concerned and in pursuance to Item No: 19.4.6 sub point 4.4.6 of the Minutes of the Meeting, the modifications to the Ordinances Governing Ph.D programme as approved by the Executive Council are hereby notified as annexed to this notification.

Deep A. Chauhan
15.7.13

Registrar

Copy to:

1. All Deans/Director/Section Heads for information to all concerned.
2. PS to VC for the information of Hon'ble Vice Chancellor.
3. Concerned File.

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16/7/13

Annexure

General

Clause C as added to existing provisions:

C. Admission to the Ph. D Programme shall be made twice in the Academic Year (i.e in each semester viz Jan-May & August-December) through due selection process.

R. 1 Admission Eligibility

- a) A candidate for admission to the Full Time Ph.D. programme must have obtained Master's degree in Engineering/ Technology/ Sciences/ Management/ Humanities and Social Sciences in respective discipline or equivalent with a minimum CGPA of 6.75 on a ten point scale OR 60% marks in aggregate (of all the years/semesters) where marks are awarded, of any University established by Law for the time being in force. A candidate applying for admission to full time Ph.D. programme must have qualified National level examination such as UGC NET / CSIR/GATE in concerned discipline/or may have been granted Inspire Fellowship or should be sponsored by a reputed organization where he/she is working.
- b) For Ph.D. on part time basis, a candidate must have same minimum academic qualifications as required for admission to full time Ph.D programme. Such part time admission in the Ph.D. programme will be subject to submission of 'No Objection Certificate' from the employer to the University by the candidate.

R. 2 Short Listing and Intake

- A. The short-listing of applications for the purpose of admission test/interview shall be done by the concerned CRC.
- B. The CRC of the concerned College may set the short-listing criteria, which may be higher than the minimum eligibility criteria defined above.
- C. In case the number of applicants is high, Written Test may be conducted at the School level.
- D. The number of full time Research Scholars admitted in each School shall not exceed three to four times the number of eligible faculty members available in the School for supervising the Research Scholars for Ph.D. degree. However the total number of Research Scholars admitted in each School should be as per UGC guidelines.

R. 3 Categories of Research Scholars.

Clause 3(d) as modified:

3(d) If a candidate seeks admission on the basis of Study Leave granted to him, he/she must produce documentary evidence in support of such leave granted to him for a minimum period of two years.

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R. 4 Schedule of Admission

- ❖ The candidates shall apply for admission to the University on the prescribed form stating clearly his/her qualifications, along with a brief Research Proposal.
- ❖ Applications for admission shall be received by the university and sent to respective Schools for short-listing, Entrance Examination/test (if required), as per the decision of the CRC/School.
- ❖ All admissions to the Ph. D. work shall be provisional and the same shall be confirmed only when the candidate has qualified in the course work and has completed other requirements such as passing Written/Oral Comprehensive Examination etc.
- ❖ The details of modus operandi of acquisition of background material and of the method of assessment to be followed shall be worked out by the CRC and approved by the Vice Chancellor and Academic Council.
- ❖ The students shall also be required to give a Seminar on a topic to be decided in consultation with CRC.
- ❖ Each student will be required to give at least a Seminar and/or demonstration of his/her research work at College level before submission of the Synopsis of the Ph.D. Thesis.
- ❖ Candidate for Ph.D. may be enrolled at beginning of any term in the academic year. Every candidate shall pursue, as a student of the University, a course of research for not less than 2 years in case of full time Scholar & 3 years in the case of part time scholars. No Student shall be permitted to be on the Ph.D. rolls for a period exceeding five years. However, the period may be extended by the Dean as a special case to a maximum of 7 years.
- ❖ Every candidate shall pursue research in the University but he may be permitted by the Vice Chancellor on the recommendations of the Supervisor and the Dean of the College concerned, to be absent from University for ordinarily not more than one term /semester on the ground that it is in the interest of his research that he should work elsewhere.
- ❖ No full time candidate shall undertake any employment during the period of his study without permission of Vice Chancellor to be granted on the recommendation of the CRC.
- ❖ No candidate shall without previous permission of the said authorities join any other course of study or appears at any other exam conducted by the University or a Public Body.

R. 6 Registration

The date of registration will be the date of enrolment in the programme. Each Research Scholar shall have to register during the prescribed period at the beginning of the semester at the time of joining the Ph.D programme. Research Scholar shall be required to renew his/her registration every semester till the submission of the thesis. A Research Scholar who fails to register in the semester registration, his/her name will be struck off the rolls of the University.

R. 7 Course Work:

- ❖ Research Scholar having a **MA/M.Sc./M.Com/MBA or equivalent qualification** are required to complete minimum 12 credits courses but in the case of Research Scholars having M.Tech./M.Phil. or equivalent degree, they require minimum 6 credit courses.
- ❖ The minimum CGPA requirement for continuation of Ph.D. Degree is 7.5. If the SGPA at the end of first semester is above 7 but less than 7.5, he/she will be asked to take more courses in order to make up the required CGPA. In case the SGPA/CGPA falls below 7.0 he/she will have to discontinue the doctoral programme. Only after successful completion of the CGPA requirements, the Research Scholar will be registered for Ph.D. Degree work and the date of joining the programme will be considered as the date of registration.
- ❖ It is mandatory to undertake coursework for minimum period of one semester. Such course work must include a course on "Research Methodology", which may include quantitative methods and computer applications (as per UGC guidelines). Course work must involve review of published research in the relevant field.

R. 8 Time Limit for Ph.D. Work and conversion of Ph.D status

- ❖ Research Scholars having a **MA/M.Sc./M.Com/MBA or equivalent qualification** are required to be registered for a period of not less than three years from the commencement of registration. In exceptional cases, the period may be reduced to 2 years at the recommendation of the Dean. The minimum period of registration for Research Scholars having an M.Tech. or equivalent degree is 2 years for full time scholars & 3 years for part time scholars.
- ❖ A Research Scholar is normally expected to submit his/her thesis within five years from the date of registration. This period may be extended by the Dean as a special case to a maximum of seven years, after which the registration will be cancelled.
- ❖ A Full-time Research Scholar may be recommended by his/her supervisor (providing specific reasons for conversion of his/her Ph.D. registration from full time to part time) & the concerned Director & Dean to convert his/her Ph.D. registration into part-time after completion of at least two years and only after two semesters of comprehensive examination and approval of the research plan, i.e after reasonable progress in the thesis work.
- ❖ A Full-time Ph.D. Research Scholar with M.Tech. qualification can be permitted to convert his/her registration from full-time to part-time after one year or after completion of course work, comprehensive examination and reasonable progress in the thesis work.
- ❖ Full time Ph.D. scholars in the science Departments with M.Sc. qualifications can be permitted to convert their registration from full-time to part-time after two years or after

completion of course work, if they get employed in the University sponsored projects. Such conversion will be permissible only if the work is in the projects of the University and not for employment outside. This provision will also be applicable to the Ph.D. scholars having B.Tech. Degree.

- ❖ Part Time Research Scholars may be allowed to convert his/her Ph.D. registration status to Full Time category only in exceptional circumstances, subject to fulfilling the eligibility for Full Time Ph.D. candidacy. However a Full Time Ph.D Scholar may be allowed to convert the Ph.D status from Full Time to Part Time after completion of course work, Comprehensive Examination and approval of the Research Plan and reasonable progress in the thesis work.

R. 9 Thesis Supervisor (s)

The supervisors(s) shall be full-time faculty member(s) of the SMVD University holding a Ph.D. degree and having a minimum of one year of post-Ph.D. teaching experience in recognized Institute/University with at least 02 papers in refereed journals. The supervisor(s) shall be appointed by the CRC within three months of joining the Ph.D. programme by the Research Scholar. If necessary, on the recommendations of the supervisor through the CRC the Dean of the College may appoint Joint Supervisor(s) not exceeding two from inside or outside the university. Normally, there should not be more than two supervisor(s) for a Research Scholar from within the same School. Appointment of any Joint supervisors will not normally be permitted after a lapse of eighteen months from the date of registration of the Research Scholar; in such cases, permission of the Competent Authority (Vice Chancellor) will be required. A co-supervisor may be appointed from the institutions/industry having an MOU with SMVDU or those institutions/industry, which are recognized by the University and or have requisite research facilities.

Clause Added in R.9:

R 9.1 Change/Appointment of Supervisors

A faculty member appointed as a Ph.D. supervisor is normally expected to be available to a Research Scholar in the University till the conduct of his/her final thesis defense. However, under unavoidable circumstances, such as, long leave of more than 12 months, resignation, retirement, or death, a supervisor may not be accessible to the scholar. In such special cases, appointment of supervisor(s) will be regulated as under :

- a) Where the sole supervisor proceeds on a long leave for more than one year, on the recommendation of the Ph.D. Supervisor the Director of the concerned School will recommend, through CRC, an eligible Co-Supervisor/Supervisor with relevant qualification and expertise in the area of specialization keeping in view the stage of Ph.D work of the Research Scholar, i.e advanced stage or early stage.

- b) In case of retirement or death of the supervisor a new Co-Supervisor/Supervisor may be appointed on the recommendations of the CRC.
- c) Provided, if a supervisor proceeds on leave for a period upto 12 months initially, but later extends his leave beyond 12 months, the above procedure as in S.No. (a) will be followed.
- d) Any faculty member three years before his/her retirement can only be appointed co-supervisor and not as main /first supervisor.
- e) However, under circumstances other than above, as may be recommended by CRC, the change of supervisor(s), Joint-Supervisors for Ph.D. students shall be allowed only during the completion of course work or before finalization of Research Plan of a Research Scholar.

R. 10 Performance Monitoring:-

Added clause to R.10:

If a full time research scholar during his pursuance of Ph.D degree or a part-time research scholar during his pursuance of regular course work is absent for more than four weeks from the School/College concerned without intimation to the supervisor and Director/Dean concerned, his/her admission/registration to the Ph.D programme , as may be recommended by CRC, is liable to be cancelled.

R. 11 Comprehensive Examination

After successfully completing the required course work, a Ph.D. Scholar will be required to appear in Written Comprehensive Examination, followed by an Oral Comprehensive Examination before evaluation of the Research Proposal.

Clause Added in R.11:

R.11.1 Procedure of Comprehensive Examination

The following general procedure shall be followed by CRC for conducting the comprehensive examination for Ph.D. Scholars :

- a) Written Comprehensive Examination will be conducted within one month after successful completion of requisite course work, with minimum CGPA requirement.
- b) The result of the written examination should be declared within two weeks. 50 percent marks will be the qualifying marks in the Written Comprehensive Examination. If a Ph.D Scholar fails in the first attempt of Written Comprehensive Examination, he/she will be given another last and final opportunity to pass the Written Comprehensive Examination within one month. If he/she does not clear/pass this exam in the second attempt his/her name will be struck off the rolls and Ph.D. registration would stand cancelled from the date of announcement of such result.

- c) After a Research Scholar has passed the Written Comprehensive Examination, the Oral Comprehensive Examination should be conducted by the CRC within one month time from the date of declaration of the result of Written Comprehensive Examination. A Research Scholar will get maximum of two attempts to clear/ pass the Oral Comprehensive Examination.
- d) The Director of the School will declare the result of the Written as well as Oral Comprehensive Examination within two weeks of the date of such examination.
- e) After Successful completion of the Written and Oral Comprehensive Examinations, a Research Scholar will prepare, submit and present his/her proposed Research Plan to the CRC within a maximum of three months from the declaration of the result of Oral Comprehensive Examination. The CRC, on the basis of the performance of the Research Scholar in the Comprehensive Examinations and Research Plan shall submit its recommendations in the prescribed format regarding confirmation of registration of Research Scholar to the Ph.D. programme on the approved Research Plan.
- f) In case, the CRC is not satisfied with the performance of the Research Scholar's Research Plan, it will have to be re-submitted within a maximum of four weeks keeping in view the suggestions of the faculty/CRC, and duly approved by the CRC failing which the admission/registration of the Research Scholar is liable to be cancelled.
- g) Full-time and Part-time Ph.D. Scholar must successfully complete the comprehensive examination and Research Plan within a maximum of 18 and 24 months, respectively, from the date of their joining the Ph.D. programme, failing which, upon the recommendation of the CRC, their registration is liable to be cancelled.

R. 13 Financial Assistance

UGC-NET/GATE qualified Full Time Ph.D. Scholars of SMVDU shall be entitled for an Assistantship of Rs. 14000/- per month for first two years and Rs. 15000/- per month for next one year (as per UGC guidelines) along with a contingency of Rs. 12,000/- per year for the initial two years and a total of Rs. 25,000/- for the third year or till the time he/she submits the Ph.D. thesis. The Scholar shall be required to render 10 hours per week of academic support for the School/College/ University. This will be outside his/her normal academic work. The assistantship will continue subject to his/her satisfactory academic performance, defined by minimum SGPA of 7.5 in the preceding semester and/or his/her satisfactory performance in the Comprehensive Examinations, research work and discharge of responsibilities assigned under the Assistantship scheme. The maximum period of the Assistantship will be 3 years for the Ph.D. programme extendable by one more year subject to review of performance by the CRC of the concerned School and on the approval of the Vice Chancellor.

R. 15 Synopsis

After minimum of two years of registration and upon the recommendations of Ph.D. Supervisor(s) the Research Scholar will be required to submit 2 copies of the thesis synopsis (including select bibliography/references related to the research work done) on the approved Research Plan (duly

endorsed by the Ph.D. supervisor) to Dean of the College for recommendations regarding conduct of his /her Pre-Ph.D. Synopsis Defense (PPSD) before the CRC including the supervisor/ Co-supervisor of the Research Scholar. The thesis would be submitted within three months of successful PPSD. The presence of at least one Supervisor/Co-Supervisor from SMVDU during the conduct of PPSD will be mandatory.

R. 16 Board of Examiners

- a) After the successful defence of Pre-Ph.D. Synopsis of Research Scholar, Supervisor of the Research Scholar shall propose the Board of Examiners duly recommended by the CRC, for the evaluation of thesis of Research Scholar .The Board will consist of the Ph.D. Supervisor(s) as Internal Examiner (s) and three External Examiners of which at least one will be from India and at least one from abroad. Each of the examiner shall be expert in the subject of the thesis. These external examiners shall be chosen by the Vice Chancellor from a list of 10 examiners recommended by the supervisor(s) and approved by the CRC after thoroughly checking the credentials of the proposed Examiners. The List of Examiners approved by the CRC, along with the synopsis, will be forwarded to the Vice Chancellor within two weeks from the date of approval of the examiners list and or four weeks from the approval of the synopsis.
- b) The Examiner(s) shall be required to submit the report/recommendations on the evaluation of the Ph.D. thesis in the revised prescribed format.
- c) Each of the approved External/Indian/SAARC Examiner shall be entitled for an Honorarium of Rs. 5000/- whereas other examiners from abroad will be paid USD 200 for evaluation of thesis of the Research Scholar. Indian External examiners will be paid an additional amount of Rs. 2000/- for conducting the Ph.D. viva voce examination at SMVDU Katra.

R. 18 Thesis Defence

The open Oral Defence of the thesis shall be conducted by a Committee consisting of the School Director, College Dean, Supervisor(s) and One External Examiner from India. If none of the External Examiners is available for the conduct of the oral defence, an alternative external examiner from India shall be appointed by the Dean upon the recommendations of the Supervisor/CRC of the concerned College for this purpose, with the approval of the Vice Chancellor.

R. 20 Award of Ph.D. Degree:-

Modification to sub-clause (d):

A Research Scholar needs to publish at least two papers (at least one as First Author) in Peer Reviewed/Impact Factor, National/International Journals of repute in order to become eligible for the award of Ph.D. degree.

Rest of the Ordinances Governing Ph.D programme at SMVDU shall however remain unchanged.