

# ISLAMIC UNIVERSITY OF SCIENCE & TECHNOLOGY

## University Ordinances for the award of Ph.D. (in terms of Section 14 and 16 of University Act)

### 1. Eligibility criteria for admission to Ph.D. programme (direct):

- 1.1 Subject to the conditions stipulated in these Ordinances, the following candidates are eligible to seek admission to the Direct Ph.D. programme:
- 1.2 Candidates with Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 1.3 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed). The relaxation of 5% to the categories mentioned above is permissible based on the qualifying marks only without including the grace mark awarded.

### 2. Procedure for admission:

- 2.1 The Department shall determine in advance the number of scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available.
- 2.2 The vacancies thus determined shall be notified on the university website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
- 2.3 The admission to PhD shall be made based on entrance test and will be evaluated out of total of 100 marks. 80 Marks shall be assigned to written component and 20 marks to viva voce/presentation. The written component shall be Multiple Choice Questions carrying one mark each consisting of questions on research methodology and questions from the broad area in which candidates wish to pursue PhD. The test shall be conducted by the Department concerned. The candidates shall have to secure 50% marks in the written test to be eligible for shortlisting for viva voce/presentation which will be done in the ratio of 1:3 for each vacancy.
- 2.4 Candidates who have qualified NET/SLET/SET/GATE shall be exempted from the entrance test.
- 2.5 Candidates with JRF shall be exempted from the selection process and will appear directly for synopsis presentation before the DRC. However, if the number of applicants with JRF is more than the 1:3 ratio, the selection among such applicants shall be made on the basis of their merit in the viva/ presentation component only.

- 2.6 The procedure of question paper setting, moderation and other details shall be governed as per Regulations governing PhD Entrance Test. The Department Research Committee shall arrange for the logistics of the test as per Regulations.
- 2.7 Merit list of the candidates shall be made public. Candidates obtaining 50% marks or more shall be invited to present synopsis before DRC.
- 2.8 In the viva voce/presentation the candidates are required to discuss their research interest/area through a presentation before the Department Research Committee. The viva voce shall also consider the following aspects, viz. whether:
  - o the candidate possesses the competence for the proposed research;
  - o the research work can be suitably undertaken at the University;
  - o the proposed area of research can contribute to new/additional knowledge
- 2.8 Based on viva voce /presentation marks will be awarded to candidates out of 20 and these marks will be added to score of written test (if eligible) and final combined list shall be drawn. Provisional offer of admission shall be made based on combined merit list
- 2.9 Selected candidates will have to complete the registration formalities along-with deposition of registration fee and other fee as may be prescribed within the stipulated time;
- 2.10 A list of all the registered scholars shall be maintained on the university website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

### **3. Duration of the Programme:**

The duration of the programme would be as follows

Minimum: 3 Years and Maximum 6 years

- 3.1 The candidate will have to submit his/her thesis within a period of 1 year from the date of completion of the minimum program duration. However, on valid grounds, which should be recorded specifically, Board of Research Studies / Vice Chancellor on the recommendations of the DRC may extend the above duration to a maximum of two years in two spells of one year each.
- 3.2 Differently abled (more than 40%) candidates shall however be allowed a relaxation of two years for Ph.D. in the maximum duration. Women candidates shall be entitled to Maternity Leave/Child Care Leave once in the entire duration of PhD. for up to 240 days.
- 3.3 In case a scholar fails to submit his/her thesis within the stipulated period as above, he/she will have to re-register for the programme and will be treated as a fresh candidate except that he/she will be exempted from carrying out the course work.
- 3.4 Reregistered candidates will have to submit their thesis within 2 years of extended period extendable by a period of six months by the BORS on valid grounds to be recorded specifically.

### **4. Allocation of Research Supervisor:** Eligibility criteria to become a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

- 4.1 A full time Professor of the University and any regular Associate/Assistant Professor confirmed in the University service with a Ph.D. degree having post PhD one year teaching/research experience shall be recognized as Research Supervisor.
- 4.2 The allocation of Research Supervisor for a selected research scholar shall be decided by the DRC depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.

- 4.3 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 Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from other Department outside the University on such terms and conditions as may be specified and agreed upon by the consenting Institutions subject to approval of RDC
- 4.4 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of Six (06) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars subject to the availability of resources.
- 4.5 In case of relocation of a PhD. 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 Ordinances are followed in letter and spirit and the research work does not pertain to the project secured by the University or the supervisor from any funding agency. The scholar will however give due credit to the parent guide and the University for the part of research already done.
- 4.6 In situations of natural exigency or any other valid reasons to be recorded specifically the DRC may change the allotted supervisor on the request of the scholar. The allocation of new supervisor shall be placed before the BORS for confirmation.
- 5. Course Work: Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.**
- 5.1 The credit assigned to Ph.D. course work shall be 08 as follows
- 5.2 The course work shall be a prerequisite for Ph.D. and shall have two components of minimum 4 Credits each. Component one will have courses on Research Methodology which would cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Component two will have subject specific courses which may be completed in the University or any other institution of repute with which the University has a credit transfer arrangement for research & development.
- 5.3 All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods.
- 5.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the SRAC.
- 5.5 All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the DRC during the initial one or two semesters.
- 5.6 Candidates already holding M. Phil. degree shall be exempted 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.
- 5.7 A Ph.D. scholar shall have to obtain a minimum of 7 CGPA in the course work to be eligible to continue in the programme and submit the dissertation/thesis.
- 6. Student Research Advisory Committee and its functions (SRAC):**
- 6.1 There shall be a Student Research Advisory Committee (SRAC) for each Ph.D. scholar which shall be proposed by the research supervisor concerned to the Departmental Research Committee (DRC) for approval. The Research Supervisor of the scholar shall be the Convener of this Committee and two eligible supervisors its members. The members can be from the

same department or from other Department of the University relevant to the research problem of the scholar. A co-supervisor shall automatically be a member of the SRAC.

The SRAC Committee shall have the following responsibilities:

- 6.1.1 To review the research proposal and finalize the topic of research;
- 6.1.2 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.
- 6.1.3 To periodically review and assist in the progress of the research work of the research scholar.
- 6.2 A research scholar shall appear before the SRAC 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 SRAC to the Department with a copy to the research scholar.
- 6.3 In case the progress of the research scholar is unsatisfactory, the SRAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the SRAC may recommend to the Department with specific reasons for cancellation of the registration of the research scholar.

**7. Departmental Research Committee (DRC):** Each Department offering PhD programme shall have a Departmental Research Committee having following constitution:

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|--|----------|
| 1. Head of the Department                                    | Chairman |
| 2. All eligible supervisors within the department            | Member/s |
| 3. Subject Expert nominated by Vice Chancellor (if required) | Member   |

- The DRC shall meet at least once in a semester.
- The DRC shall recommend the proposed research work of the scholar to Board of Research Studies (BORS) leading to the degree of Ph.D.
- Each DRC shall maintain the list of various specialisations in which provision for good quality research work is available in the department together with a list of research supervisors in the department along-with their areas of specialization.
- The DRC shall confirm the registration of research scholar based on approval of BORS and issue a letter of registration accordingly, to the concerned research scholar, supervisor and Co-supervisor (if applicable) mentioning clearly the date of registration, title of the proposed thesis and name of the research supervisor/ co- supervisor.

**8. Board of Research Studies: Each School shall have a Board of Research Studies (BORS) with following constitution:**

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|--|---------------------------|
| <b>1. Dean Academic Affairs/ Dean Research</b>             | <b>Chairman</b>           |
| <b>2. Dean of School</b>                                   | <b>Member / Secretary</b> |
| <b>3. All Heads of Departments in the School</b>           | <b>Member</b>             |
| <b>4. One senior most Professor from each Department</b>   | <b>Member</b>             |
| <b>5. At least one subject expert for each department*</b> | <b>Member</b>             |

The term of members at 5 above shall be three years.

\* Nominated by the Department through concerned Dean of School and approved by the Vice Chancellor.

Majority shall form the quorum with at least one expert member present for each department in the School. In the absence of Dean Academic Affairs/ Dean Research due any exigency, Dean of School shall chair the meeting of BORS.

**Powers & Duties of BORS in context with Ph.D. programme shall be as follows:**

1. BORS shall meet at least once in every year.
2. BORS shall –
  - a) Approve the topic/areas of thesis in the subject.
  - b) Advise the DRC on measures to improve courses of studies/research work at the doctoral level.
  - c) Approve and confirm the registration of research scholar or candidate based on the recommendations of concerned DRC.

**9. Submission, evaluation and assessment:**

9.1 Upon satisfactory completion of course work and obtaining the marks/grade prescribed in sub-clauses above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by these Ordinances.

9.2 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the DRC which shall also be open to all faculty members and other research scholars. The DRC shall after critical examination of the scholars' work based on the presentation recommend

- a) writing of the thesis and onward submission
- b) writing of the thesis with minor suggestions which may be suitably incorporated into the draft dissertation/thesis in consultation with the SRAC
- c) major changes and a fresh presentation after the suggestions offered by the DRC are incorporated in the research work by the scholar.

Once the DRC recommends the writing of the thesis, copies of thesis and a CD should be submitted within three months of the said recommendations.

9.3 Ph.D. scholars must publish at least two (2) research papers in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.

9.4 Mechanism approved by the Academic Council shall be used to check plagiarism and other forms of academic dishonesty. While submitting the dissertation/thesis for evaluation there shall be an undertaking from the research scholar and a certificate from the Research Supervisor attesting the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.

9.5 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the University. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the following committee

Dean of School	Chairman
Concerned Research Supervisor	Member
At least one of the two external examiners	Member
Head of the concerned Department	Member Secretary

Besides the viva shall be necessarily publicized and shall be open to be attended by Members of the SRAC, all faculty members of the Department, other research scholars and other interested experts/researchers.

- 9.6 The supervisor should send a panel of 5-6 examiners having the specialization relevant to the area of scholar's research to Chairman DRC. The Chairman DRC shall forward the same to Vice Chancellor through concerned Dean of School. Vice Chancellor on the recommendations of the Dean shall select two examiners for evaluation of thesis.
- 9.7 After reports are received from the examiners, Vice Chancellor shall nominate one of them as expert to conduct the viva voce.
- 9.8 The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation reports of the external examiners on the dissertation/thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination which shall clearly indicate any one of the following:
- a) Recommended for the award in present form and for publication OR
  - b) Recommended for the award but for publication only after making changes suggested in the report OR
  - c) Recommended for the award only after candidate has made changes suggested in the report. The revised version need not be sent to me for second evaluation, but DRC must certify that changes as suggested by me have been incorporated by the candidate.
  - d) Recommended for the award only after candidate has made changes suggested in the report. The revised version should be sent to me for second evaluation and based on my report degree be awarded or rejected as the case may be
  - e) Thesis be rejected as per detailed report.
- 9.9 If reports from both examiners do not recommend the award of degree, research scholar shall be declared ineligible.
- 9.10 If one of the evaluation report by the external examiner is unsatisfactory and does not recommend viva-voce, the DRC shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.
- 9.10 The reports of from the external examiner should be received within three months. In case any examiner fails to forward the response within three months of receipt of the thesis, the thesis may be sent to another examiner from the panel.

## **10. Attendance, Absence, Leave Rules and Dismissals**

- 10.1 The period of residency for the programme shall be 3 years  
All the research scholars or candidates are expected to be present for every lecture, seminar or for any activity as prescribed for them.
- 10.2 Attendance during credit/audit courses should be 100 percent, which will be closely monitored, and reports send to DRC. Relaxation of maximum 25 percent in attendance is permissible to the scholars on account of medical problems, family problems or any other valid reason which shall be recorded in writing.
- 10.3 If a student fails or is absent in End Semester Examination (ESE) of a course, he/she may appear for re-examination of ESE. Such re-examination of ESE shall be held normally within one month of the last day of ESE. All the credit courses shall be passed by the research scholar or candidate within one year/two attempts whichever is earlier.

- 10.4 Respective supervisors shall govern the dates and implementation of re-examination for Ph.D. scholars.
- 10.5 Every research scholar shall frequently meet and discuss the plans and progress of his/her research work with the supervisor as desired by supervisor or the SRAC.

**Depository with INFLIBNET:**

- 11.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, an electronic copy of the Ph. D. thesis shall be submitted by the Controller Examinations to the INFLIBNET, for hosting the same to make it accessible to all Institutions/Colleges.
- 11.2 A provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016 shall be issued by the Dean of School/ Dean Academic Affairs prior to the actual award of the degree.