

# REGULATIONS FOR Ph.D. COURSE

## Chapter XXV (C) of the Ordinances (Academic)

### 1. Vacancy notification

The Chairman of each Department shall in due course of time communicate the Controller of Examinations (hereafter referred to as COE) the maximum number of admissions in Ph.D. to be made in each area of specialization in the ensuing academic session after leaving 1/3 seats vacant and taking into consideration:

- (a) The number of faculty members available in each area of specialization for supervising Ph.D. students and their willingness to enroll new students under their supervision.
- (b) The number of admissions in Ph.D. that can be made according to the prescribed rules for supervision as detailed in Clause 2.
- (c) The Library and Laboratory facilities and other essential resources available, to the extent this information is relevant for fixing the number of candidates who can be admitted to the Ph.D. programme.

### 2. Allocation of Research Supervisor: Eligibility criteria to be Research Supervisor, Co-Supervisor, number of Ph.D. scholars permissible per Supervisor, etc.

2.1 Any regular Professor of this University with at least five research publications in refereed journals and any regular Associate/ Assistant Professor of the University with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

However, in the Faculty of Medicine the guidelines provided by the Medical Council of India regarding appointment of supervisor shall be followed.

Provided that in areas/disciplines where there are no or only a limited number of refereed journals, the competent authority may relax the above condition for the recognition of a person as Research Supervisor with reasons to be recorded in writing.

2.2 Only a full time regular teacher of this University can act as a Supervisor. However, Co- Supervisor can be allowed in inter-disciplinary areas from other departments of studies or from other related institutions from outside the University with the approval of the Research Advisory Committee, provided such Co-Supervisors belong to a Central or State University or premier National research Institutes.

2.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned

depending on the number of scholars per Research Supervisor, the available specialization of the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva-voce.

- 2.4 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 outside the Department/ Faculty/ Institution on such terms and conditions as may be specified and agreed upon by the consenting Institution and as given at para 2.2 above.
- 2.5 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 maximum of Six (6) Ph.D scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of Four (4) Ph.D scholars. This includes PwD category students but excludes Foreign Research Scholars and students working on Project.
- 2.6 In case of the relocation of Ph.D. woman scholar of any Central University due to marriage, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will, however, give due credit to the parent guide and the institution for the part of research already done. Such relocation will be subject to the availability of vacancy and facility in that area of research and willingness of the supervisor.
- 2.7 A retired teacher shall continue to supervise the research scholar assigned under his / her supervision after his/ her retirement till the submission of the thesis or up to two years whichever is less or unless he/she declines to remain the supervisor or leaves Aligarh.

### 3. Application for Admission

- (i) Candidates eligible for admission to the Ph.D. programme in more than one Faculty of the University can apply for the same but such candidates will have to fill separate application form for each Faculty. However, he/she can apply only in one discipline within the same faculty.
- (ii) All candidates shall submit the duly filled application form in the

respective Department / Centre / Unit on or before the last date announced by the University.

#### 4. Conduct of Admission Test

- (i) Written Test: An eligible candidate, as per 2.1 of Chapter XXV(C) of the Ordinances (Academic), shall be required to appear in the written test, except those who are exempted, to be conducted by the concerned Faculty/Department/Center/Unit to enroll himself/herself in the Ph.D. programme.
- (ii) Exemption from appearing in the Ph.D. written test as per proviso 3.1(ii)-(iii) of Chapter XXV(B) of the Ordinances (Academic) will be applicable to only those candidates who are eligible for the same on the notified last date of receipt of application form and have attached documentary proof of the same with their application form.
- (iii) Presentation-cum-Interview: Candidates who qualify the written test and those who are exempted from the written test under Clause 3.1(ii) of the Ordinances will have to appear for a presentation-cum-interview session.

Foreign nationals are, however, exempted from both the written as well as presentation-cum-interview part of the admission test as per the Clause 3.1 (iii) of the Ordinances (Academic).

- (iv) The COE, in consultation with the respective Deans/ Chairmen/ Director/ Coordinator, shall notify the schedule for the written test and presentation-cum-interview.
- (v) The COE shall facilitate the conduct of the admission test, its evaluation, and declaration of the result for each Faculty through a co-coordinator who will be the Dean of the concerned Faculty. It will be the responsibility of the Dean to conduct the written test, presentation-cum-interview, and declaration of the result.

#### 5. Preparation and Evaluation of Admission Test :

5.1 Written Test: The written test will normally be held in the month of August every year.

- (i) The test paper, carrying 80 marks shall be of two hours duration. It shall consist of the following:

## Section A : Multiple Choice Questions

Research Methodology	40 marks	All objective type multiple choice questions will be of 1 mark each. (There shall be no negative marking)
Subject Specific	10 marks	

Section B : Descriptive : 30 marks (03 Descriptive questions of 10 marks each based on area of Specialization )

(II) Presentation-cum-interview : 20 marks

Candidates who have secured 50% or more marks in the Written Test (Objective and Descriptive combined) shall be called for Presentation-cum-interview. A candidate who fails to appear for presentation-cum-interview for whatsoever reasons shall not be considered in the selected list irrespective of the marks obtained in the written test

(III) The Dean of the concerned Faculty/Coordinator, Interdisciplinary Biotechnology Unit (IBU) shall be responsible for the conduct of Entrance Test and upload the answer key on their faculty website.

(i) The Chairperson/Coordinator of the Interdisciplinary Biotechnology Unit (IBU) shall be responsible for setting the paper with the assistance of five available senior faculty members. The paper shall be moderated by the Chairperson/Coordinator (IBU) along with three available senior faculty members, who shall not ordinarily be the paper setters.

In departments where adequate number of faculty members are not available, the Chairperson may use his/her discretion for setting / moderating the paper.

(ii) The Chairperson of the Department will hold the test.

(iii) The coding /decoding of the paper will be done under the supervision of the Chairperson /Coordinator (IBU)

(iv) The marks obtained in the written test shall be considered for the purpose of preparing the list of eligible candidate for presentation-cum-interview.

### 5.2 Presentation-cum-Interview (20 marks)

(i) Presentation-cum-Interview shall normally be held within 1-2 weeks following the declaration of the qualifying list as per Clause 5.1(II) of these Regulations.

(ii) Each candidate (as per Clause 4(iii)) of these Regulations will give a presentation, not exceeding 15 minutes, related to his proposed area of research the subject, and appear for interview before the

Research Committee. The Committee shall consider the following aspects:

- (a) the candidate possesses the competence for the proposed research
  - (b) the research work can be suitably undertaken at the University
  - (c) the proposed area of research can contribute to new/additional knowledge
- (iii) The presentation shall be in the English language, except for those appearing in the Departments of Arabic, Hindi, Modern Indian Languages, Persian, Sanskrit, Urdu, and Theology, in which the presentation shall be made in the respective language or language approved by the concerned CASR on the recommendation of BOS.
- (iv) The Presentation-cum-Interview Committee in each department shall consist of the Chairman and three senior most faculty members of the department. The Chairman may co-opt additional members for covering fields of specialization, if necessary.

### 5.3. List of Qualifying Candidates and Offer of Admission

- (i) Based on marks of Written Test and Interview, offer of admission shall be made to the number of candidates equal to number of vacancies available in the area concerned, strictly on merit basis.

However, foreign nationals shall be considered for admission on the basis of their merit in the qualifying examination only, subject to the approval by the BOS of the synopsis of the proposed research work submitted by them with their application form.

- (ii) Provisional admission shall be offered to the candidates, selected through the admission test and in accordance with the number of vacancies already declared by the department/centre/unit under different specializations, and approved by the CASR on the recommendation of the BOS of the Department concerned. The candidates who have been offered admission shall be asked to join within a period of one month from the date of the offer made to them. Under exceptional circumstances, an additional one month period may be given to the selected candidates to join the programme.
- (iii) Each Ph.D. student shall prepare and submit his/her synopsis following its due approval by Research Advisory Committee to the BOS for its approval, subject to the confirmation by the CASR. If needed the CASR may modify the synopsis or refer it back to the BOS for modification. If the CASR is satisfied, it shall, subject to confirmation by the Faculty and the Academic Council, approve the synopsis.

## 6. Course Work

- (i) Each student, provisionally admitted, will have to undertake the prescribed courses as per Clause 4.1 & 4.2 of Chapter XXV(C) of the Ordinances (Academic).
- (ii) Each prescribed course will be of forty Lecture periods.
- (iii) Each course will have a maximum of 100 marks. The courses will have the following components of evaluation:

Sessional	:	30 marks
End-Semester Examination	:	70 marks

- (iv) The examination in the courses prescribed shall be held twice (once in each semester) in an academic year and will be of two hours duration each. In case the candidate fails to fulfil the attendance requirement he/she will have to re-register in the next academic year. All candidates admitted to the Ph.D. programme shall be required to complete the course work prescribed by the Department in two attempts within 03 semesters from the date of admission, failing which his/her name shall be removed from the rolls of the university and he/she will not be entitled for re-admission in the programme. Further, he/she shall complete the Ph.D. within the maximum duration and there will be no extension in the maximum limit due to delay in successfully completing the course work.
- (v) A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent overall grade point average wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.
- (vi) There shall be no re-evaluation of the course work examination.

## 7. Attendance and Leave

- (i) A student is required to sign on all working days of the faculty in an attendance register to be kept in the concerned Department, except when he/she is on duty/sanctioned leave.
- (ii) Attendance of a student pursuing course work as a part of his/her Ph.D. programme shall be governed by the rules approved by the Academic Council from time to time in respect of attendance requirements
- (iii) A Ph.D. student shall be eligible to avail a leave of 30 days in an academic year. He/she shall not be entitled for any inter-semester breaks, winter and summer vacations. However, he/she is entitled for an additional leave of up to 10 days on medical

grounds in an academic year. The aforesaid leave provisions are cumulative. Further, male/female candidates shall be eligible for paternity/maternity leaves as per University rules once during their entire tenure as research scholars.

- (iv) The leave shall be granted by the Dean of the Faculty, on the recommendations of the Supervisor and Chairman concerned.

## 8. Submission of Thesis

- (i) The dissertation/thesis shall be in English language, except for those being submitted in the Departments of Arabic, Hindi, Modern Indian Languages, Persian, Sanskrit, Urdu, and Theology, in which the thesis shall be made in the respective language or language approved by the concerned CASR on the recommendation of BOS.
- (ii) The student shall submit the thesis, along with the prescribed proforma, to the Dean of the Faculty concerned, duly forwarded by Supervisor(s) and the Chairperson of the Department concerned.
- (iii) A Ph. D. student shall submit three soft bound (in spiral form) copies alongwith soft copy of the thesis & abstract in PDF format (in a CD). The candidate will submit hard copy of the thesis to the Controller of Examinations only after the final corrections have been incorporated duly certified by the Supervisor and the Chairperson of the Department.
- (iv) The number of spiral bound copies of the thesis to be submitted shall be four in case of students assigned co-supervisor.
- (v) The thesis should be typed using 12 font size with 1.5 line spacing in 'New Times Roman' with the following margins: 1.5" on left side, 1" on right side and 1" each on top and bottom.
- (vi) The thesis should be printed on good quality A4 size paper on both sides and submitted in soft bound form.
- (vii) The Ph. D. thesis shall include the following:
- Self declaration certificate from the candidate and certificate from the Supervisor/Co-Supervisor /Chairperson of the Department.
  - Certificate for the completion of course work, wherever applicable from the Chairperson of the Department
  - Certificate for the successful completion of the pre-submission seminar from the Chairperson of the Department

- Details of the paper(s) published/ communicated/ accepted for publication.
  - A copyright transfer certificate as per the prescribed proforma.
  - A certificate by the candidate duly verified by the Supervisor and Chairperson regarding plagiarism.
- (viii) Copyright: The University shall have exclusive copyright of the thesis. No portion of it can be published for commercial purposes by any publishing firm without a prior written permission of the University.

Once a thesis has been approved for the award of the Ph.D. degree, the candidate shall, in case of publication of the thesis in full or in part, state on the title page that it was a thesis approved for the award of the Ph.D. degree of the Aligarh Muslim University.

## 9. Evaluation of Ph.D. Thesis

### 9.1. Evaluation of Ph.D. Thesis

- (i) The consent of the examiners shall be sought by the Dean of the Faculty concerned soon after receiving the Thesis in his Office.
- (ii) The panel of five names in order of merit/preference will be decided on behalf of CASR by the VC/PVC. The order of preference indicated by the VC/PVC should be strictly adhered to. In case any examiner of the panel shows inability to evaluate the thesis, the letter /email from the said examiner intimating his inability shall be forwarded to the COE.
- (iii) In case the First Examiner does not respond within 15 days, the Dean will approach Second Examiner with a gap of 15 days. If the Second Examiner also does not respond, the Third Examiner will be approached and the process will continue till the Panel of all 05 examiners is exhausted. Thereafter, the Dean will inform the Chairman and Supervisor for drawing a fresh panel.
- (iv) Soon after receiving the consent from any of the examiners 03 sets of the thesis (04 in case of Co-supervisor) will be sent to the Office of the Controller of Examinations for despatch.
- (v) A soft copy of the thesis in PDF version certified by the Supervisor on a CD shall also be sent to the Office of the Controller of Examinations along with spiral bound copies.
- (vi) The examiner(s) shall be requested to send the report preferably in English, or alternatively, in the language in which the thesis has been written. However, the recommendations should only be in English.



- (vii) The Examiners shall be requested to submit their individual reports within two months of the receipt of the Thesis. In case of the non-receipt of report within the specified period the Office of the Controller of Examination will inform the Dean concerned who will send a reminder to the examiner(s) and a copy of the same be endorsed to the Controller's Office.
- (viii) In case the reports are not received within next one month, the Controller's Office will inform the Dean concerned with a request to send a second reminder.
- (ix) In case of non-receipt of any response from the examiner(s) even after two reminders, the supervisor will be informed by the Controller's Office to approach the examiner(s) and response of the examiner(s) shall be communicated to the Office of the Controller of Examinations by the Supervisor through the Chairman, copy endorsed to the Dean.
- (x) In case the examiner fails to respond within one month after the supervisor approaches him/her, the Dean may seek the consent of the alternate examiner of the Thesis. The process will be repeated as per Clause 9.1(i).
- (xi) After the receipt of reports from all examiners, the Office of the COE shall send these reports to the Dean within a period of seven days.
- (xii) The return of the thesis from the foreign examiner shall not be insisted upon and the payment of remuneration to him/her shall be made within a period of fifteen days.

#### 10. Explanation

- (i) Whenever the word "Chairman of the Department" occurs it shall be construed to include Director or Coordinator of any Centre at which Ph.D. programmes are being offered.
- (ii) If such a Centre is not assigned to a Faculty, the reference to the Dean of the Faculty in the present Regulations shall be construed as also to mean the Director or Coordinator of the said Centre, unless the Regulations specifically prescribe otherwise.

#### 11. 3% Reservation for Persons with Disability

- (i) A 3% of the total seats available in the University will be reserved for Persons with Disability over and above the intake, provided the disability is not a hindrance in pursuing Ph.D. programme.
- (ii) A separate merit list of Ph.D. candidates who could not be selected in general merit but fulfill the qualifying criteria shall be forwarded

by each Dean of the Faculty to the Controller of Examinations. The Controller of Examinations shall prepare a consolidated merit list based on marks obtained for approval of the Vice-Chancellor who will nominate depending upon the number of seats.

- (iii) Only those eligible candidates shall be considered for admission under the Persons with Disability category who have degree of disability to a minimum extent of 40% as prescribed in the Persons with Disabilities (Equal Opportunity Protection of Right and full Participation) Act, 1995 and duly verified by the concerned specialist of JNMCH, AMU at the time of completion of admission formalities.

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