

MADHAV UNIVERSITY PINDWARA (SIROHI)

(Established by Rajasthan State Govt. Legislature Act 07 of 2014)



Constitutional of Research Advisory & Degree Research

AS PER UGC REGULATIONS, 2022 AND NEP-2020

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1. RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS. -

RAC must guide the research scholar in developing the study design & methodology of research and identify the course(s) that he/she may have to do. There shall be a RAC for each scholar. The RAC has to be formed Faculty-wise for evaluating each research scholar before making a proposal for their research. The composition of the RAC shall be as follows:

- (i) Dean of the Faculty concerned/Head of Department – Chairperson
- (ii) Supervisor – Convener
- (iii) Three Senior Professor/Associate Professors of the Faculty
- (iv) In case of the non-availability of a Professor/Associate Professor, a teacher from the allied/related subjects may be included with the permission of the Dean of the Faculty

This Committee shall have the following responsibilities:

- a) To review the research proposal and finalize the topic of research, change, amendments in the research topic and change the research supervisor if any circumstances.
- b) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do to periodically review and assist in the progress of the research work of the Ph.D. scholar. The academic/research progress of each research scholar will be regularly monitored by the RAC. A research scholar shall appear before the RAC once in six months to make a presentation of the progress of his/ her work for evaluation and further guidance. Every candidate shall submit his/ her six-monthly progress reports (from the date of qualifying for the Pre-Ph. D Course Work Examination) duly recommended by the Supervisor to the Dean/Head of the Department/Faculty for consideration. R.A.C. If the student fails to submit the progress report up to the stipulated notified date the Research advisory committee may allow an extension upto a certain period and after the lapse of that period may consider his/her name for cancellation of registration in Ph.D.
- c) Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report in the department concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.
- d) In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme:
 1. After the completion of the Course Work and the Ph.D. Course Work examination, every research scholar shall submit a half-yearly progress report to the Dean duly forwarded by the Research Supervisor. The half-yearly

Progress Report should cover, among others, the aspects such as the review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If a candidate fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the candidate is not satisfactory for two half-year periods, the Department Research Committee shall recommend to the Dean of the faculty for the cancellation of his/her registration in consultation with the concerned Research Supervisor.

2. The six-monthly progress reports with the comments of the RAC shall be submitted to the Board of Studies.
- e) During the tenure of the Ph.D. Program, research scholar shall present two seminars/Conferences minimum of one will be present in an international conference. The Head, Chairperson RAC, and the Research Supervisor of the scholar shall certify the conduct of the Seminar/Conference. These two seminars/conferences shall be conducted before the submission of the final thesis. The last seminar designated as “Pre-Submission Seminar” is presented by a candidate whose Ph.D. thesis is ready for submission. This seminar deals with the entire Ph.D. work of his/her carried out by the scholar and is presented in the Department and any feedback, comments, and suggestions from the participants be included in the final manuscript of the thesis. The draft copy of the Ph.D. thesis must be available during this presentation. The pre-submission seminar is held six (6) months prior to the thesis submission. The presentation of this pre-submission seminar shall be certified by the Dean of the Department/Faculty and the Research Supervisor of the scholar.
- f) The student shall present his/her work at 4 open seminars after his/her permanent registration, after the completion of the course- work First seminar may be held after six months gap from the date of permanent registration & subsequent three seminars may be held after six months duration. Prior to submission of the thesis, (the pre-submission seminar of the student shall be conducted only after a certificate is given by the Supervisor and Head/Dean of the Department/Faculty regarding the requisite period of stay as required under the Ph.D. Ordinance) The scholar shall make the presentation of his/her research work in the Faculty/Department, which may be open to all the faculty members & research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.
- g) Before the final submission of the Ph.D thesis plagiarism and both research papers of the scholar shall be submitted only after a certificate is given by the Supervisor and Head/Dean of the Department.

2. ROLES AND RESPONSIBILITIES

DIRECTOR, RESEARCH AND DEVELOPMENT CELL: The Cell shall be headed by Director R & D Cell. The Director (R & D Cell) shall be responsible for the smooth working of the Cell and oversee all its activities.

- a) The Ph.D. admission process for the Ph.D. program will be initiated and coordinated by the Director's Office.
- b) Prepare and share the approved information bulletin.
- c) Shall arrange for the screening of the applications to shortlist the eligible applicants and shall also arrange the issue of admit cards to the eligible applicants.
- d) The entrance test and the interviews shall be coordinated.

- e) Shall prepare the department-wise final merit list and shall notify the same on the website.
- f) Shall be responsible for sharing the Academic Calendar for the Ph.D. Program with the concerned authorities for publication.
- g) Shall maintain all the records of registration and the progress of the research work of the research scholars.
- h) Shall be responsible for maintaining the list of all the Ph.D. registered scholars on the university website on a year-wise basis. The list shall include the name of the registered research scholar, the topic of her/his research, the name of her/his supervisor/co-supervisor, and the date of registration. Shall coordinate the activities for the RAC and oversee the other related activities of the Research Student

3. CANCELLATION OF REGISTRATION

The registration of a research scholar shall be canceled automatically in case of the following reasons:

- a) If a full-time research scholar, he/she absences herself/ himself for a continuous period of six weeks without prior intimation/sanction of leave.
- b) If s/he resigns from the Ph.D. program and the resignation is duly recommended by the RAC.
- c) If s/he fails to renew the registration as per the provisions contained in this Ordinance.
- d) If his/her academic progress is found unsatisfactory by RAC.
- e) If s/he is found to be involved in an act of misconduct and/or indiscipline and termination is recommended by the Department Research Committee or any other authority.
- f) If a candidate fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the candidate is not satisfactory for two half-year periods, the Department Research Committee shall recommend to the Director (R & D) for the cancellation of his/her registration in consultation with the concerned Research Supervisor.
- g) The President shall have the power to cancel the admission of a Research Scholar at any time, after the issue of due show-cause notice, on disciplinary or any other grounds which are considered not to be in consonance with the dignity and behavior of a Research Scholar or non-payment of hostel or any other dues or any other reason(s).

4. RE-REGISTRATION

- a) In case of canceled registration, re-registration may be allowed subject to the availability of a Research Supervisor in the concerned Department/Faculty.
- b) Re-Registration can be requested by submitting an application to the department duly recommended by the dean for consideration of RAC.
- c) The Re-Registered candidate will submit a thesis under the prevailing rules of the Ph.D. in the University.
- d) Re-Registered scholar shall pay a fee of Rs. 1,0,000 (Ten Thousand) as prescribed by the University from time to time as a re-registration fee and other/ annual fees as per prevailing university rules.

- e) After Re-Registration rules of submission of the thesis will be decided by RAC. However, re-registered candidates can submit his/her thesis after one year if the time duration is over and no major change in topic is made.
- f) RAC will recommend re-registration and allotment of fresh guide, if any.
- g) In exceptional cases of Re-Registration, the President shall have the power to allow the renewal of the registration of the research scholars.
- h)

5. OTHER RULES

- a) Fee once paid is not refundable in any case.
- b) Any legal dispute relating to admission of the Ph. D candidate(s) shall be subject to courts at Sirohi or Courts having jurisdiction in Sirohi (Rajasthan)
- c) In the case of Engineering, Pharmacy, Physical Sciences, Chemical Sciences, Life Sciences, etc. students shall have to undergo the required practical training at University Laboratories. However, the students may work for practical training in a reputed & well-equipped Lab. duly recognized by the University. The students have to seek prior approval of the laboratory (ies) concerned for this purpose and also have to seek approval from University Authorities, who may inspect or may seek duly certified laboratory detailed information.
- d) The candidate may incorporate in his/her thesis the contents of any work that he/she may have published on the subject but shall declare this fact in the thesis. However, he/she shall not submit his/ her thesis for which a degree has been conferred on him /her by any university.
- e) Minimum three years period shall be required to submit the thesis, which shall be counted from the date of registration. After the lapse of three years period, if a student fails to submit his/her thesis, he/she may apply for an extension along with the requisite fee for the subsequent months, failing which his/her registration will be canceled. The registration shall be valid for a maximum period of six years for men and eight years for women candidates and persons with 40% disability.
- f) The Academic Council of Madhav University on the recommendation of the President shall have the right to withdraw the Ph.D. degree awarded to the Research Scholar if plagiarism or duplication or any other form of malpractice is detected at any stage and to initiate such further action against him/her as it deems appropriate.
- g) Provided that the President shall get the complaint in the matter investigated (with validity period) confidentially and shall give the accused an opportunity to explain before the President makes a recommendation on the matter to the Academic Council. There shall be no limitation of time for this action of the Academic Council.
- h) If the Ph.D degree is awarded by a Foreign University, Madhav University considering such a degree shall refer this issue to a Standing Committee constituted by the President for the purpose of determining the equivalence of the degree awarded by the foreign University.

6. SUBMISSION OF THESIS:

Every Thesis shall be a piece of research work characterized either by the discovery of new facts or the enunciation of a new theory or theories or by a fresh interpretation of known facts. In either case, it shall evince the capacity of the Research Scholar for critical examination and

judgment. The literary presentation of the Thesis should be of a high standard i.e., concise, laid out logically and in proper sequence, far from grammatical and typographical errors, and referenced properly. The candidate shall submit seven copies of his or her thesis; the thesis must be typed using MS Word, in Times New Roman font size 12, with a heading in font size 14 and bold (For Hindi thesis will be typed in Mangal font with 14 font size) The text shall be in line spacing 1.5 with side margins Left 1.5” and right margin 1.0”. The thesis should be type-written on good quality A-4 size paper. It should be typed on a single side of the paper, with a line spacing of 1.5.

- 1) The candidate shall be allowed to submit his/ her thesis only after he/ she has done the following research activities: The research scholar shall submit her/his thesis along with the synopsis within six months from the date of Pre-Ph.D. submission seminar, if failing which he/she has to present the thesis work again in the concerned department.
- 2) After the satisfactory check of the thesis on plagiarism/similarity, the Research Department will send the synopsis of the thesis to the examiners for their consent for evaluation. Upon receipt of the consent, the thesis would be sent to them for evaluation.
 - a) The Research Scholar shall be allowed to submit his/ her Thesis only after he/ she has published/got accepted two research papers preferably in a Scopus/Web of Science/SCI/SSCI indexed journal or in a journal listed in the University Grant Commission (UGC) CARE list of journals.
 - b) For the purpose of two research papers, one published patent in the name of Madhav University or with affiliation as Madhav University shall also be allowed to be treated at par with one research publication.
 - c) The research scholar should also have the evidence of presentation of two research papers in national/international conferences.
 - d) Before submitting thesis shall be checked with Plagiarism Software (as approved by the University) and a certificate should be enclosed in the thesis similarity index (10%) as per the University Grants Commission (Promotion of Academic Integrity & Prevention of Plagiarism in Higher Educational Institutions) Regulations-2018, dated 23-07-2018.
 - e) In case of delay in publication of research papers a scholar may furnish the proof of acceptance, only the research paper in question should be related to work reported in the thesis.
 - f) After finalization of the award of Ph.D. degree, one copy of the thesis will be sent to the university library and the remaining two copies of the thesis to the departmental library. The thesis should be accompanied by a declaration from the candidate duly countersigned by the supervisor that the material embodied in the present work is based on his or her research work. The certificate will further state that the contents of the thesis have not been earlier submitted in part or parts for any degree or diploma of any other institute or university.

7. EVALUATION OF THESIS

- a) The Departmental Research Advisory Committee shall recommend a panel, often specialists in the field for appointment as evaluators for the thesis. The R.A.C. will draw a list of the sufficient number of specialists keeping in view their specialization. The specialists

recommended shall be professors/ associate professors or persons of eminence or persons holding equal status and their specialization shall be relevant to the topic of the thesis. Names of only those persons shall be recommended who are known to be physically fit and are able to undertake a journey for the conduct of viva-voce if invited. If the R.A.C. feels that the panel should consist of more than eight names out of these, at least 50% shall be from Outside Neighbouring States. 'It may consider additional names.

- b) Two independent Examiners/Referees appointed for the purpose by the President, shall evaluate/ adjudicate the thesis one of them must be out of the state.
- c) The Director R & D, while communicating the appointment to the Examiner/Referee, shall send a copy of the synopsis of the thesis and seek his/her willingness to adjudicate it based on the synopsis submitted. After obtaining the consent of the Examiner, a copy of the thesis will be sent with a request to submit his/her report in a prescribed format. If the consent of the examiners is not received within one month; the synopsis of the thesis may be sent to the next examiner as approved by the President.
- d) The thesis shall be finally referred to two examiners selected by the President from the panel drawn by R.A.C out of which one shall be out of state. The evaluator shall state reasons for approval or rejection of the thesis. If the evaluator recommends resubmission/ rejection, he/she shall specifically indicate details about the modifications to be incorporated in the thesis by the candidate.
- e) The examiners will be required to submit the evaluation report within a maximum period of two (02) months from the date of dispatch of the thesis. The Director (R & D) will give a reminder once in 15 days if the examiner does not respond within a month, the Director R & D may send the thesis to an alternate examiner
- f) If the examiners recommend the award of degree, they may also give in their report, a set of questions, which they would like to put to the candidate at the time of viva voce. If one out of two examiners recommend resubmission with some modifications in the thesis, the candidate shall be asked to modify the thesis and resubmit the same only once, not later than six months, after having carried out all the modifications with a certificate from the supervisor that all the modifications have been carried out.
- g) The examiner (s) who evaluated the actual thesis shall examine a re-submitted actual thesis. Unless any of them is unable or unwilling to do so, in that case, the President shall appoint a substitute out of the panel. The examiner (s) for the revised thesis will only verify, whether the objections raised by the earlier examiner have been met or not.
- h) The examiner for a Thesis shall indicate in his/her report whether the Thesis is fit for publication in its original or modified form. In the latter case, the examiner shall make definite suggestions for improvement If both the examiners reject the thesis, it will be rejected for the award of the Ph.D. degree and the registration of the candidate shall stand canceled
- i) A candidate whose thesis is rejected shall not be registered again for Ph. D degree with the same topic.
- j) The examiners for a thesis shall indicate in their report whether the thesis is fit for publication in its original or modified form. In the latter case, he shall make definite suggestions for improvement.

8. CONDUCT OF VIVA-VOCE

- a) On receipt of satisfactory evaluation reports, the candidate will have to present himself for the open viva-voce examination when fixed by the university, failing which he will be declared ineligible for the award of degree. However, in case, the candidate is unable to attend the Viva-Voce on the fixed date, for any unavoidable reason, the President on a request by the candidate in writing can allow a one-time postponement with a fee of Rs. 10000/-or as in force from time to time on a date up to a maximum period of three months from the date previously fixed by the University, failing which the candidate will be declared ineligible for the award of degree.
- b) The Viva-Voce examination shall be conducted by the external examiner and will be held in the concerned Department/Faculty at Madhav University unless ordered otherwise by the President. The date and time of the viva- voce shall be notified by the Director (R & D) to the various Departments/faculty concerned including the Research Supervisor and the Research Scholar. Only the external examiner conducting the Viva-Voce will be privileged to ask the questions to the Research Scholar. However, after the completion of the formal viva, the relevant clarification/ discussion may be held, which will not be part of the Viva-Voce examination.
- c) If any Ph.D scholar appears for his/her viva-voce examination but fails in an oral presentation, in such cases the second evaluator may be called for conducting the viva-voce examination after giving three months' time for the research scholar to prepare himself/herself. The report of Viva of the second examiner will be taken as final.
- d) If two of the examiners recommend the award of the degree, the Research Scholar shall be examined through a Viva-Voce examination by one of the examiners, to be nominated by the President. If both examiners are unable or unwilling to conduct the Viva-Voce examination, another name will be picked up for the purpose by the President from the panel already approved by the RAC.
- e) The Open viva-voce examination shall be conducted by the external examiner and will be held in the concerned department at Madhav University, Pindwara (Sirohi) unless ordered otherwise, by the President. The date, time, and subject of the thesis shall be notified to the teachers including the supervisor and the research scholars of the faculty and it will be openly defended by the scholar. The presence of the Director of Research & Development/Dean of concerned faculty, other faculty members, and if possible, presence of other research scholar may also be made during the viva-voce.
- f) However, in case the Research Scholar is unable to attend the Viva-Voce on the fixed date for any unavoidable reason, the Director (R & D Cell)/COE on a request by the Research Scholar in writing with a fee as prescribed by the University can allow a one-time postponement of the date upto a maximum period of three months from the date previously fixed by the University failing which the Research Scholar will be declared ineligible for the award of Degree. In case the examiner has turned up for viva of the said Research Scholar on the fixed date, the total expenditure on TA/DA will be charged from the Research Scholar.

SUBMISSION OF VIVA-VOCE REPORTS FOR AWARD OF PH.D. DEGREE:

- g) After completion of the Viva-Voce Examination, the adjudication reports of the thesis by External Examiners and the report of the Viva-voce Board of Examiners shall be immediately sent to the Controller of Examinations in a cover marked as “Confidential”.
- h) The Thesis evaluation and viva-voce reports of examiners shall be placed before the Doctoral Degree Award Committee consisting of the President, the concerned Dean of the Faculty Director Research, the Controller of Examination, the Head of the Department to consider the reports and recommend:

9. DOCTORAL DEGREE AWARD COMMITTEE (DDAC)

- 1) There shall be a DDAC that will lay down the broad policy guidelines pertaining to the Constituted Ph.D. programs. Director R & D Cell will be the Convener of the DDAC. The composition of the DDAC will be as follows:
 - (a) The President - Chairperson
 - (b) Pro-President
 - (c) Director Research and Development Cell
 - (d) Deans of the Faculty Concerned
 - (e) Head of the Department concerned
- 2) However, the concerned head(s) of the department(s)/ Faculty member(s) shall be invited member(s), if any specific case is to be discussed.
- 3) Key responsibilities of the DRC
- 4) The DDAC shall supervise all academic and procedural matters related to the Ph.D. program of the University.
- 5) They shall review the policies governing the Ph.D. program and the status of scholars registered in the program and will make recommendations as deemed necessary.
- 6) The DDAC shall ensure uniform implementation of the Regulations and provide advice on procedural and related matters pertaining to the Ph.D. program.
- 7) Normally, the DDAC meeting shall be held at least once every six months or earlier, as required.
- 8) DDAC will approve the list of graduating scholars provided by the Controller of Examinations for Convocation.
- 9) The University shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions of Regulations of the U.G.C
- 10) Award of degrees to Research Scholars registered for the Ph.D. course shall be governed as per provisions of Minimum Standards and procedure for Awards of Ph.D. Degree Regulations of Madhav University applicable to them at the time of their enrolment to Ph.D. course.
- 11) After successful completion of the viva voce examination and incorporating the suggestions made by the Board of examiners/ participants the candidate shall submit two (2) hard-bound copies of the thesis with soft copy. The hard-bound copies shall be made available to all, one (1) in the University Central Library and the other in the Department Library.

10. PUBLICATION OF PH.D. THESIS

- a) No Thesis shall be published without the prior permission of the University.
- b) The Research Scholar may apply to the concerned Dean/Head of the Department/Faculty for permission to publish his/her thesis within three years from the date of award of the Ph.D. Degree.
- c) The Dean/Head of the Department/Faculty shall satisfy himself/herself that the Thesis is in publishable form. He/she will be guided by the reports of examiners. A certificate will be obtained from the Research Supervisor to the effect that necessary improvements as suggested by him/her and the examiners have been properly incorporated.

11. PLAGIARISM:

The maximum permissible similarity limit shall be as per UGC notification (Self-similarity out of the publication of Ph.D. work will not be counted: (UGC notification dated 23rd July 2018). In case of any plagiarism reported against any student at any stage, even after the award of the degree, necessary action will be taken by the University as per guidelines of UGC, which could include cancellation of registration/withdrawal of degree.

12. DEPOSITORY WITH UGC:

- a) On successful completion of the evaluation process and announcement of the award of Ph. D degree, the university will submit a soft copy of the Ph. D thesis to the UGC within a period of thirty days, for posting the same in INFLIBNET, accessible to all institutions/universities.
- b) However, the President on the recommendation of the Departmental Research Advisory Committee shall have the right to withdraw the degree, if plagiarism or duplication or any other form of malpractice is detected at any stage, and to initiate further action as it deems fit. However, the President shall get the complaint in the matter investigated confidentially and shall give the accused an opportunity to explain, before he/she makes his/her final recommendation. There shall be no limitation of time for this action.
- c) Along with the degree, the university shall issue a certificate certifying to the effect that the degree has been awarded in accordance with the provisions of the regulations of UGC 2022.