

Guidelines for Ph.D. Program in Autonomous Colleges

Note: The R.Ph.D. Numbers mentioned in the bracket are for further reference.

1. Granting Permission to Run Ph.D. Program:

An autonomous college intending to offer Ph.D. program shall apply to the university (RPhD-15).

R. Ph.D. 15 Requirements for offering Ph.D. programme other than the University P. G Departments:

15.1 Colleges/Institutions/P. G. Centers affiliated with Sardar Patel University may be considered eligible to offer Ph.D. Programme only if they satisfy the availability of eligible Research Guides, required infrastructure and supporting administrative and research promotion facilities as per the regulations, stipulated under sub-clause 15.3.

15.2 Postgraduate Centers affiliated to Sardar Patel University, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/ other academic staff in the department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these regulations, stipulated under sub-clause 15.3, shall be considered eligible to offer Ph.D. programme. Recognized P. G. Centres/Institutions should additionally have the necessary recognition by the University as per Sardar Patel University Statutes and Ordinance to offer Ph.D. Programme.

15.3 Recognized P. G. Centres/Research institutions of the Government of India or State Government with adequate facilities for research as mentioned below shall be recognized to offer Ph.D. Programme:

15.3.1 In the case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the University with provision for adequate space per research scholar along with computer facilities and essential software.

15.3.2 Necessary library resources including latest books and research journals, e-resources, extended working hours for all disciplines, adequate space for Ph.D. scholars in the Department / library for reading, writing and storage of research data and research materials;

15.3.3 The recognized Centers may also have access to the required facilities of the neighboring Institutions/ Colleges/ R&D, National, State level research laboratories/ Organizations/ which have the required facilities.

15.3.4. The National/State govt. supported research institutes need to undertake an MOU or an agreement with the University under which the University shall recognize the Ph D programme of such laboratories/institutes.

15.3.5. The MOU shall incorporate the clauses under the prevailing UGC guidelines for the maintenance of standards in Higher education institutions such

as the formation of Research Clusters amongst the Universities / Colleges/Research Institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilization of resources and to create synergies among researchers in the higher education institutions.

2. Research Advisory Board (RAB):

There shall be a Research Advisory Board in the autonomous college wherein the Vice Chancellor shall nominate one/two members. This board will oversee the smooth running of Ph.D. program in the college. The role of the RAB will be very crucial in monitoring quality of the Ph.D. program offered at an autonomous college.

3. Guideship:

Guideship shall be approved by the university to a regular teacher of an autonomous college as per the criteria laid down in the RPhD-I (with its sub clauses) .

R. Ph.D. 1. Eligibility Criteria for Recognition as Ph.D. Guide:

1.1 Any faculty member that fulfils the listed criteria is eligible to be recognized as Ph.D. Guide:

1.1.1 A full-time regular teacher (As per UGC public notice dated 6 March 2023) including on probation (with qualification, scale and cadre prescribed by UGC) of Sardar Patel University/Constituent College/P. G. Centre/College affiliated to Sardar Patel University/ National or State-funded research institutions having made an MOU wherein mutual research collaboration is specified with Sardar Patel University

1.1.2 A faculty member holding a Ph D degree in the relevant subject

1.1.3 A faculty member, having at least two years of P. G. teaching/research / industrial research or a minimum of four years of experience of teaching at the Undergraduate Level

1.1.4 A faculty member having minimum research publications as per his/her designation at the time of application i.e. 03 Assistant Professor, 05 Associate Professor and Professor. The publications exclude those from/based on the Ph.D. thesis. Among the required publications, at least one has to be published in the UGC CARE list of journals (updated time to time by UGC) after the completion of Ph.D. and in the last three years.

1.1.5 In areas/disciplines where there is no or only a limited number of refereed journals are published, the University may relax the above condition of publications for recognition of a person as Ph.D. Guide with reasons recorded in writing.

1.2 For Ph.D. Scholars working in Central Government/State Government and research institutions whose degrees are given by Higher Education Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfil the above requirements.

1.3 Any regular Professor of Sardar Patel University/Constituent P. G. Centres of the University/Scientists at the Professor cadre of National or State-funded research institutions having made an MOU wherein mutual research collaboration is specified with Sardar Patel University shall be automatically recognized as Research Guide for Ph.D.. However, he/she will have to apply for it.

1.4 A person recognized as a Ph.D. guide by other UGC recognized state/central government funded university upon joining this university shall apply for Ph.D. guideship in prescribed form. The DRAC will scrutinize it and send to the Vice Chancellor for final decision.

1.5 The University shall constitute a Committee for recommending Recognition as Ph.D. Guide with the following as members to evaluate the application with regard to the fulfilment of the above criteria before recommending recognition of a teacher as a Ph.D. Guide: (1) Head/Director of the University P. G. Department concerned (Chairman); (2) Dean of the faculty concerned; (3) Chairman of the Board of Studies; (4) One expert in the relevant subject from other University and (5) Two senior teachers of the related subject in the University P. G. Department/ recognized research centres affiliated to Sardar Patel University who are active researchers. All the members of this committee shall hold a Ph.D. Degree and be recognised Ph.D. Guides. This committee shall hold office for three years. It shall meet at least once a year to consider applications for recommending recognition as Ph.D. Guide by deciding on each case individually on merit, taking into account the criteria stated above. A minimum number of 04 members must be present to have the quorum to conduct the meeting.

1.6 Any full-time teacher with Ph.D. Degree having Major Research Project with project fellow(s) sanctioned by a National/State Funding Agencies shall be given Ph.D. Guideship limited only to guide the Project Fellow(s) appointed for the project.

1.7 A recognized Ph.D. of a state/central funded university or academic institute of India and abroad can be taken as a co-guide in case of joint collaborative research work. However, such cases shall be on the recommendation of the concerned DRAC and approval from the Vice-Chancellor.

In the case where there is no system of recognition of guide, an active researcher satisfying criteria Ph.D. guide in Sardar Patel University can also acts as co-guide on the recommendation of the concerned DRAC and approval from the Vice-Chancellor.

4. Admission:

The admission to Ph.D. program shall be given as per RPhD-4. The matter of allocation of guide, approval of research proposal etc shall be done by the Departmental Research Advisory Committee (see Rule-4 of this guidelines). The admission shall be regarded as provisional until the student clears the Ph.D. coursework prescribed by the university.

R. Ph.D. 4. Procedure for Admission:

4.1 The DRAC for the concerned subject shall admit Ph.D. scholars as per the eligibility criteria for admission to Ph. D programme (R.Ph.D. 2). Admissions shall be offered twice preferably in July/August and December/January every year in the available subject discipline.

4.2 Applicants qualified through UGC-NET-JRF/CSIR-NET-JRF/ NET-L/NET-Ph.D. Admission/ GSLET/ GATE for Ph.D./ JEST (SERB)/ ICAR for Ph.D. /DBT/GPAT for Ph.D./ INSPIRE (in all such cases the validity will be as per the validity of respective examination)/ Teacher Fellowship as per the UGC Rules and Regulations shall be exempted from the Ph.D. Entrance Test.

4.3 University P. G. Departments/ National or State level research Institutions having made an MOU with the University/P. G. Centres /Colleges affiliated to Sardar Patel University which are allowed to conduct Ph.D. Programme shall:

4.3.1 decide on a session basis through their DRAC a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Ph.D. Guides and other academic and physical facilities available, keeping in mind the norms regarding the scholar teacher ratio, laboratory, library and other such facilities;

4.3.2 maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/centre), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

4.3.3 notify the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates well in advance 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,;

4.4 The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other concerned statutory bodies, and taking into account the reservation policy of the Central/State Government from time to time.

4.5 The DRAC of the respective subjects shall admit applicants for admission through a two stage process through an entrance test and counselling with the allocation of seats as per guidelines given below: Page 4 of 29 Rules and Regulations for Ph.D. Programme September 2024

4.5.1 Allocation of Seats:

a) All available seats for Ph.D. admissions in a P.G. Department/recognized institute/college shall be distributed into two distinct groups in the following manner and proportion:

50% for the candidates with UGC-NET-JRF/ CSIR-NET-JRF/ NET-L/ NET-Ph.D. Admission/ GSLET/ GATE for Ph.D./ JEST (SERB)/ ICAR for Ph.D. / DBT/ GPAT for Ph.D./ INSPIRE (in all such cases the validity will be as per the validity of respective examination)/ Teacher Fellowship as per the UGC Rules and regulations. Remaining 50% for the candidates qualified through the Ph.D. entrance test of Sardar Patel University. In case of inadequate number of candidates are available in any of these categories the seats shall be transferred to the other category.

b) The order of preference in the admission shall be (i) NET-JRF (ii) NET-L (iii) NET Ph.D. Admission (iv) GSLET (v) INSPIRE (vi) ICAR for Ph.D. (vii) GATE for Ph.D./JEST (SERB) (viii) GPAT for Ph.D.

c) In case a seat/s in any of the groups under (a) above remains vacant, these shall be filled with applicants from the other group.

4.5.2 Ph.D. Entrance Test

4.5.2.1 An entrance test at the first stage with qualifying marks of 50%. A relaxation of 5% marks will be given to SC/ST/OBC (non-creamy layer)/EWS category/ differently-abled candidates on the production of relevant valid documents.

4.5.2.2 The syllabus of the Entrance Test shall cover (a) research methodology and the contents in the respective subject discipline, and (b) shall be at par with the NET syllabus/the syllabus prescribed at the level of Master's degree in the subject discipline concerned of Sardar Patel University.

4.5.2.3 The syllabus for the Ph.D. Entrance Test in which NET is not conducted shall be prepared by the DRAC and shall cover the contents of the core courses only offered in the respective subject discipline at the Master's level at Sardar Patel University. The University shall upload it on the website.

4.5.2.4 A committee of examiners constituted from time to time by the Hon. Vice Chancellor which may include Professors of the Department and/or external subject expert shall set the question paper for the Entrance Test, provide solutions to the test paper and assess the answer sheets.

4.5.2.5 The Entrance Test shall be conducted by the University. A certificate showing marks obtained shall be issued by the University to the Entrance Test-qualified candidates.

4.5.2.6 The Entrance Test shall be of 100 marks and 3 hours duration. The format of the Entrance Test Paper shall be as follows:

Section-I 40 marks: 40 objective type multiple choice questions related to the subject of one mark each.

Section-II 10 marks: 10 objective type questions of one mark each, covering general knowledge in the subject, components of research methodology and IKS.

Section-III 30 marks: Six out of ten questions of five marks each which may include sub-questions also.

Section-IV 20 marks: Two out of six questions of ten marks each which may include sub-questions also.

The question paper-cum-answer book shall contain questions with adequate space provided under each of the test items for candidates to write answers to the questions.

4.5.2.7 The list of entrance-qualified candidates shall be prepared by the University as per merit and shall be uploaded on the University website. The fulfilment of this qualification alone shall not be a secured admission to the Ph.D. program.

4.5.2.8

(a) The eligibility of the candidate who qualified the Entrance Test is for one year or two admission cycles whichever is early. However, he/she has to apply for admission whenever he/she desires.

(b) However, University may give Ph.D. without conducting Ph.D. Entrance Test as and when UGC/State Government mandates.

4.5.3 Ph.D. Counselling

4.5.3.1 At the second stage, an interview during the counselling for admission shall be arranged by DRAC. The candidate is required to discuss his/her research interest/area through a presentation before DRAC. The Dean of the respective faculty and also all the recognised Ph.D. guides in the respective subject shall be invited during the counselling.

4.5.3.2 The interview during the counselling for admission shall also consider the following aspects, viz. whether: (a) the candidate possesses the competence for the proposed research; (b) the research work can be suitably undertaken at the University P. G. Department/Research Institution/Colleges (c) the proposed area of research can contribute to new/additional knowledge etc.

4.5.3.3 Admissions for Ph.D. shall be finalized after an interview during the counselling for admission with the Department Research Advisory Committee, including the research Guide, based on a set of criteria including research area, availability of vacancy and a Research Guide in a proposed subject area, a good research proposal and presentation.

4.5.3.4 For the selection of candidates from the Entrance Test category, a weightage of 70% to the Entrance Test and 30% to the performance in the interview/ viva-voce/presentation during the counselling shall be adopted. The

University shall provide the score of the Entrance Test at the time of each counselling process. The same weightage shall be followed in the case of NET/SLET qualified candidates also. However, wherever, the score of such exam is not available, the candidates shall be selected based on their performance during the counselling interview.

4.6 In case of Ph.D. admission in Multidisciplinary/ Interdisciplinary/ Intradisciplinary subjects, the admission and DRAC will be governed as per R.Ph.D. 2.6.

4.7 A candidate seeking admission to Ph.D. in a subject falling in a faculty other than the faculty in which he/she had obtained his/her Master's degree may be considered for admission to Ph.D., provided a Special committee consisting of (a) Deans of the two faculties involved; (b) The DRAC of the subject concerned in which the admission is being sought; (c) Page 6 of 29 Rules and Regulations for Ph.D. Programme September 2024 proposed Research Guide; and (d) a subject expert appointed by the Vice Chancellor recommends for admission of an applicant who desires to undertake interdisciplinary research leading to Ph.D. In case of candidate having M.Phil. Degree, the committee shall decide whether he/she would need to do course work or be given exemption from it.

4.8 A full-time employed candidate will be admitted as a part-time Research Scholar upon the production of a "No Objection Certificate" from the employer from the appropriate authority in the organization where the candidate is employed. The certificate should clearly state the following:

- i. The candidate is permitted to pursue studies on a part-time basis.
 - ii. His/her official duties permit him/her to devote sufficient time for research.
 - iii. If required, he/she will be relieved from the duty to complete the course work.
- However, a part-time or temporarily employed candidate shall be considered for admission as a Part-time scholar through the recommendation of DRAC.

In case of a change in employment, a fresh NOC will be required.

4.9 The DRAC in the concerned subject shall submit the list of admitted candidates along with the name of allocated Ph.D. Guides to the University for admission followed by registration to the pre-Ph.D. course work within one month from the date of counselling. The admission and allotment of guides to the candidate by DRAC shall be final and binding to all concerned. If the candidate does not join and register for pre-Ph.D. course work after admission without any valid reason, he/she shall forfeit the admission.

4.10 The University shall maintain/display the list of all the candidates registered for the pre-Ph. D course work on its website session-wise for the academic year. The list shall include the name of the candidate, the topic of his/her research, the name of his/her Guide, Co-Guide (if any) pre-Ph.D. coursework registration number and date.

4.11 No candidate shall be allowed to register simultaneously for any other degree/diploma programme after registering for Ph.D. If, at any point in time, it is found to be otherwise, his/her admission shall ipso facto stand cancelled, and all the fees and deposits paid by the candidate shall stand forfeited. The University shall take legal and/or disciplinary action or both, as it may deem fit, in such cases.

4.12 After full-time registration, if a candidate is employed full-time anywhere, his/her registration will be converted to part-time scholar through the recommendation of DRAC.

4.13 A part-time scholar may be converted to a full-time scholar; however, he/she shall be allowed to submit Synopsis/Thesis as per the rules for a part-time scholar.

4.14 A full-time teacher of this University, or a constituent college of this University, who registers himself/herself for Ph.D. in a University P. G. Department, shall not be required to pay tuition fees for a period of eight terms/semesters. In case he/she needs more time to complete his/her Ph.D. thesis he/she has to pay fees as per the University rules.

5. Fee:

The RAB will decide fee structure mentioning clearly all the components for the Ph.D. program offered in the college. The fee structure shall be approved by the Fee Regulatory Committee of the university. The college shall not charge any other fees from the students.

6. Departmental Research Advisory Committee (DRAC):

An autonomous college offering Ph.D. shall form DRAC in accordance with RPhD-10 in each subject where Ph.D. program is offered. In each DRAC, the Vice-Chancellor shall nominate one member in each DRAC in the college.

R. Ph.D. 10. The Departmental Research Advisory Committee (DRAC) and its Functions:

10.1 The Departmental Research Advisory Committee (DRAC) shall be constituted by the Head of a University P. G. Department as chairperson and consist of at least three senior members from the University P. G. Department in the subject-discipline concerned wherein all the members of the committee have to be recognized Ph.D. Guides and active researchers. External subject expert/s nominated by the Vice-Chancellor may be invited to the DRAC as and when required.

10.2 In case of recognized Research Institutes/Colleges/P. G. Centres affiliated to this University which runs exclusively certain programmes not offered in any of the P. G. Departments of the University, the DRAC shall be constituted by the Vice Chancellor consisting of (a) The dean of the concerned faculty (Chairman of the committee); (b) three senior faculty members in the subject concerned and (c) two Heads of the University P. G. Departments.

10.3 The DRAC shall have the following responsibilities:

- (i) To admit qualified students and to allot research guides;
- (ii) To review the research proposals and advice to fine-tune the research proposal;
- (iii) To facilitate the research scholar to develop the study design and methodology of research and help to identify/select the course(s) that he/she needs to do;
- (iv) To conduct and evaluate the respective Ph.D. course work and submit the course work (paper-wise) results of the registered students to the University;
- (v) To review the progress of the research scholars periodically and assist in the progress of the research work of the research scholar.
- (vi) To permit necessary changes, before the submission of the synopsis, in the title of the thesis after the due presentation/justification by the research scholar which must also be approved by the Ph.D. Guide,
- (vi) To invite the concerned guide(s) during the progress report presentation.
- (vii) To implement and monitor the execution of R. Ph.D. rules and regulations in letter and spirit.
- (viii) To make sure that all the theses, recommended by DRAC for its final submission to the University for Evaluation, are within the allowed limit of the similarity index as per the regulations for academic integrity and prevention of plagiarism policy updated from time to time by the University.

10.4 If a scholar is scheduled to make a presentation before the committee on issues related to his/her course work or progress or any other matter related to Ph D work, his/her Ph.D. guide shall be invited if the Committee desires during the time of presentation.

7. Ph.D. Coursework:

Each autonomous college shall conduct Ph.D. coursework in each subject where Ph.D. admissions are given (RPhD-7).

R. Ph.D. 7. Allocation of Ph.D. Guides:

7.1 The DRAC in the concerned subject shall, in a formal manner, decide on the allotment of a Ph.D. Guide for each of the selected research scholars, depending on the number of scholars per Ph.D. Guide, the available specializations with the Ph.D. Guides, and the research interest of the research scholar as indicated by his/her during counselling-cum-interview session. The allotment of a Ph.D. Guide shall, in no case, be left to the individual scholar or the guide.

7.1.1 At the time of counselling for Ph.D. admission, preference shall be given to a Ph.D. Guide, who has proven research experience through at least two research publications of repute / having applied for research projects (minor/major) during the preceding three years of the current admission, to have an allotment of a Ph.D. student under his/her guide ship.

While allotting the guides, it may be observed that at any session of the admission, a professor is expected to have a minimum of three students, an Associate Professor

is expected to have two students and an Assistant Professor is expected to have at least one student working under their guideship.

Adjunct Faculty members/Professor of Practice may act as Research Supervisors. In such a case, a faculty member from the relevant field shall be chosen as a co supervisor. The decision of the DRAC shall be binding to all concerned.

7.2 In case of topics of Multidisciplinary/ Interdisciplinary/ Intradisciplinary nature, the allocation of main guide and co-guide will be governed as per R. Ph.D. 2.6.

7.3 A Ph.D. Guide who is a Professor shall not guide more than eight (8) Ph.D. scholars; an Associate Professor shall not guide more than six (6) Ph.D. scholars; and an Assistant Professor shall not guide more than four (4) Ph.D. scholars at any given point of time.

At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the prescribed number given above.

Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified above.

7.5 A seat shall be considered to be vacant only after a registered research scholar submits his/her Synopsis for Ph.D. The DRAC concerned shall take a binding from every Research Guide of the University, during the counselling for admission, that the candidate allotted for the Ph.D. guidance is not a close family relative.

7.6. If a Ph.D. guide leaves the College /P.G. Centre/Research Institutions, the Ph.D. Scholar shall be transferred to another Ph.D. guide in the relevant subject discipline of the same College /P.G. Centre/Research Institutions. If there is no Ph.D. guide available in the subject concerned in that institution, the DRAC shall transfer the scholar to a guide in the university P.G. Department/another college/Institution. Such a transferred scholar shall be counted as supernumerary over the total allowed number of Ph.D. students of the respective category. The issue related to the fee structure in such a transferred cases shall be resolved in consultation with the Vice-Chancellor. In case, there is no suitable person to guide the continuing students then DRAC may also recommend to continue under the same guide but he/she has to act as a co-guide, and in such a case the co-guide should remain present for the subsequent meetings of DRAC for the progress of the student(s) under him/her.

7.7. If a Ph.D. Guide leaves the college and joins the University P. G. Department/another college/P. G. centre/Institution recognized as per R Ph D 15.3 by the University, the transfer of the scholar to another Ph.D. guide is not required. However, the student shall be transferred to the Guide's present institution on request by the student and guide and recommended by the concerned DRAC. The

DRAC's decision on such cases and the issues related to the fee structure shall be approved and resolved by the Vice Chancellor.

7.8 No Ph.D. student shall be allowed to register/transfer under a Ph.D. Guide who is having less than three years to his/her superannuation. However, he/she can continue to be a co Guide.

7.9 In case a Ph.D. Guide leaves the University/College/P. G. Centre/Institution due to superannuation/resignation, a research student registered under him/her shall be transferred, through the DRAC, to another Ph.D. guide preferably in the same subject having the same specialization if the scholar does not submit his/her synopsis within six months from the date of the original guide's departure. However, the original guide shall be allowed to continue as co-guide until the Ph.D. Scholar submits his/her thesis for the Ph.D. degree.

7.10 The University shall, on the recommendation of the DRAC, transfer the scholars registered under a Ph.D. Guide to another Ph.D. Guide in the same subject discipline within six months if the original Ph.D. Guide is unable to guide due to unavoidable circumstances.

7.11 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such a scholar shall, however, give due credit to the parent institution and the supervisor for the part of the research already undertaken.

8. Ph.D. Student Registration:

All Ph.D. students admitted in the college have to register at the university. The university will issue a registration number and registration certificate upon fulfilling the requirements.

9. Duration of Ph.D.:

The duration of Ph.D. program shall be as per RPhD-3.

R. Ph.D. 3. Duration of Ph.D. Programme:

3.1 Full-time Ph.D. programme shall be for a minimum duration of three years, and a maximum of six years from the date of registration. Part-time Ph.D. programme shall be of minimum duration of three and half years and a maximum of seven years from the date of registration.

3.2 A full-time registered Ph.D. Candidate shall be allowed to submit Ph.D. synopsis after completion of a minimum period of four terms / two years (after registration for Ph.D.) and a part-time candidate shall be allowed to submit a synopsis after completion of six terms / three years (after registration for Ph.D.).

However, submission of the thesis shall be allowed as per the minimum duration of the Ph.D. programme specified in R. Ph. D 3.1, and the candidate must submit the thesis within one year of submitting the synopsis. Part-time students should have adequate contacts/interactions with the guide and the research group related to research work. The guide and the Head of the concern department should certify the same.

3.3 Only a one-year extension beyond allowed one-year period post-submission of the synopsis may be given for the submission of the thesis if recommended by the DRAC and approved by the Vice-Chancellor. Beyond this no further extension is permissible in any case and the admission will get automatically cancelled. An undertaking shall be taken from the candidate in the format provided by the university.

3.4 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of registration in the Ph.D. programme.

3.5 Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of registration in the Ph.D. programme.

3.6 In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of their Ph.D. for up to 240 days.

10. DRAC for Monitoring Progress of Ph.D.:

A research scholar shall appear before the DRAC in the college once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The progress reports of each Ph.D. scholar shall be approved by the RAB. The college will keep record of the six-monthly progress reports and also the college shall submit one copy of the progress report to the University.

11. Submission of Ph.D. Thesis:

The rules related to the submission of Ph.D. thesis are as per RPhD-12.

R. Ph.D. 12. Submission of Thesis:

12.1 The Ph.D. scholar must have at least One (01) research paper (published/accepted for publication) from the Ph.D. work carried out, in the journal included in the UGC CARE list and also made two paper presentations in conferences/seminars based on his/her Ph.D. work and the relevant evidence (presentation certificates and/or reprints) to be produced before the submission of the thesis for adjudication.

12.2 Prior to the submission of the thesis, the scholar shall make a presentation of the work to be included in his/her thesis before the DRAC which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the DRAC.

12.3 If a Research Scholar has submitted his/her synopsis, but fails to submit his/her thesis within the maximum stipulated time of one year, then he/she shall apply through the respective guide to the University along with an undertaking in the format prescribed by the University. The university then may direct the concerned DRAC to consider it and take appropriate decision with due justification and recommend for an extension for not more than one year from the date of submission of the synopsis. This shall be approved by the Vice-Chancellor. This extension is not over and above the extension granted under R. Ph.D. 3.3.

12.4 Ph.D. scholars shall write their theses in English only, except those who are registered for Ph.D. in Gujarati, Hindi or Sanskrit. In addition, in the subjects like History, Political Science, Psychology, Sociology, Economics and Education writing of a thesis in Gujarati/Hindi may be permitted by Honourable Vice-Chancellor on the recommendation of the DRAC in the concerned subject. However, the thesis written in languages other than English shall necessarily include a summary of the thesis in English.

12.5 The thesis shall contain the certificate of originality as given in Annexure – I.

12.6 The thesis shall be put through a plagiarism/similarity detection tool and if the similarity index falls above 10% the report shall be put before the respective DAIP for follow-up action to ensure that the draft thesis similarity index falls within the allowed limit i.e. 10% before recommending the draft thesis for submission. In case, any further action is required, the similarity report shall be put before the UAIP.

The necessary certificates mentioned in the Guidelines on Plagiarism (Annexure-II to Annexure - V) shall be submitted along with the draft thesis (as a part of the checklist). A copy of Annexure II and the plagiarism report generated by the similarity detection tool shall be included in the thesis. The policy for plagiarism will be followed as per the University Regulations for Academic Integrity and Prevention of Plagiarism as given in Appendix – II.

12.7 A Ph.D. scholar shall submit softcopy of the draft thesis in single PDF file via e-mail (academic_plagiarism@spuvvn.edu) to the academic section along with one hardcopy. The academic section shall send by e-mail softcopy to the examiner for evaluation. The hardcopy of the draft can be printed on both sides of paper and should be submitted in kachcha-bound form. If any external referee desires so a hardcopy can be sent for evaluation.

After the successful viva-voce examination a final copy of the thesis can be prepared by incorporating the changes/ modification suggested by referees. A certificate by signed jointly by the guide and the chairperson of the concerned DRAC should be attached to the final copies stating that the changes/modification suggested by referees are incorporated and acknowledged. The final copy be printed on both sides of the paper and hard-bound. Two hard-bound copies of the

final thesis along with a softcopy be submitted for the electronic depository on the INFLIBNET shall be submitted. The university shall issue the notification of the award of Ph.D. only after the receipt of the hard-bound copies and softcopy.

12.8 The degree of Ph.D. shall not be conferred as an addendum degree.

12. Measures of Prevention of Plagiarism:

The college has to subscribe a plagiarism detection tool as prescribed by the university. The college has to set up a College Academic Integrity Panel (CAIP) With Principal as its Chair Person. The thesis shall be put through a plagiarism/similarity detection tool and if the similarity index falls above 10% the report shall be put before the respective CAIP of the university for follow-up action to ensure that the draft thesis similarity index falls within the allowed limit i.e. 10% before recommending the draft thesis for submission. In case, any further action is required, the similarity report shall be put before the UAIP of the university.

If the college does not subscribe to a plagiarism detection tool, then the plagiarism check can be done at Bhaikaka Library of the university by paying a fee of Rs. 500/- for each run of plagiarism check.

All the rule on prevention and curbing of plagiarism described in the R.Ph.D. of the university are to be followed in letter and spirit.

13. Ph.D. Examination:

On completion of Ph.D. research work, the concerned guide shall submit a panel of six referees (see RPhD-13) along with the synopsis of Ph.D. thesis to the Principal of the autonomous college. The principal will shall approach RAB for the approval of the panel. The principal will select two experts from the approved panel as external referees for the evaluation of the thesis. The further process of evaluation of thesis is as described in RPhD-13.

R. Ph.D. 13. Evaluation and Assessment Methods:

13.1 A panel of at least six referees all must be active Ph.D. guides, out of which at least three from universities outside Gujarat shall be submitted by the Ph.D. guide to the Board of Studies in the respective subject for its approval. The panel shall be prepared from the persons not of rank lower than an Associate Professor, involved in research in the subject area of the Ph.D. thesis. The Vice-Chancellor will select two persons as external referees from the panel. The referees shall examine the thesis and submit individual reports on whether there is a prima facie case for the acceptance or rejection of the thesis.

In case, the Thesis is written in Gujarati, the Board of Studies may recommend giving a panel of all six referees from Gujarat State.

13.2 The Ph.D. Thesis submitted by a research scholar shall be evaluated by his/her Ph.D. Guide and at least two external referees as R. Ph.D. 13.1 above.

13.3 If both the external referees consider the thesis unsuitable for the award of the degree, no further process shall be done and the reports shall be placed before the Vice Chancellor for final decision.

13.4 In case of a difference of opinion between the two external referees, the Vice Chancellor shall appoint a third external referee from the panel of referees of the thesis. If the third external referee reports that the thesis is unsuitable for the award of the degree, his report shall be placed before the Vice Chancellor for a final decision.

13.5 If any of the referees has suggested corrections, the candidate shall be required to incorporate them in the final draft of the thesis and need to submit a corrected version of the thesis before the viva-voce examination.

13.6 A work that has been rejected shall be resubmitted with due revision only after a period of six months and subject to the payment of necessary fees.

14. Ph.D. Viva-voce Examination:

The viva-voce examination to defend the Ph.D. thesis shall be conducted in the premises of the university. Besides the attendees of the viva as per RPhD-14, a member nominated by the Vice-Chancellor shall remain present during the Ph.D. viva-voce examination as the observer.

R. Ph.D. 14. Viva-voce Examination:

14.1 If two external referees agree that there is a prima facie case for the award of the degree, an open viva-voce examination of the Ph.D. scholar to defend the thesis shall be conducted by DRAC before a board of examiners for Ph.D. viva, consisting of the internal guide and one external referee appointed by the Vice-Chancellor. The viva-voce will be conducted in English only (even in the case of foreign students with no translator appointed) except for the students who have registered in the subjects such as Hindi, Sanskrit and Gujarati. After the open Viva, the board shall submit a report jointly to the University on whether the thesis is accepted for the award of the degree or not.

The viva-voce shall be conducted in the place decided by the University. Video recording of the process is compulsory. The soft copy of the video recording should be submitted to the University along with the report of the viva.

14.2 The schedule of viva-voce shall be notified on the departmental notice board and may be circulated to the related departments through the Head of the Department.

15. Declaration of the result:

Upon satisfactory completion of viva-voce examination the examiners shall submit a report of the viva-voce examination along with the signatures of the examiners

and the observer to the principal of the college in two copies. The principal will forward one copy to the Academic Section. The college has to ensure that the Ph.D. thesis of the candidate is uploaded in the 'Shodh Ganga' portal of INFLIBNET. Also, the candidate has to submit a hard-bound copy of the thesis to the university. The viva-voce report shall be submitted to the Vice-Chancellor for the approval. After completing all this procedure, the principal shall issue notification of declaration of the result.

16. Rates of remuneration/ Honorarium:

For the committees and examination related to Ph.D., external members be paid honorarium as well as TA/DA as prescribed in the R.Ph.D by the college.

Note:

For the matters not covered here, R.Ph.D of Sardar Patel University shall be consulted. The decision of the Vice-Chancellor shall be final and binding for all in the interpretation of any provision contained in these rules and regulations.
