


NIILM UNIVERSITY


KAITHAL, HARYANA


**Research Ordinance (Ph.D.) as per UGC Minimum Standards and Procedure
for Awards of Ph.D. Degree, Regulations 2009**

Research Ordinance 2013

With effect from academic session 2013-14


Controller of Examination
NIILM University, Kaithal


Dean Research


Registrar
NIILM University

1. Ph.D. Courses

The degree of Ph.D. may be awarded in the various departments NIILM University.

2. Eligibility

A candidate seeking admission to the course of Ph.D. must satisfy the following relevant academic criteria: -

- a. Master's degree with at least 55% marks in aggregate in the subject concerned or in an allied subject (50% for SC/ST candidates).

OR

- b. For Faculty of Management Sciences – Master's Degree or any other degree recognized equivalent there to in

- (i) Business Administration or Economics or Commerce or in allied subjects with at least 55% marks

OR

- (ii) Post Graduate Diploma in Management recognized equivalent to MBA by AICTE with 55% marks or equivalent grade therein (50% for SC/ST candidates).

- c. Candidates with Qualifications as laid down in (ii) shall also be eligible for doing Ph.D. in Department of Economics, and Commerce.

OR

- d. For Faculty of Engineering and Technology- M.E/MTech degree or any other equivalent examinations including P.G degree in Applied Sciences in a relevant subject (PG degree in Applied Sciences means Master's Degree in the subjects of Mathematics/Mathematical Statistics/ Statistics/ Computer Science/Physics/ Chemistry/ Life Sciences and other Sciences) from any University recognized by the UGC or an equivalent examination recognized by this University with at least 55% marks (50% for SC/ST candidates) in aggregate.

OR

- e. M.Phil. degree or a recognized equivalent degree beyond Master's degree level with at least 55% marks (50% for SC candidates of Haryana only) or equivalent grade in the grading system and Master's degree with 50% marks in aggregate in the subject concerned or an allied subject.

- f. Candidates who have cleared the M.Phil. course work 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) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

3. Admission procedure

- a. The university admitted the candidates in the Ph.D. course on the basis of written **Entrance test and Interview.**
- b. Application for admission of Ph.D. course shall be invited through advertisement.

- c. The application for Ph.D. course may be downloaded from the university website (www.niilmuniversity.in) or may be obtained from the university department.
- d. Duly filled application form should be submitted to the university along with the entrance fee.
- e. The syllabus for the Entrance test is same as UGC Net syllabus available on UGC web site.
- f. Entrance Test will be of 100 marks and the candidate must secure 50% (45% for SC/ST) marks to qualify the test. If two candidates obtained equal marks in entrance test than priority will be given according to their age (higher age higher priority).
- g. Exemption from Entrance Test
 - (i) NET/JRF or other similar examination or SLET as the case may be.

4. Registration

The date of registration to Ph.D. course shall be the date on which the case is recommended by the RAC provided that the Annual fee for Ph.D. course is deposited within one month from the date of meeting of the RAC.

5. Duration of Programme

- a. Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years, the period shall be counted from the date of issue of Provisional enrollment letter.
- b. Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.
- c. The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

6. Course Work

After Enrollment in Ph.D. course a candidate shall have to undertake a **coursework for a minimum period of one semester**. The Course work is Pre Ph.D. preparation and includes course on research methodology, and computer applications. Course work also involves reviewing of published research in the relevant field. With following will be also applicable:

- The candidate who are working in Government job/ Regular Basis, they have to submit NOC and a permission letter to attend the Course work classes.
 - If due to some reason these candidates are fail to attend or not able to attend the Course Work classes then a special provision is made for the candidates to complete the course work and it is called **Capsule Course**.
 - Capsule Course will be conducted into three parts (Cap-1, Cap-2 and Cap-3) of 10 days each during the time of original course work.
- a. After completion of the course work duration the candidates has to appear in the Course work examination. The Candidate will be allowed to appear in course work examination, if he/she meets the following requirements:
 - (i) Has attended not less than 60% of lectures delivered in theory as well as practical.
 - (ii) Relaxation in shortage of lectures up to 20% will be allowed by the Head of the Institution/Coordinator (Research Cell) on the following grounds:

- Self-illness (Medical should be submitted);
 - Illness/death of parents, brother, sister or any
- b. A Ph.D. scholar has to obtain a minimum of 55% of marks in order to be eligible to continue in the programme and submit the research proposal synopsis. Each paper will have two parts (Part-A, Part-B).40% is the qualifying criteria in each part of a paper and 55% in aggregate. If a candidate is fail in course work exam, then only one more chance will be given to the candidate.

7. RDC Members

The RDC shall consist of:

- a. Dean /Coordinator Research.
- b. An External Expert in the field.
- c. Supervisor of the candidate.
- d. Research Cell Members

The above Committee will scrutinize the application and synopsis of the candidate in regard to suitability of the research topic & capability of the student to carry out the research. The candidate has to submit his/her research proposal to the university and he/she after that a date is given to the candidate for the synopsis presentation. In the RDC meeting the candidate will present the research proposed work under synopsis before the RDC. On the recommendation of the RDC the candidate will be eligible for registration in Ph.D. Programme. Once the candidate is eligible or registered in the programme, he/she has to submit six monthly progress reports to the supervisor.

8. Supervisor Eligibility

8.1.1 Only such faculty members of NIILM UNIVERSITY, KAITHAL or any other University/ College/ Institution of National Importance as decided by the RDC in consultation with Vice Chancellor, shall be proposed as Supervisor or Co-Supervisor, who are holding a Ph.D. degree or equivalent degree or research work equivalent to Ph. D. as per the UGC equivalence rules in the related field and are not below the rank of Assistant Professor.

Sr. No	Designation	No of Seats
1	Professor	8
2	Associate Professor	6
3	Assistant Professor	4

9. Allotment of Supervisor

After qualifying the Course work exam (As mentioned in point 4 (c) by the candidate. A supervisor will be allotted to the candidate. If a candidate is fail to qualify the course exam, then he/she will not be eligible for next step.

10. Change of Supervisor

- a. In case the Supervisor has expired or has left the services of the University.
OR
- b. By mutual consent of both the Supervisor and the Research Scholar.
OR
- c. In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds.

The candidate/Supervisor will represent to the Head of the Department/Chairman, Board of Studies, who will put the matter before the Departmental Research Committee as well as the concerned Post Graduate Board of Studies for decision. However, the change in such cases will be allowed after the approval of the Academic Council.

11. Guidelines of submission of Thesis

- a. **Pre-Submission:** after submission of three progressive reports to the supervisor. If a candidate wants to submit his/her thesis to the university then he/she has to write an application to the Dean/Coordinator research cell for the permission of submission dully permitted by the supervisor. After that a presentation date will be given to the candidate for the pre-thesis submission presentation.
- Candidate has to present his/her research work before the RAC (Research Advisory Committee).
- Candidate has to publish one research papers in referred international journal whose information should be mentioned in the progressive report of the scholar.
- b. **Final submission** a candidate shall submit the Ph.D. thesis not earlier than one month and not later than three months from the date of presentation of pre-submission seminar.
- c. **Ph.D. candidate shall publish one research paper in a referred Journal before the submission of thesis.**

12. Panel of Experts / Examiners (External)

- a. A Panel of the Six (Minimum) external examiners shall be made by the Dean/Coordinator Research for each Ph.D. course and out of which two will be appointed as thesis report examiner, out of the two one examiner will be from outside of the state.

OR

In extreme circumstances, with the permission of the Honorable Vice Chancellor, both copies of the thesis can be sent out of state or intrastate. However, the Dean of Research while approving the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis.

- b. On receiving application/request along-with an abstract of the thesis from the research scholar duly certified by the Supervisor that his/her research work is complete and ready for submission, the Dean/Coordinator Research shall send the thesis to three selected examiners for their report.
- c. Remuneration for Synopsis Presentation: As per university policy
- d. Remuneration for Report evaluation and Viva-Voce: As per university policy.

13. Cancellation of Registration

The vice chancellor of the University on the recommendation of the Dean/Coordinator of Research Cell may cancel the registration of any candidate. The Dean/Coordinator research cell may transfer the case to the VC in the following conditions:

- a. Not Submission of Progressive Reports on time
- b. Not Active/Responding.
 - (i) A scholar has to submit three progressive (half yearly) reports to the supervisor ontime (after every six months). In case of delay in submitting of Progressive Reports by the candidate, the supervisor will send him/her a reminder to submit the report and if the candidate is still not submitting, in that case a fine may be impose on the student

and he/she will be eligible for submission, only after the permission of the Dean/ Coordinator.

(ii) If the candidate is not active/ responding to the supervisor calls/Messages/Mails from a long time, in that case a final letter will be sent to the candidate to be active in the Ph.D. programme by the Dean/Coordinator of the research Cell or the case may be sent to the Vice Chancellor.

14. Viva of the Candidates

a. The viva-voce examination shall be held by a RDC consisting of Supervisor and one of the examiners who has evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of thesis.

b. Members of Viva-Voce Examination

(i) Same As Above (Members of RDC)

15. Award of Degree

If two examiners of the thesis have recommended the award of degree and the Viva-Voce examiner is satisfied on the basis of the performance of the candidate in the oral examination. Then the thesis may recommend the award of the degree. The result of the Ph.D. degree of the candidates has to notify by the dean of the RDC.

16. Deposition of Theses in Soft and Print copy: Following the successful completion of the evaluation process and announcements of the award of Ph.D., the student/ scholar shall submit a soft and 6 print copy of Ph.D. theses.