

University of Kota, Kota
(Established Under University of Kota Act 2003)

Ordinances 124 to 139
(Research)

UNIVERSITY OF KOTA



UNIVERSITY OF KOTA

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Amended Research Ordinances in the Light of UGC Regulation 2022

The ordinances regarding Ph.D. have been amended as per the Gazette of India November 07th, 2022 UGC (Minimum standards and process for award of M.Phil./Ph.D. degree) regulation-2022.

PREAMBLE:

University of Kota, Kota offers the postgraduate programs leading to the award of degree of Doctor of Philosophy through its Departments/Research Centers. The award of degree of Doctor of Philosophy is in recognition of high academic achievements, independent research and application of knowledge under the faculties of Arts, Commerce and Management, Education, Law, Science and Social Sciences.

The academic program leading to the degree of Doctor of Philosophy is based on the University Grant Commission (UGC) Minimum standards and procedure for awards of M.Phil./Ph.D. degree Regulation 2022. The degree of Doctor of Philosophy shall be abbreviated as Ph.D.

DEFINITIONS:

In this ordinance, unless the context otherwise requires-

- i. "Candidate" shall mean an individual who applies for admission to the Ph.D program of the University of Kota, Kota on a prescribed Application Form.
- ii. "Supervisor" shall mean a faculty member of the University/ Affiliated Institute/College or An Eminent Scholar/ Scientist approved by the Research Board/Subject Research Committee to Supervise the research work of research scholar.

- iii. "Co-supervisor" shall mean an additional supervisor approved by the Research Board/Subject Research Committee to help in the accomplishment of the research work of the research scholar.
- iv. "Course Work" shall mean courses of the study prescribed by the University, in the light of UGC Regulation 2022, to be undertaken by a candidate registered for the Ph.D. degree.
- v. "Director (Research)" shall mean the Director (Research) to be appointed by the Vice Chancellor. All the matters related to Ph.D. degree shall be routed through Director (Research).
- vi. "Degree" shall mean the Degree of Doctor of Philosophy of the University of Kota, Kota.
- vii. "DRC" shall mean Department Research Committee.
- viii. "SRC" shall mean Subject Research Committee.
- ix. "Minimum Period" shall mean the minimum period for which a candidate must be registered, prior to submission of the thesis.
- x. "UOK" shall mean University of Kota, Kota.
- xi. "Research Board" shall mean the Research Board constituted by the University of Kota, Kota.
- xii. "Research Center" shall mean Research Center approved/recognized by the University, where research work is permitted to be pursued.
- xiii. "Research Scholar" shall mean a person registered for the Ph.D. degree program.
- xiv. "Residential Requirement" shall mean the minimum period for which a Research scholar must attend the University/Research Center on full time basis.
- xv. "University" shall mean the University of Kota, Kota.
- xvi. *"Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by a University;*
- xvii. *"Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit;*

Amended Rules

O.124

ELIGIBILITY FOR ADMISSION

(a) *Candidates who have completed:*

- (i) A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.*
- (ii) A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.*
- (iii) Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme (with research) should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.*

- (iv) *Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.*
- (v) *The student who has qualified an examination conducted by professional bodies leading to CA, CS, ICWA, PGDM approved by AICTE, New Delhi is also eligible for the entrance test.*

(b) Procedure for admission. -

Admission to the Ph.D. programme shall be made using the following methods:

- (i) *The admission shall be based on the entrance test conducted by the university. The entrance test will be conducted in the subjects where the vacant seats are available.*
- (ii) *A candidate shall be permitted for admission/registration in a faculty in which he/she has obtained the Master's degree or four (4) years/ Eighth(8) semester bechelor's degree programme (with research).*
- (iii) *Candidates who have passed UGC-NET/JRF, CSIR-NET/JRF, GATE/SET/CEED and similar national level tests shall also be required to appear in the Entrance Test conducted by the university.*
- (iv) ***International Student will be exempted from the Ph.D. Entrance Test. However, they will have to appear in an interview. Interview Board will take final decision for the admission of such students.***

- (v) *The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject-specific.*
- (vi) *Students who have secured 50%marks in the entrance test are eligible to be called for the interview.*
- (vii) *A relaxation of 5 % marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the government from time to time.*
- (viii) *University will decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.*
- (ix) *Provided that for the selection of candidates based on the entrance test conducted by the University, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.*
- (x) *The syllabus for entrance test **will** be available on the university website.*
- (xi) *The test will be only for judging the eligibility of the candidate for Ph.D. programme. **Qualifying the eligibility test will not ensure that the candidate will necessarily be registered as a Ph.D. student.***
- (xii) **Validity of the test** - *The candidate qualifying the test would be eligible to be invited for the interview. The validity of the written test qualified by the candidate will be *continued for two consecutive interviews.**

(c) Interview-

- (i) *The candidates declared qualified in the entrance test and the candidates exempted from entrance test both would be invited for an interview to be conducted by Director (Research). At the time of interview by the expert panel the candidates are expected to discuss their research interests. **The candidate would have to produce the original documents at the time of interview.** After the entrance test the merit would be prepared on the basis of the prescribed calculation.*

- (ii) The number of students, who shall be admitted to the **Ph.D.** programme, shall be decided by the university. **The University shall follow the rules of the reservation policy in granting such admissions.**
- (d) **Allocation of Supervisor / Co-supervisor**-The allocation of the supervisor to a selected student shall be done by the Interview Board keeping in view the number of vacant seats available with faculty members, the available specialization among the faculty supervisors, and the research interest of the student as indicated by him during the interview. The allotment/allocation of supervisor shall not be left to the individual student or teacher.
- (e) **Admission of International students in Ph.D. programme.-**
- Each supervisor can guide upto two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in O.131*
- (f) **Course work –**
- After having been admitted to the Ph.D. programme, each student shall be required to undertake course work for a minimum period of one semester.
- i. *The course work shall be examined by internal evaluation of 40% weightage and end term evaluation of 60% weightage.*
 - ii. *The internal evaluation shall consist of tests/seminar presentation and intensive review of available literature/research techniques relating to the proposed research area of the **Ph.D.** scholar. and end term examination shall be conducted as per norms of other university examination. It shall consist of research methodology, including quantitative methods and computer applications.*
 - iii. *The candidate must get minimum 55% marks or equivalent grade point to pass the course work.*

- iv. *Duration of course work shall be maximum upto 06 month. This duration shall be counted in completion of research work. In case a candidate fails in course work examination fully/partially, he shall be allowed to reappear in the next course work examination conducted by the university on deposition of prescribed fee/ registration fee as per the individual University Rules. However, attendance shall not be compulsory for reappearing in the course work examination. The course work examination shall normally be conducted twice a year.*
- v. *If a candidate fails to clear course work examination in two attempts, his/her admission shall be treated as cancelled.*
- vi. *Candidates already holding M.Phil degree and admitted to the Ph.D. Program or those who have already completed the course work in M.Phil and have been permitted to proceed to the Ph.D. in integrated course may be exempted by the department from the Ph.D. course work.*
- vii. *All Ph.D. scholars, irrespective of discipline, shall be required to training teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.*
- viii. *The course work will be offered on self-finance basis to the Ph.D. scholars.*
- ix. *If found necessary, the courses may be carried out by doctoral candidates in sister departments / institutes either within or outside the university for which due credit will be given to them.*

Note: The fee for the course work would be decided separately.

O.125

SUPERVISOR

1. Each candidate to be registered for a Ph.D. degree by the University shall work under a Supervisor recognized by the University.
2. *Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.*
 - i. *Permanent faculty members working as Professor/Associate Professor of the University/affiliated college with a Ph.D., and at least five research publication in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in University/affiliated college with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed or in its affiliated Postgraduate Colleges/institutes. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university or its affiliated Postgraduate Colleges/institutes would be in violation of these Regulations.*
 - ii. Provided that once a teacher is recognized as a research supervisor, he/she will continue to be a research supervisor even if transferred to an under-graduate college. Registration of fresh candidates will not be permitted under him during the period he/she serves in an under graduate college, except if specially permitted by the Research Board to register Ph.D. students under his/her supervision.
 - iii. *For Ph.D. scholars working in Central government/State government research institutions whose degrees are given by University, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.*

- iv. *Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.*
- v. *Co-Supervisors from within the same department or other departments of the same University/its affiliated college or other University/colleges/organizations/institutions may be permitted with the approval of the competent authority.*

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors (Number of Ph.D. Scholars permissible are two).

3. *In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University/organization may be appointed.*

The reasons for joint supervision are well defined by both the supervisors.

- (i) In every case, the DRC(s)/SRC(s) will decide as to who of the two be the main supervisor/ and co-supervisor also.
- (ii) The candidates will be counted as one full candidate in the quota of the main supervisor.
- (iii) The co-supervisor will not act as an examiner.
- (iv) Permission for joint supervision shall be accorded by the Vice Chancellor.

- (v) The joint supervisors may belong to same subject or different subjects/ faculties, or one belonging to a Research Centre of the University and other from outside the University.
4. *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 University 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 scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.*
 5. *Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70years.*
 6. Applications for recognition as Research Supervisor shall be made through the Head of the University Department in case of University teachers and through the Principal of the constituent college/ affiliated college in case of college teachers. Other applications, if any, may be made through the Head of the institution/organization of the candidate. All such applications should be forwarded to the Director (Research) of the University. Director research will put application before DRC/SRC for recommendation.
 7. No person will normally be allowed to guide his/her close relation. If somebody wants to do so, prior permission of the Research Board will be necessary. If such permission is granted, the supervisor permitted to supervise the research work of his/her relation, will not act as one of the examiners. Such supervisor will also not suggest names of the

examiners for evaluation of thesis. In such a case, the panel of examiners will be submitted by the Co-Supervisor, if any, or by the DRC/SRC as decided by the Vice Chancellor. In such cases instead of two, three external examiners will be appointed. The team "close relation" includes wife, husband, son, daughter, sister, nephew, niece, grand nephew, grand niece, uncle, aunt, first cousin, son-in-law, daughter-in-law of the Supervisor and also the nephew, niece, grand nephew and grand niece of supervisor's wife.

Explanation - 'Research Centre', wherever it appears in these research rules, means a post graduate department of the University or a postgraduate affiliated college of the University or an *Organization/Institution/Centre/Program* of the University or any other *Organization/Institution/Centre/Program* recognized as the research centre, by the University.

O.126

1. REGISTRATION AND SYNOPSIS SUBMISSION THROUGH SUPERVISOR

- (i) After allocation of the Supervisor, **the** candidates shall apply for registration in the prescribed application form obtainable from the University on payment of prescribed fee within the prescribed time period. Application for Ph.D. registration should be along with the proposed research work including the theme and methodology to be followed, objectives and importance / relevance of the proposed work, bibliography and other details. The candidate will have to deposit the prescribed registration fee and submit the synopsis to the Director Research as per scheduled date.
- (ii) The synopsis would be submitted, **within a period of Six months from the date of the interview**, duly approved by the supervisor. It shall have to

be submitted through the head of the concerned research center/department.

(iii) **Meeting of Research Committee** - Department Research Committee (DRC) / Subject Research Committee (SRC) would be constituted by the Vice Chancellor for each subject to finalize the research proposal.

a) The DRC shall consist the following:

- (i) Head of the Department concerned;
- (ii) Senior most Professors, other than the Head of the Department /Senior most Associate Professor other than the Head, if there is no Professor.
- (iii) At least one expert in the concerned area of the research, nominated by the Vice-Chancellor in consultation with the Head of the Department; However, if there is only one teacher in the concerning Department two other members / experts shall be nominated by the Vice-Chancellor.
- (iv) In case there is no University teaching department in the subject, SRC shall be constituted by the Vice-Chancellor by appointing three experts of the subject. Out of the three experts, one will be nominated as convener by the Vice-Chancellor.
- (v) The quorum of **the** DRC/SRC will be two, out of whom one must be subject expert. The DRC/SRC will meet *as per the requirement*. In case of urgency special meetings may be called any time with the prior permission of the Vice-Chancellor.

a) The candidate applying with synopsis for registration for Ph.D. degree, under the allocated supervisor, will have to defend the proposed work before the DRC/SRC. Improvement, alteration and modifications suggested by the committee in the synopsis have to be incorporated in and

the revised **synopsis to be submitted within 15 days** to the *Deputy Registrar (Research)*.

- b) If the outline of the proposed research work is approved, the Director(Research) shall notify the candidate concerned regarding approval of outline of work.
- c) The candidate will be required to submit, through proper channel, his/her admission report to the University **positively within one month** of the date of the issue of letter.

(vi) **Research Board**-All matters relating to registration and award of Ph.D. will be decided and implemented by the Research Board (RB) as constituted by the Vice Chancellor. The RB is empowered to give the approval for recognition of supervisor & co-supervisor as well as the Centre/department/college/institute of research for Ph.D. etc.

O.127

APPROVAL BY VICE CHANCELLOR

The application for registration along with the recommendations of the DRC/SRC and/or of the Research Board shall be placed before the Vice Chancellor, who after satisfying *himself/herself* that the subject/topic offered is one which can usefully be pursue at least for *three years (Including course work)* and the candidate possesses the requisite qualifications, will permit the candidate to do research.

O.128

ENROLMENT

Every candidate shall be duly enrolled as research student of the University on payment of the prescribed fee before he/she is registered for the Ph.D. degree. The application for enrolment shall be sent to the University along with the prescribed fee and the original Master's degree/original marks sheet of master's degree and the Migration Certificate of the University from which he/she took the Master's degree.

■ Explanation

- i. Candidates who have already been enrolled once in the University shall not be required to enroll again.
- ii. The date of commencement of research work will be accepted from the date mentioned in the registration letter.

O.129

FEE STRUCTURE

1. Entrance for Ph.D.	3000/- (GEN/OBC) 1500/- (OBC-non-creamy/EWS/SC/ST/PwD)
2. Course Work Fee	
a) For faculty of Science	10,000/-
b) For faculty of other than Science	8000/-
3. Charges of registration Form	500/- (For all)
4. Registration Fee	
(a) For Indian students	7000/- (For all)
(b) For foreign students (for SAARC countries)	12000/- (For all)
(c) For Other foreign students	20,000/- (For all)

5. Extension Fee/Re-Registration Fee	10000/- Per Year (For all)
6. Thesis Submission Fee	20000/- (For all)
7. Thesis re-submission Fee	10000/- (For all)
8. Second Viva-Voce examination	10000/- (For all)
9. University Development Fee (One Time)	
(a) For Indian students	2000/- (For all)
(b) For foreign students (for SAARC countries)	12000/- (For all)
(c) For Other foreign students	20,000/- (For all)

[Fees mentioned in point 1-9 must be submitted by the candidate at the University Departments/Directorate Research Level]

10. Tuition fee for Research Centers	3000/- (Per Year)
11. Library Fee for Research Centers	2000/- (Per Year)
12. Caution Money (Refundable) for Research Centers	1000/- (One time)
13. Others (I-Card, Magazine, Cycle stand etc.) for Research Centers	1000/- (Per Year)
14. Laboratory Fee for Practical Subjects for Research Centers	5000/- (Per Year)
15. Development fee for Research Centers	1000/- (Per Year)

[Fees Mentioned in point no. 10-15 must be submitted at all Research Centers i.e. university departments & other related Colleges]

*In case of delay of the fee submission by the research scholar, late fee will be decided by the research center but not more than Rs. 1000/- per year. Grace period for the fee submission is one month of Date of registration. After this period late fee applicable as decided by the research center.

*Employees of University of Kota, Kota and their wards, teachers, ST/SC/OBC candidates may be exempted from Tuition fee.

Provided that, the above mentioned fee schedule will also apply to the applicants for the award of D.Sc. and D.Lit. Degrees and that this fee structure may be

changed from time to time by the University with the approval of the Research Board.

O.130

DURATION OF Ph.D. PROGRAMME:-

- (1) Ph.D. Programme shall be for a minimum duration of three years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.*
- (2) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the University; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
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 admission in the Ph.D. programme.*
- (3) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.*

O.131

LIMIT FOR SUPERVISING RESEARCH SCHOLAR BY SUPERVISORS

The maximum number of students, which a supervisor can take for research work under his/her supervision, shall be as follows:-

- a. University Professor/ PG College Principal- 08
- b. Associate Professor (Reader)/ Degree College Principal/ Vice Principal/ PG Head in the constituent/ affiliated College- 06
- c. Assistant Professor in the University/ Lecturers of PG College-04
- d. Co-Supervisor can allotted maximum two Ph.D. Scholars for co-supervision.

International students registered with a research supervisor will not be counted in his/her quota. However, their number will be limited to two at a time.

O.132

THESIS SUBMISSION

Every person who joins a University Teaching Department or a Post Graduate College or any other Research Centre of the University for carrying out research after being registered by the University of Ph.D. Degree, shall be required to submit following *documents required at the time of submission of the Ph.D. thesis*:

1. *Thesis Submission Application*
2. *No Dues Certificate (duly signed by the Head of Department)*
3. *Ph.D. Course Work Completion Certificate*
4. *Evidence of Research Publications in Referred International/National Journal (at least one research paper)*
5. *Evidence of Paper Presentations in International/National Conferences / Seminars (at least two presentations)*
6. *Pre-Ph.D. Presentation Report*
{Duly signed by Research Scholar and Research Supervisor(s)}
7. *Softcopy of the Plagiarism Verification Report*
(in a single pdf file)
8. *Hardcopy of the Plagiarism Verification Report*
{Duly signed by Research Scholar and Research Supervisor(s)}
9. *Softcopy of the Ph.D. Thesis*
(in the single pdf and doc files)
10. *Hard bound Four Copies of the Ph.D. Thesis*
{Duly signed by Research Scholar and Research Supervisor(s)}

O.133

Ph. D ALONG WITH OTHER EXAMINATION

No candidate registered for Ph.D. Degree shall be allowed to take up any University Examination. However, in exceptional cases, the Vice Chancellor may grant such permission on the recommendation of the supervisor.

O.134

PROGRESS REPORT

- (i) Every candidate registered for the Ph.D. degree shall submit half yearly progress report of the University through his/her supervisor, who will record his/her observation about the progress of the research work of the candidate on the report and will send a copy of the same to the Director (Research) through the Head of the University Department / Principal of the College/Director In charge of any other Research Center of the University.
- (ii) The supervisor shall submit a report to the Vice-Chancellor on the progress of the work of a foreign scholar or a scholar working out of the state or of the country once every year.
- (iii) A candidate ordinarily shall not be permitted to change his/her subject/topic during the course of his/her research. If, however an occasion arises due to some technical difficulties, the Vice Chancellor may, on the recommendation of the DRC/SRC, permit any modification of the subject/topic.

O.135

INTIMATION BY SUPERVISOR

The supervisor shall intimate to the University that the thesis is ready for submission. She/he shall make sure that the thesis is presentable in all its aspects and shall forward three copies of the summary of the thesis to the University. The candidate shall submit his/her thesis within six months of the intimation of the supervisor and only in extraordinary cases shall the Vice Chancellor extend the time.

PANEL OF EXAMINERS

The thesis, when received, shall be referred for evaluation to the supervisor and two external examiners, who will be appointed in the following manner: The supervisor (the main Supervisor in case of co-supervision) of the candidate will suggest a panel of eight names of external experts (including adequate data regarding designation and address) competent to evaluate the thesis *by selecting only two names from a State and these two names should be from two different universities. Wherever possible, one of the external examiners should be chosen from outside India.* The panel will be submitted to the Vice Chancellor, who will appoint two external examiners out of this panel. If necessary, he/she may call for additional names for the panel from supervisor. The supervisor shall give a certificate to the effect that the name suggested in the panel are not his/her close relatives. *New panel of the external examiners shall be submitted by the research supervisor for every research scholar.*

O.136

REQUIREMENT FOR SUBMITTING Ph.D. THESIS :

- (i) The candidate shall pursue his/her research at the headquarters of the supervisor, the period of residence being not less than *200 days* in each year from the date of commencement of Research. A portion of the period of residence, may for the sake of special guidance or facilities or collection of research material or field study be spent elsewhere, as directed by the supervisor.
- (ii) The candidate may incorporate in his/her thesis, contents of any of his/her published papers.
- (iii) If the supervisor considers that the knowledge of a particular language is necessary for doing research, the candidate shall not be permitted to submit the thesis unless he/she passes a test in that language.
- (iv) The candidate has to present a pre-submission seminar before the Departmental Committee.
- (v) A candidate shall submit through proper channel four printed or typed copies of his/her Ph.D. thesis and one soft copy to be sent to the UGC, which shall comply with the following conditions:
 - (a) It must be a piece of research work characterized by the discovery of facts or by fresh approach towards the interpretation of facts or theories or an applied work of great significance. In either case, it shall evidence the capacity of the candidate for critical examination and independent judgment. It should also be satisfactory so far as its presentation is concerned and must be suitable for publication.
 - (b) The major portion of the work presented in the thesis is done after registration in this University.
 - (c) The Ph.D. thesis can be written either in English or Hindi (written in Devnagari script, Mangal Unicode). When the subject matter of thesis relates to modern Indian language, it may be written in that language.

(vi) Candidates submitting the thesis for the university degree is required to follow the following aspects regarding paper size, text layout etc.:

1. Paper Size and Margins:

(i) **Size:** Standard A4 / Quarter (8.3 x 11.7 inch or 210 x 297 mm) size except maps, drawing, graphs, etc.

(ii) **Margins:** Left: 1.5 inch (3.81 cm), Right/Top/Below: 1.0 inch (2.54cm).

(iii) **Orientation:** Portrait (preferred) / Landscape (where it is required).

2. Typing Work: The text must be typed on one side of the **Executive Bond** paper (not back-to-back) using normal typeface / electronic typing / PC word processing.

3. Headings:

(i) **For English:** Font Type: Times New Roman, Font Size: 14, **Bold**, Line Spacing: 1.15, Capitalize Each Word of Headings, Left Aligned.

(ii) **For Hindi:** Font Type: Mangal Unicode, Font Size: 14, **Bold**, Line Spacing: 1.15, Left Aligned.

(iii) **For Urdu:** - Font Type: Noori Nasta'liq, Font Size: 16, **Bold**, Line Spacing: 1.15, Left Aligned.

4. Running Part:

(i) **For English:** - Font Type: Times New Roman, Font Size: 12, unbold, Line Spacing: 1.5, Justified.

(ii) **For Hindi:** - Font Type: Mangal Unicode, Font Size: 12, Line Spacing: 1.15, Justified.

(iii) **For Urdu:** - Font Type: Noori Nasta'liq, Font Size: 15, Line Spacing: 1.15, Justified.

5. Figures and Tables:

(i) Each figure must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Figure 1: Figure Title". In the text, figures should be indicated by consecutive number as **Fig. 1**, **Fig. 2**, and so on.

(ii) Each table must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Table 1: Table Title". In the text, tables should be indicated by consecutive number as **Table 1**, **Table 2**, and so on.

6. References Writing:

Research scholar may be used **ANY ONE** of the following referencing styles during the citation and writing of references:

- (i) Oxford Style
- (ii) Harvard Style
- (iii) Chicago Style
- (iv) Modern Language Association (MLA) Style
- (v) American Psychological Association (APA) Style
- (vi) Modern Humanities Research Association (MHRA) Style
- (vii) Vancouver Style
- (viii) Royal Society of Chemistry (RSC) Style
- (ix) American Chemical Society (ACS) Style
- (x) Institute of Electrical and Electronic Engineers (IEEE) Style

7. Thesis Cover Color:

- Faculty of Science : Light Blue
- Faculty of Commerce and Management : Cream
- Faculty of Social Science : Light Green.
- Faculty of Arts : White
- Faculty of Education : Pink
- Faculty of Law : Black

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CONDITION FOR AWARD OF Ph.D DEGREE

- a. The thesis shall comply with the following conditions to merit the award of Ph.D. degree:
 - i. It should be a piece of research work characterized either by the findings of new facts or by a fresh approach towards interpretation of facts and theories.
 - ii. It should reflect the candidate's capacity for critical examination and judgment.
 - iii. It should be satisfactory in its literary presentation.
- b. The examiner shall be requested to send their reports on the thesis within two months of the receipt of the same by them.
- c. **Viva-Voce Examination**
 - i. A Viva-Voce examination, to be conducted by one of the external examiners and the supervisor, shall be held in all cases which shall be open to the Dean of the Faculty concerned, the teachers of the subject concerned in the University department, constituent/affiliated colleges and other Research Centers of the University, if any, and the Research Scholars in the Department/Subject concerned, who all may attend viva-voce examination at their own expenses. Except examiner no one shall be entitled to ask any question.
 - ii. If the original examiners are not available or not give consent to conduct viva within 6 months from the date of intimation by the University, other person from within the country may be appointed by the Vice-Chancellor.
- d. The examiners shall send their reports independently to the Director (D. R.) (Research) by the name marked 'Confidential'.

- e. If in the first instance, all the examiners evaluating the thesis as well as those conducting the viva-voce examination recommended the award of degree to the candidate, the degree shall be awarded.
- f. If the majority of the examiners recommend rejection of the thesis, the thesis shall be rejected.
- g. In case of divergence of opinion among the examiners not covered under clauses(s) above, following procedure shall be followed:-
 - i. If one of the examiners has suggested revision or rejection of the thesis, whereas others have accepted it, the thesis shall be referred to a third external examiner and his/her recommendation shall be final.
 - ii. If one of the examiners has rejected the thesis, another has asked for its revision while the third examiner has accepted it, the thesis shall be rejected. When the thesis is rejected under such circumstances, the candidate can get himself registered a fresh on the same subject.
 - iii. If both the external examiners recommend revision of the thesis, the thesis shall be revised.
 - iv. If the candidate fails to satisfy the viva-voce examiners or if there is a divergence of the opinion between the viva-voce examiners, the candidate may be allowed to appear at a second viva-voce examination on payment of the required fee, to be held not later than one year from the date of the first viva-voce examination. If at the second viva-voce examination, the candidate fails to satisfy the examiners, his/her thesis shall be finally rejected.

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RE-SUBMISSION OF THESIS

- (a) If a candidate is permitted to improve and re-submit his/her thesis, he shall be required to submit it not earlier than six months and not later than twelve months from the date of such permission, along with the required fee.

(b) The thesis so re-submitted shall be sent to the same panel of examiners including the third external examiner, if any, who evaluated the original one, for adjudication unless they or any of them expresses inability to adjudicate. The Vice Chancellor shall appoint in such contingency another external examiner or examiners, as the case may be, from the original panel suggested by the supervisor.

The thesis shall be accepted if at least two external examiners and the supervisor recommend its acceptance.

Explanation: A candidate shall not be allowed to re-submit his/her thesis more than once.

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AWARD OF Ph.D.

The reports of the examiners including the viva-voce report may be accepted by the Vice-Chancellor on behalf of the Board of Management, which shall be reported by him/her to the Board of Management for confirmation.

Issuing a Provisional certificate- Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these ordinances.

Depository with INFLIBNET.- Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

GENERAL

If anything is not covered in these rules, the matter shall be referred by the Vice-Chancellor to the Research Board for consideration. The recommendations of the Research Board, if approved by the Academic Council and also by the Board of Management, shall form part of these rules.

Directorate of Research

University of Kota

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