

**ENROLMENT, REGISTRATION AND AWARD OF THE DEGREE OF  
DOCTOR OF PHILOSOPHY IN VARIOUS FACULTIES OF PUNJABI  
UNIVERSITY, PATIALA  
(W.E.F. Nov, 2011)**

**The Ph.D. Programme**

Nothing in these ordinances shall be deemed to debar the University from amending the ordinances and the amended ordinances, if any, shall apply to all students who enrolled/registered after Nov, 2011.

**1. CANDIDATES**

Three types of candidates shall be admitted into this programme.

- (i) Full time with scholarship/fellowship
- (ii) Full time but without any financial support
- (iii) Part time

**2. ELIGIBILITY**

A candidate seeking admission to Ph.D. Programme must satisfy the following requirements:

- (A) (i) Master's degree in the concerned/allied subject (as determined by the Departmental Research Board) with 55% marks at Master's Degree and 50% marks at Bachelor's Degree Level. (SC candidates will get 5% relaxation in post graduation Marks, as per rules).  
OR
- (ii) First Class Master Degree in Business Management/Computer Applications (MCA)/Master in Pharmacy/Engineering and Technology (M.Tech.)  
OR
- (iii) M.Phil./M.Litt. Degree with B+ or equivalent grade.\*  
OR
- (iv) In case of Defence Personnel who have obtained Master's Degree on the basis of staff-college, the candidate must have obtained at least 60% marks in the Master's Degree.  
OR
- (v) Candidates who have passed C.A./I.C.W.A./Company Secretary Examinations are eligible for Ph.D. Programme.

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\* Equivalence is established as:

If a candidate is not awarded grade in M.Phil. but percentage of marks, then 55% or more marks will be treated equivalent to B+ Grade.

OR

If a candidate is awarded grade in M.Phil. but the grading pattern of the M.Phil. awarding University is different from that applicable in Punjabi University, then the CGPA of the candidate will be converted into percentage of marks, and if the percentage so obtained is 55% or more, then the candidate's grade will be considered as B+ grade for the purpose of admission to Ph.D. programme.

OR

- (vi) All whole time teachers either of recognized private colleges or of Govt. Colleges who are serving within the jurisdiction of Punjabi University, Patiala with five years teaching experience are eligible for Ph.D. Programme.

### 3. ADMISSION PROCEDURE

The candidates shall be admitted to Ph.D. Programme either directly or through M.Phil programme.

#### I) Direct Admission

Every candidate interested in admission to Ph.D. Programme has to appear and qualify the Entrance test to be held every year by Punjabi University, Patiala.

The following categories of candidates are be exempted from taking entrance test for Ph.D. programme.

- i) Candidates who have qualified UGC-CSIR/NET (JRF)/SLET(Punjab State)/SET/GATE examinations.
- ii) The holders of Teacher Fellowships.
- iii) Foreign students sponsored by Government of India agencies like ICCR, Ministry of HRD, etc. and foreign students sponsored by their respective Governments/Embassies.

#### II) Through M.Phil.

For candidates seeking admission to Ph.D. programme after M.Phil. course following will be applicable.

- i) Candidates who have obtained M.Phil. degree with minimum B+ grade or equivalent form Punjabi University, Patiala as a regular student and whose admission at the M.Phil. has been through an entrance test are exempted from the entrance test for Ph.D. Programme.
- ii) Candidates who have done M.Phil. from another university as regular students or through Distance Education will have to appear in the entrance test and qualify the test.
- iii) Candidates who have passed M.Phil form Punjabi University through Distance Education or as regular students whose admissions were made without the entrance test will have to appear in the entrance test and qualify the test.

A candidate seeking admission to Ph.D. Course work will select a supervisor from the University and take written approval of the supervisor on the enrolment/admission Form for doing Ph.D. Course Work.

**Note:** The candidates who qualify entrance test will be included in the pool of candidates for Ph.D. Their candidature will remain valid for two year i.e. up to the date of Ph.D. entrance test to be held after two years. If a candidate having passed Ph.D. entrance test is unable to take admission to Ph.D. Course Work because of non-availability of supervisor but finds a supervisor after the last date of admission to Ph.D. Course Work, he/she is allowed to enroll in Ph.D. Programme, however, he/she will have to take admission to Ph.D. Course work in the next year.

**Foreign Students:**

- (i) Foreign students sponsored by the Government of India agencies like ICCR, Ministry of HRD, etc., and foreign students sponsored by their respective Governments/ Embassies, are exempted from entrance test.
- (ii) Self financing foreign students shall have to qualify the entrance test.
- (iii) All foreign students shall have to pass Punjabi test as prescribed by the University before their Ph.D. viva-voce examination.
- (iv) All foreign students shall have to pass TOEFL/IELTS or a test in English Language for foreign Ph.D. Candidates, designed by Punjabi University, to prove their competence in English Language.

All foreign students will have to fulfill all requirements regarding eligibility and pay the requisite fees. It will be their responsibility to select a supervisor from the University and take written approval of the supervisor on the enrollment/admission form for doing Ph.D. Course Work.

**4. COURSE WORK FOR Ph.D. PROGRAMME**

The candidate qualifying the entrance test or those who are exempted from entrance test will have to pass Ph.D. course work before registration in the Ph.D. Programme of the University. However, they will have to choose supervisor from University on their own before taking admission to Ph.D. course work or before enrolment for the Ph.D. programme.

- (A) In case of M.Phil pass candidates following conditions will be applicable for course work
  - (i) Candidates who have passed M.Phil. degree with minimum B+ grade as regular student or through Distance Education from Punjabi University, Patiala and have studied paper on Research Methodology are exempted for doing Ph.D. course work for getting registered to Ph.D. Programme.
  - (ii) A candidate who has done M.Phil. from another University as regular student and has studied Research Methodology is also exempted for doing Ph.D. Course Work.
  - (iii) The candidates who have done M.Phil. as regular students but have not studied and passed the paper on Research Methodology are required to pass the paper of Research Methodology after taking admission to Ph.D. Course Work. They have to pay fee and other charges as applicable to other students taking admission to Ph.D. course work.
  - (iv) The candidates who have obtained M.Phil. degree through Distance Education from another University are required to pass the Course Work for Ph.D. programme.
- (B) A candidate who has passed first semester of M.Phil. programme of Punjabi University with minimum B+ Grade and studied and passed four papers including the paper on Research Methodology and whose admission to M.Phil. programme was done through entrance test, provided the marks secured by the candidate in M.Phil./Ph.D. entrance test were not less than the minimum qualifying marks fixed by the University for taking admission to Ph.D. programme of that year in which the candidate had taken admission to the M.Phil. programme, is exempted from Ph.D. Entrance test for enrolment and Ph.D. course work.

- (C) A candidate who has passed first semester of M.Phil. programme of Punjabi University with minimum B+ Grade and studied and passed four papers during the first semester including the paper on Research Methodology and who has passed UGC-NET/JRF is also eligible for enrolment for Ph.D. programme and he/she will be exempted from Ph.D. course work.
- (D) If a candidate has done Ph.D. Course work from sister department or from another University, then he/she can be exempted from Ph.D. Course Work on the recommendation of the following Committee:
- 1) Dean, Academic Affairs
  - 2) Dean, Research
  - 3) Dean of Concerned Faculty
  - 4) Head of the Department, if holding Ph.D. Degree
  - 5) Senior most teacher of the Department holding Ph.D. Degree

## **5. ENROLMENT TO Ph.D. PROGRAMME.**

### **5.1 Procedure for enrolment:**

An eligible candidates seeking admission to Ph.D. programme will select a supervisor for himself/herself from the University and take the written approval of the supervisor before enrolment to Ph.D. programme.

The eligible candidates can enroll themselves for Ph. D. degree by filling up the Enrolment-cum-Admission Form. The candidates who are required to do the Ph.D. Course Work as per rules will fill up the forms by the stipulated date in order to join the course work. The candidates who are exempted from doing the Ph.D. course work as per rules can enroll themselves for Ph.D. degree all the year round by filling up the Enrolment-cum-Admission Form. The candidates who are UGC-CSIR (JRF)/NET/SLET/SET/GATE/Teacher Fellowship holders can also enroll themselves for Ph.D. degree round the year but they will have to join the Ph.D. course work if the deadline for admission is not yet over, otherwise they will have to take admission to the Ph.D. course work within a year from the date of enrolment. If such candidates fail to take admission to Ph.D. Course Work within a year, then their enrolment will be cancelled.

Applications for enrolment along with an enrolment fee (as well as an eligibility certificate issued from the Registration branch of Punjabi University, Patiala, will also accompany the application for enrolment), shall be entertained by the Head of the Department. The Head of the Department after verifying the eligibility conditions shall forward the same to the office of Dean, Research within a week. The Dean, Research will accord the permission for enrolment on the recommendations of the Head of the Department.

The verification of the eligibility of candidates for Ph.D. Course Work will be done at two stages. At the first stage, the eligibility of a Ph.D. candidate, seeking admission to Course Work, will be done by the Admission Committee of the Department during interview. Once a candidate is found eligible by the Department he/she will have to get eligibility certificate from the Registration branch of the University before being admitted to Ph.D. Course Work.

## **5.2 Cancellation of Enrolment and Re-enrollment:**

- If a candidate is enrolled for Ph.D. programme and has not taken admission to course work, then the student will have to seek re-enrollment after every six months from the date of enrolment. This is also applicable to those candidates who are exempted from Ph.D. Course Work.
- If a student is admitted to Ph.D. Course Work, he/she will have to fulfill the conditions to get registered for Ph.D. within a period of six months from the date of declaration of the result of Ph.D. Course Work. If the candidate is unable to fulfill the conditions to get registered within six months, then he/she will have to get re-enrolled after every six months by paying re-enrollment fees.

## **5.3 Structure and Duration of Ph.D. Course Work:**

This is a pre-registration Course Work required for the registration to Ph.D. programme of the University. The Ph.D. Course Work is compulsory for all candidates who have passed Ph.D. entrance test or are holders of UGC-CSIR (JRF)/NET/SLET/SET/GATE/Teacher Fellowship or have done M.Phil. with at least B+ grade but without Course Work of at least one semester duration. In service or working candidates are also required to do Ph.D. Course Work.

The Ph.D. Course Work comprises of four papers of one semester duration. There will be at least three compulsory papers including the paper of "Research Methodology". The structure and contents of the Ph.D. Course Work will be prepared by Departmental Ph.D./M.Phil. Course Committees.

There will be separate M.Phil./Ph.D. Course Committees for the subjects of Computer Engineering, Mechanical Engineering and Electronics Communication. The Head of UCoE will be the Chairman of these Committees. The other members will be appointed from the teachers of the concerned subjects as per the prevailing rules applicable to other subjects.

As passing of Ph.D. Course Work is only an essential requirement for the registration to Ph.D. Programme of the University, no degree will be awarded to successful candidates in Ph.D. Course Work, only detailed mark sheet will be issued.

## **5.4 Attendance:**

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

- (i) Has been on the rolls of the Department throughout the semester preceding the examination.
- (ii) Every candidate has attended a minimum of 75% of the delivered number of lectures in each paper.
- (iii) The shortage in the attendance of lectures by the candidate will be condoned as per rules made by the University from time to time.

### 5.5 Curriculum:

There will be four papers. Three papers will be core papers and are compulsory to all candidates. The fourth paper will be elective. Every student will have to take one elective paper out of a list of elective papers being offered by the Department. The elective papers will normally be offered to students by the department depending on the areas of interest of the candidates. The composition of the Course is given as under:

- One paper on "Research Methodology" (Compulsory to all candidates) (4 credit)
  - Two papers on core courses (Compulsory to all candidates) (4x2=8 credit)
  - One elective paper (4 credit)
- Total credit = 4 x 4 = 16.

The minimum number of lectures will be 50 per paper. Each lecture will be of one hour duration. Each paper will carry 4 credits.

### 5.6 Medium of Instruction and Examination:

The medium of instruction and examination shall be Punjabi or English. For language subjects, the medium shall be the language concerned.

Provided that candidates in the subjects of Sanskrit, Persian and Religious Studies shall be permitted at their option to offer medium of examination as under:

Sanskrit: Sanskrit or Hindi or Punjabi or English

Persian: Persian or Urdu or Punjabi or English

Religious Studies: English or Punjabi

### 5.7 Approval of Syllabus:

Outline of tests, syllabi and courses of reading shall be prepared and finalized by the concerned Departmental Ph.D./M.Phil. Course Committee. It will be approved by Dean, Academic Affairs.

### 5.8 Continuous Assessment and Final University Examination:

In each paper 50% weightage will be given to continuous assessment or sessional work which will consist of two house tests (30%), one assignment (10%), and one seminar (10%). Out of two house tests, one best will be considered. A 50% weightage in each paper will be given to final University examination.

### 5.9 Eligibility to Appear in University Examination:

Such candidates will be allowed to appear in the University examination who satisfy the following requirements:

- (a) Have been on the rolls of Department concerned throughout the semester preceding the examination.
- (b) Have earned a minimum B grade in the sessional work.
- (c) Have their names submitted to the Dean, Academic Affairs by the Head of the Department alongwith certificate to be signed by the Head of the Department of having attended not less than 75% of the total lectures delivered in each paper (theory/practical/tutorials/seminars), separately.

- (d) The schedule for filling examination form and examination fee shall be the same as applicable to the first semester of M.Phil. students.

### 5.10 Compilation of Results:

The result of Course Work (separately for internal assessment and final University examination) shall be compiled in letter grades.

- (i) **Point Value of Grades:** The letter grades shall have the following point values:

| Letter Grade     | Point Value |
|------------------|-------------|
| A+ (Outstanding) | 10.0        |
| A (Very Good)    | 9.0         |
| B+ (Good)        | 7.5         |
| B (Satisfactory) | 5.5         |
| C (Poor)         | 4.0         |
| D (Very Poor)    | 2.5         |

- (ii) **Conversion of Marks into Grades:** The following relationship shall be used to convert marks (m%) into grades obtained by a student in a paper.

| Percentage of marks (m)                   | Grade |
|---|-------|
| m greater or equal to 90                  | A+    |
| m greater or equal to 75 and less than 90 | A     |
| m greater or equal to 55 and less than 75 | B+    |
| m greater or equal to 40 and less than 55 | B     |
| m greater or equal to 25 and less than 40 | C     |
| m less than 25                            | D     |

- (iii) **Computation of Grade Point Average (GPA):** The grades obtained by candidates in different examinations including internal assessment (sessional work), final University examination, practical, etc. will be shown as cumulative grade or as Grade Point Average (GPA). The grades in various units or papers can be combined to compute GPA as:

$$\text{GPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

Where  $C_1, C_2, C_3$  etc. are credit points of the papers and  $G_1, G_2, G_3$  etc. are the respective grade points obtained by the students.

The GPA will be converted into overall grade obtained by a student for passing Ph.D. Course Work, using the following table:

| Value of GPA                                    | Overall Grade |
|---|---------------|
| greater than 9.0                                | A+            |
| greater than 7.50 but less than or equal to 9.0 | A             |
| greater than 5.50 but less than or equal to 7.5 | B+            |
| greater than 4.0 but less than or equal to 5.5  | B             |
| greater than 2.50 but less than or equal to 4.0 | C             |
| less than or equal to 2.5                       | D             |

- (iv) **Conversion of GPA into Percentage of Marks:** The GPA shall be converted into percentage of marks by multiplying the GPA by 10. For example, if a candidate gets GPA of 7.245, then the percentage of marks shall be 72.45%.
- (v) **Minimum Requirement to Pass Ph.D. Course Work:** A candidate shall be required to earn at least grade B in order to pass the entire course. Candidates getting Grade in the Course Work lower than Grade B shall have to improve the Grade by reappearing in the Course Work paper(s) of his/her choice. For this he/she shall be provided only one chance in the subsequent examination.

Provided that if a candidate gets D grade in any individual paper he/she will have to reappear in that course or offer a new course if it is not a part of core course.

A candidate getting D grade in more than two papers will be declared "failed".

A candidate getting D grade in one or two papers will be declared "reappear". A "reappear" candidate shall be allowed only one chance in the subsequent examination to pass the paper(s).

**5.11 Declaration of Result:** The Controller of Examinations shall publish a list of candidates who have passed the Ph.D. Course Work examination and issue detailed marks certificate indicating the grades and grade point average (GPA) obtained by the candidate separately in internal assessment (sessional work), and final University examination. No degree will be awarded for passing Ph.D. Course Work.

#### **5.12 Constitution, Powers and Functions of Departmental Ph.D. Course Committee**

The term of the Departmental Ph.D./M.Phil. Course Committee shall be two years and shall consist of the following:

1. The Head of the University Teaching Department - as Chairman (ex-officio); The Head should be Ph.D. holder. If the Head is non-Ph.D. then senior most teacher with Ph.D. will be the Chairman.
2. Professors from the University Teaching Departments and Professors in the subject concerned from the Department of Distance Education (only those teachers will be the members who hold Ph.D. and are associated with Post Graduate Teaching & Research).
3. Two from amongst the Readers/Associate Professors from the University Teaching Departments and Two Readers/Associate Professors in the subject concerned from the Department of Distance Education (only those teachers will be the members who hold Ph.D. and are associated with Post-Graduate Teaching and Research) by rotation according to seniority provided that at least one Reader/Associate Professor shall be from the University Teaching Department.
4. Two from amongst the Lecturers/Assistant Professors from the University Teaching Department and Two Lecturers/Associate Professors in the subject concerned from the Department of Distance Education (only those teachers will be the members who hold Ph.D. and are associated with Post-Graduate Teaching & Research) by rotation



according to seniority provided that at least one Lecturer/Assistant Professor shall be from the University Teaching Department.

5. If the strength of the faculty members is small and there are no Professors in the Department, the two Professors will be nominated by the Dean, Academic Affairs from the allied subjects.
6. In the case of ordinances of Ph.D. Course Work, the proceedings of Departmental Ph.D./M.Phil. Course Committee will be placed before the Academic Council through Dean, Academic Affairs for consideration and approval. The outlines of tests, syllabi and courses prepared by the Departmental Ph.D./M.Phil. Course Committee will be approved by Dean, Academic Affairs.

### **Ph.D. Course Committee for Engineering Courses**

There will be separate M.Phil./Ph.D. Course Committees for the subjects of Computer Engineering, Mechanical Engineering and Electronics Communication. The Head of UCoE will be the Chairman of these Committees. The other members will be appointed from the teachers of the concerned subjects as per the prevailing rules applicable to other subjects.

## **6. REGISTRATION**

### **Submission and Presentation of Synopsis for Ph.D. Registration**

- (a) The candidate will submit his application for registration on the prescribed form within six months of enrolment if the candidate is exempted from doing Ph.D. Course Work or within six months from the date of declaration of the result of Ph.D. Course Work, if the candidate has taken admission to Ph.D. Course Work.

Copies of the Synopsis for registration for Ph.D. Degree will be provided to the members of Department Research Board at least one week in advance to the date of presentation of seminar. It is understood that all the deficiencies/ improvements to be made in the synopsis will be settled in the meeting of Departmental Research Board.

The candidate shall also submit along with the application for registration a fee of Rs. 2000/- and seven copies of the synopsis giving brief outlines indicating the purpose/objective of the research, review of literature, general approach and/or research methodology to be used, tentative plan of work/chapter scheme, bibliography, etc.

The date of registration for Ph.D. degree will be considered either the date of presenting the synopsis before the DRB or the date of passing of Ph.D. Course Work, whichever is later.

**Note:** The process of presentation of Synopsis for Ph.D. registration can be done during the period of Ph.D. Course Work. The department will forward the case of the registration of the student to office of Dean, Research, only after the student passes the Ph.D. Course Work. In this case the date of registration for Ph.D. degree will be the date of passing of Ph.D. Course Work.

- (b) (i) The candidate shall be required to present a synopsis pertaining to Registration on the topic of his/her study in the presence of Departmental Research Board to which other members of the Department or Faculty may also be invited.
- (ii) Those candidates who are exempted from Ph.D. Course Work are deemed to be registered for Ph.D. Degree from the date of presentation of seminar before the Departmental Research Board.
- (c) The Departmental Research Board while recommending registration of the candidate for consideration of BPSAR shall send a detailed note about the suitability of the topic as also the methodology proposed by the candidate.

The note shall include the names of the members of faculty present at the meeting, the duration of the discussion and its final outcome. The Research Supervisor would be required to give specific comments on the synopsis submitted by the candidate. In case the departmental board does not approve the topic, the case will be referred to BPSAR giving detailed report with reasons thereof for its final decision. After the date of BPSAR is fixed and a cut off date is circulated by the Dean Research to the Heads of the Departments, no cases of registration will be entertained in that scheduled meeting of BPSAR.

- (d) Application for Registration would be processed in the concerned department in all respects within a period of 45 days from the date of submission of application on prescribed proforma. In case of any delay, the candidate can request Dean Research for necessary action, who shall ensure that necessary formalities with regard to the processing of the application in the Department viz., holding of seminar and Departmental Research Board meeting are completed at the earliest.

The candidate shall then submit 50 copies of approved synopsis by the Departmental Research Board to the office of the Dean, Research for registration.

## **7. APPOINTMENT OF SUPERVISOR**

- (a) On the recommendations of the Departmental Research Board the supervisor of the candidate shall be appointed from within the Punjabi University. The supervisor must be a regular teacher of Punjabi University holding Ph.D. degree. The regular and University approved teachers from affiliated colleges holding Ph.D. degree and having at least five years experience of teaching post graduate classes in the subject related to the topic of the Ph.D. candidate can also become supervisor. If necessary, Co-supervisor may be appointed from within the same Department or of a different Department of the University or outside the University. However, a written justification for having a Co-supervisor will accompany the application duly recommended by the Departmental Research Board. Only such expert may be proposed as Supervisor or Co-supervisor who is holding a Ph.D. degree and not below the rank of a Lecturer/Assistant Professor.

The doctors working in medical universities/colleges approved by MCI, DCI, Central Council of Indian System of Medicine, etc. and having the degree MS/MD/MDS/DM or equivalent and are of the rank not below Assistant Professor or equivalent can also become Co-supervisors dependry upon the need. As per the

prevalent practice other medical doctors can also be appointed as Co-supervisor under special circumstances.

The University signs memorandum of understanding (MOU) with reputed educational institutions and research institutions. The Ph.D. candidates working in such institutions are allowed to enroll for Ph.D. programme/Ph.D. Course Work. The research scientists not below the level of Lecturer/Assistant Professor holding Ph.D. degree in such institutions are allowed to become supervisor. In such a case, the co-supervisor shall be from the concerned Department of the University.

If there is a collaborative research work being carried out by any Department of the University and an outside institution and if the major work of the collaborative research work is being done in the outside institution, then the supervisor shall be from that institution and the co-supervisor shall be within the concerned Department of the University. Similarly, if the major work is being done in the concerned Department of the University, then the supervisor shall be from the concerned Department of the University and the co-supervisor shall be from the concerned institution.

The following is the upper limit regarding the number of candidates who can be registered for Ph.D. Degree with a Supervisor/Co-supervisor.

|                              |   |   |
|------------------------------|---|---|
| Lecturer/Assistant Professor | - | 5 |
| Reader/Associate Professor   | - | 7 |
| Professor                    | - | 8 |

The number of candidates in the case of co-supervisor will be counted half for each Ph.D. candidate being co-supervised.

A candidate holding UGC-CSIR JRF and enrolled/registered under Lecturer/Assistant Professor or Reader/Associate Professor will be over and above the prescribed limit of the respective teacher. However, in any case the limit of 8 Ph.D. candidates will not be exceeded.

The University approved faculty in the Colleges will also have the same maximum number of Ph.D. candidates enrolled/registered under him/her as prescribed for the Punjabi University teachers. This condition will also apply to University approved College Principals depending on their pay scales (Reader/Associate Professor or Professor).

The upper limit regarding the number of Ph.D. candidates who can be enrolled or registered for Ph.D. degree with a supervisor/co-supervisor be relaxed for those candidates who are enrolled or registered under Rajiv Gandhi National Fellowship Scheme for SC/ST candidates, as per the guidelines of the UGC. The candidates enrolled or registered under this scheme shall be over and above the prescribed number of Ph.D. candidates under University rules a supervisor/co-supervisor is allowed to supervise.

The supervisors can be appointed till the date of retirement or till the date of expiry of the re-employment.

At the time of registration of the candidate, the Heads of the Departments shall ensure that they recommend candidates within the upper limit as above for approval by the BPSAR. It is understood that the upper limit includes all such candidates who are whole time and part-time research scholars put together with a Supervisor or Co-supervisor. A certificate in this regard shall be given by the Supervisor/Co-supervisor.

- (b) Any one who is registered for Ph.D. degree shall not be eligible for appointment as Supervisor/Co-Supervisor. Provided that if he is already holding a Ph.D. degree he can be appointed Supervisor/co-supervisor in that field/area.
- (c) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as might be deemed a close relation by the Vice-Chancellor, shall not be appointed as Supervisor/Co-Supervisor. A certificate to this effect will be given by the Supervisor/Co-supervisor along with the application for enrolment.
- (d) Normally request of the candidate regarding the choice of Supervisor or a Co-Supervisor will be accepted. However, in case the Departmental Research Board does not agree with it then the Board's report along with the reasons and the issue regarding the appointment of Supervisor/Co-Supervisor will be finally decided by the Vice-Chancellor.
- (e) Request for change of the Supervisor could be entertained only:
  - (i) In case the Supervisor has left the service of the University or by mutual consent of both the Supervisor and the candidate.
  - (ii) In case of extreme hardship where it becomes almost impossible for a candidate to work with the existing Supervisor and the Vice-Chancellor has satisfied himself. In both the above cases the matter may be placed before the BPSAR.
  - (iii) The change of Supervisor shall be allowed during the first two years after registration. Normally, no change will be allowed after this.
  - (iv) If a candidate wishes to change the supervisor before the expiry of two years after registration, he/she would submit an application to the Head of the Department giving reasons there of for such a change. This will be examined by a committee consisting of the following:
    - (a) Dean Academic Affairs (Chairperson)
    - (b) Dean Research
    - (c) Dean of the Faculty
    - (d) Head of the Department
    - (e) Two Professors to be nominated by the Vice-Chancellor.  
If any one of the above is a Supervisor or Co-supervisor or proposed Supervisor or Co-supervisor he/she will not be a member of the above committee.
    - (f) If a teacher proceeds on long leave of three or more than three years, he/she may not be allowed to act as Supervisor. However, Ph.D.

scholars who are already registered prior to proceeding on long leave may be allowed to continue provided a Co-supervisor is also appointed to supervise the work of the candidate.

## **8. TOPIC MODIFICATION**

A candidate may within one year of his/her registration modify the scheme of his/her subject with the approval of the BPSAR. Provided that the BPSAR may allow modification to be made in the title of subject even after one year if in the considered opinion of the board, the modification proposed did not involve any drastic change in the original scheme and scope of the subject.

## **9. REQUIREMENTS DURING REGISTRATION**

- (a) The candidate registered for Ph. D. Degree shall be required to pass subject of Punjabi of matriculation or an equivalent examination, anytime before the viva-voce examination, except those who have already passed examination in Punjabi of that level. The foreign candidates shall have to pass the 'Elementary Course in Punjabi'.
- (b) A candidate registered for Ph.D. degree shall be required to:
  - (i) Give one annual seminar each year from November 1 to March 31 provided that the candidate has paid his annual fees and laboratory fee failing which annual presentation will not be allowed by the Head of the Department concerned.
  - (ii) Submit an annual progress report. This report shall be submitted to the Office of the Dean, Research through the Head of the Department latest by 31<sup>st</sup> March each year for the work done during the year or fraction of the year. The report will include all the teaching engagements, surveys, tours, publications, research work etc. The supervisor of the candidate will give an assessment about the progress of the candidate.
  - (iii) If a candidate is registered between 1<sup>st</sup> January and 31<sup>st</sup> March of a year, then he/she is not required to submit the annual report or give the annual seminar by or before 31<sup>st</sup> March of that year. However, all the other candidates shall be required to give annual seminar and submit their annual progress report by 31<sup>st</sup> March every year. In case of non-receipt of a progress report or irregular reports the matter shall be put before BPSAR for cancellation of registration.
  - (iv) If a candidate wants to submit his/her thesis, he/she will give a pre-submission seminar before submission of Thesis. If pre-submission seminar is presented by a candidate he/she is not required to give annual seminar of that year.

The presentations shall be organized by the Head of the Department. To these presentations members of the Departmental Research Board, the Supervisor of the candidate and the teachers of the Department/Faculty shall be invited. At least five faculty members of the Department/Faculty must be present during the presentation. In Departments where the Faculty strength is inadequate, the Dean Research will nominate two or more faculty members from the same or allied Faculty to complete the required quorum. A report of the presentation along with the write up shall be sent to the Dean Research. In case presentation is not held, the matter shall be reported to BPSAR through the Dean Research.

- (c) A Ph.D. candidate residing in a foreign country shall have to be physically present before the Departmental Research Board during the presentation of the synopsis for his/her registration to Ph.D. degree. For all other purposes such as presentation of annual seminar, holding of viva-voce examination, etc. the candidate may face the respective boards through video conferencing.

#### 10. FEE

All candidates will have to pay fees as prescribed by the University for various purposes for Ph.D. degree. The following fee structure will be effective from 1.7.2010 and is applicable to those candidates who have enrolled after 30.6.2010:

|       |  |  |
|-------|--|--|
| 1.    | Enrollment/Enrollment-cum-Admission Form Fee<br>(w.e.f. 1.7.2011)<br>Enrollment/Enrollment-cum-Admission Form Fee<br>(w.e.f. 1.8.2011)   | Rs. 1000/-<br>Rs. 1500/-<br>Rs. 1000/- (for SC/ST)   |
| 2.    | Course Work fee  | Rs. 6300/-   |
| 3.    | Library Security   | Rs. 1050/-   |
| 4.    | Registration Fee   | Rs. 2000/-   |
| 5.    | Annual Fee (In two installments payable by March 31 and September 30)  | Rs.1500+Rs.1500=Rs. 3000/-   |
| 6.(A) | Laboratory Fee:<br>For Science Students, Mechanical and Electronics and Communication Engineering students who use University Laboratories (for three years)   | Rs. 5000/- (Per annum)   |
| (B)   | For Science Students who do not use University Laboratories (for three years)  | Rs. 1000/- (Per annum)   |
| 7.    | Computer Lab Fee (Annual) (for three years)<br>For students of Computer Science, Computer Engineering, Geography, Psychology, Statistics, Management, Commerce or for other students wherever applicable | Rs. 3000/- (Per annum)   |
| 8.    | Topic Modification Fee   | Rs. 1000/-   |
| 9.    | Late Fees  |  |
|       | Late fees for paying annual fee  | Rs. 50/-   |
|       | Late submission of annual progress report  | Rs. 1000/- for the first month<br>Rs.500/- (for subsequent months)                                     |
|       | Late submission of annual seminar  | Rs. 1000/- for the first month<br>Rs.500/- (for subsequent months)                                     |
|       | Thesis submission Fee if submitted late after Pre Submission Seminar   | Rs. 1000/- per month   |
| 10.   | Extension fee for submission period of thesis<br><br>Late fee for applying for extension   | Rs. 1000/- (Fifth year)<br>Rs. 10,000 (Sixth year)<br>Rs. 15,000 (Seventh year)<br>Rs. 500/- Per Month |
| 11.   | Early Thesis Submission Fee (If submitted between two and three years)   | Rs. 10,000/-   |
| 12.   | Thesis evaluation fees   | Rs. 4000/-   |
| 13.   | *Video Conferencing  | US \$ 300 or equivalent in Indian rupees   |

\* The Ph.D. Candidates who have gone to foreign countries or residing in foreign countries can avail of the facility or video-conferencing for presenting Annual seminar/Ph.D. Viva-Voce Examination. For each seminar/examination separate fees shall be charged.

The fine for late submission of annual report and annual seminar will become applicable one month after the date of issue of registration letter by the Research Branch Office.

Fees for Foreign Students other than those Sponsored Under ICCR

|    |  |                         |
|----|--|-------------------------|
| 1. | Annual Fees (for three years)                  | US \$ 1000.00 per annum |
| 2. | Contingency fees (per annum) (for three years) |                         |
|    | (a) For Science/Engineering/Management         | US \$ 1000.00 per annum |
|    | (b) For other students                         | US \$ 250.00 per annum  |

The annual fees will include all charges other than hostel charges, mess charges, medical charges if treatment is done from outside University Health Centre. The Hostel accommodation will be provided on the availability of hostel accommodation.

The contingency amount charged from the student will be transferred to the "Contingency" of the concerned Department.

## 11. SUBMISSION OF THESIS

- 11.1 A thesis to be presented by the candidate must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.
- 11.2 The candidate will not be permitted to submit his thesis for the degree unless his supervisor is satisfied that the thesis presented is worthy to put before the examiners for the evaluation to award the Ph.D. Degree. In case of an adverse report of the Supervisor, the candidate may make a representation to the Vice-Chancellor.
- 11.3 (a) Every candidate may inform the office of Dean, Research through a letter forwarded by his supervisor and the Head of the Department concerned that he/she intends to submit his/her thesis within a period of three months along with four copies of Summary of the thesis. The office of Dean, Research would then process the application and take steps for the appointment of panel of Examiners and obtain acceptance from the concerned Examiners, before the expiry of three months.
- (b) A candidate shall submit the Ph.D. Thesis not later than three months from the date of presentation of pre-submission seminar.
- (c) In case of non-submission of thesis within the stipulated period, the candidate can seek extension of time from the Dean, Research with a late fee of Rs. 1000/- per month.
- (d) A candidate is required to apply in writing to the Head of the Department that he/she is in a position to submit his/her thesis and give a pre-submission seminar. The Head of the Department will conduct such a seminar at the earliest but not later than 30 days. In case, the presentation is not organized within 30 days from the date of application, the candidate may approach Dean, Academic Affairs who will ensure that needful is done without any further delay.
- (e) The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/she shall not submit his/her thesis on any work for which a degree has already been conferred on him/her by this or any other University. The candidate

may, however, incorporate in his/her Ph.D. thesis any work from his/her M.Phil./M.Litt. dissertation with due reference to the thesis and acknowledgement to the Supervisor provided the work has been carried out at this University.

Provided that in case the work was done through collaboration, a certificate duly signed by all collaborators and countersigned by the Supervisor concerned, to the effect that none of the collaborators has made or will make use of the joint work (published/unpublished) incorporated in this thesis for the award of any degree/diploma of any University/Institution, shall be furnished along with the thesis.

- (f) For more details, candidates are also advised to consult "Guidelines for preparation of Ph.D./M.Phil. Thesis/Dissertation" available with Publication Bureau of the University. Ph.D. Theses can also be typed on both sides of the pages if supervisor and candidate so desire.
- (g) At the time of submission of Ph.D. thesis by the candidate, he will have to produce evidence of having at least one research paper published or accepted for publication in referred Journals related to his topic on which he has been registered for Ph.D. Degree and out of academic work included in the thesis.

At the time of submission of Ph.D. thesis by the candidate, a certificate will be submitted by the candidate that the thesis is a bonafide work of the candidate, no portion of the thesis is taken from any book or research work without quoting the references to the book or research paper and no portion is copied from any book or research work without proper reference.

- (h) If there is a complaint by the External Examiner or by any one of plagiarism or copying of certain portions in the Ph.D./M.Phil. thesis or Project Reports of other examinations such complaints will be examined by a committee consisting of :
  - (i) Dean Academic Affairs (Chairperson)
  - (ii) Dean Research
  - (iii) Dean of the Faculty
  - (iv) Concerned Head of the Department
  - (v) Controller/Additional Controller, Examination
  - (vi) Two Professors from the same or allied Faculty to be nominated by the Vice-Chancellor

If any one of the above members is a supervisor or co-supervisor, he will not be a member of the above committee.

If plagiarism or copying is established, the quantum of punishment to be recommended by the committee, can be any one of the following:-

- (i) the candidate will be asked to revise the Thesis/Project Report
  - (ii) the Thesis/Project Report will be rejected.
  - (iii) the candidate will be debarred and also the supervisor will be debarred from supervising Ph.D./M.Phil./Project Report.
- (i) The candidate shall submit four copies of the thesis to the Thesis Evaluation Cell.



## 12. PERIOD REQUIRED FOR SUBMISSION OF THESIS

- (a) The candidate shall submit his/her thesis within four years from the date of approval of the subject of the thesis by the Departmental Research Board for Ph.D. Degree.
- (b) The minimum period required for submission of thesis is three years after registration. If a candidate wishes to submit thesis before three years but not earlier than two years, the case will be examined by a committee consisting of the following:
  - (1) Dean Academic Affairs (Chairperson)
  - (2) Dean Research
  - (3) Dean of the Faculty
  - (4) Head of the Department
  - (5) Supervisor
  - (6) Two outside (subject experts) appointed by the Vice-Chancellor

One of the outside subject experts must be present in the meeting. The Candidate shall have to pay Rs. 10,000/- as Early Thesis Submission Fee. He/She will also have to submit four draft copies of the thesis duly signed by him/her and the supervisor.

The University will decide the matter within two months from the date of the submission of draft of the thesis.

- (c) The Registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.
- (d) Heads of the Departments while forwarding a Ph.D. Thesis to the office of the Dean Research for evaluation will ensure that the candidate submits a copy of "No Dues Certificate" complete in all respects including that of Department, Research Branch, Library, Hostel/Dean Students Welfare and Accounts Section. A Ph.D. Thesis not followed by the "No Dues Certificate" will not be accepted in the thesis section (except for teachers and employees who are on the pay-rolls of Punjabi University).

### Extension in Period

At least three months before the expiry of four years, a candidate will submit a Comprehensive Progress Report of the work done by him after paying a fee of Rs. 1000/- to the Head of the Department through the Supervisor and will appear before the Comprehensive Report Review Committee (CRRC) chaired by the Dean of the Faculty which will review the Comprehensive Progress Report and will recommend/reject extension for a period of one year. These cases will be forwarded to Vice-Chancellor for approval.

After five years, a candidate can seek extension for sixth year by paying a fee of Rs. 10,000/- and Rs. 15,000/- for the seventh year with the approval of Vice-Chancellor. No extension or Re-registration is allowed after this.

In addition to the above fee of Rs. 1000/- for fifth year, Rs. 10,000/- for sixth year and Rs. 15,000/- for seventh year, a candidate shall have to pay Rs. 500/- per month as late fees, if the candidate does not apply for extension within a month from the date of expiry of time period. The late fee shall be charged from candidates who have been registered after July

2010. The late fee shall be chargeable after one month after the expiry of four years for the extension of fifth year, after the expiry of five years for the extension of sixth year and after the expiry of six years for the extension of seven years. If a candidate seeks extension for two time periods simultaneously, then Rs. 500/- per month late fee will be charged, even for the overlapping period required for extension.

### **13. REGISTRATION WITH THE UNIVERSITY**

No candidate is allowed to appear in two major examinations of this University simultaneously or to get himself enrolled simultaneously in two Universities. Candidates are advised, in their own interest, to observe this rule strictly and not to appear in any other major examination till their result for Ph.D. degree is declared. A copy of the registration letter to be issued to the candidate will also be endorsed to the Registration Branch stating the registration number, if any, with which the candidate is already registered with this University. It will be the duty of the Registration Branch to guard against violation of this rule.

### **14. PUBLICATION**

The thesis approved shall only be published with the permission of Vice-Chancellor and on the recommendation of the Thesis Publication Committee. Provided that a request is made by the candidate within three years from the award of Ph.D. Degree. Applications received after three years will not be entertained.

### **15. PANEL OF EXAMINERS**

An examiners panel committee (EPC) would submit a panel of minimum of ten examiners at least 50% of whom will be from within the region i.e., Punjab, Haryana, Himachal Pradesh, Jammu & Kashmir, Chandigarh and Delhi and 50% from outside the region including foreign countries indicating the full particulars about their designation, area of specialization etc. for the evaluation of the thesis. The Vice-Chancellor will appoint two examiners from the panel and at least one of them would be from outside the region except in the case of the thesis submitted in Punjabi medium.

The persons recommended for evaluation of the thesis should invariably be Professor or of equivalent rank. For the subject of Law, Judges of High Court/Supreme Court could also be appointed.

In case the panel of examiners is not received from the Head of the Department within one month from the date of request, the Dean Research may convene a meeting of the committee and submit the panel.

In case of retired persons, their last designation shall be indicated without which the panel would be considered incomplete.

Provided that in the subject where the thesis is written in Punjabi medium and Punjabi knowing examiners of Professor's rank are not available from outside the region, all the examiners could be taken from within the region.

The Examiners Panel Committee (EPC) will record a certificate to this effect, that sufficient Punjabi knowing examiners of Professor's rank are not available from outside the region.

The examiner will be free to seek clarification on any matter from candidate's supervisor or the co-supervisor through the Dean Research. The Dean Research will ensure the secrecy of examiner's identity.

The examiner will state in his/her report:

- (a) Whether he/she recommends the award of the degree to the candidate after holding viva-voce examination.
- (b) Whether he/she recommends resubmission of the thesis after revision. In case an examiner recommends revision of the thesis he/she will also indicate the nature of changes.
- (c) Whether he/she recommends rejection of thesis.
- (d) A list of questions that he/she would like the candidate to answer in the viva-voce examination be supplied in a separate cover.
- (e) Whether he/she recommends that the thesis is fit for publication or not. If fit for publication then with or without changes.

In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through the Dean Research, if so desires. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision/modification as finally suggested by the examiner before his/her case is processed further. It may be added that one Examiner can recommend revision of thesis only once. If a second revision is recommended by the same External Examiner then it will be treated as rejection of thesis.

The candidate who is required to resubmit the thesis, must do so within one year from the date of supply of comments of the examiner to him/her by the University irrespective of his/her submission of defense unless extension is specially given by the Vice-Chancellor. A resubmitted thesis will be examined by the examiner who has recommended re-submission unless he/she himself/herself is unable to do so or declines to do so.

In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis; on the recommendation of the Vice-Chancellor, the thesis shall be referred to a third examiner to be appointed by the Vice-Chancellor from out of the original panel of examiners. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who submit similar recommendations shall be final. This procedure shall also be followed if the examiner who has suggested modification rejects the revised thesis.

Each examiner shall be given one month's time for the evaluation of thesis. In case report from him/her is not received, he/she may be reminded telephonically. After the expiry of a period of three months if no report is received, the next examiner may be appointed. The first examiner will be requested to send the thesis back. If in due course, the report is received from the first examiner, the report will not be considered.

## **16. GIST OF REPORTS**

The reports of examiners (excluding the questions suggested for the viva-voce) will be opened in the Screening Committee meeting. The Screening Committee will prepare a gist of the reports of the examiners and the Dean of the Faculty will send the gist of reports within two weeks to Dean, Research. These will be placed before the Dean, Academic Affairs for decision regarding the conduct of viva-voce examination and the appointment of one of the examiners will be made by Vice-Chancellor in case of reports of both examiners are positive.

The Screening Committee will point out the strengths and weaknesses, if any, in the reports. A copy of the report of Screening Committee without disclosing the names of the examiners will be provided to the candidate for carrying out necessary modifications including those of typing, references and factual errors etc. before the viva-voce examination. The Supervisor will give a certificate that all the points mentioned regarding the revision of thesis have been dealt with and incorporated in the thesis. He will also certify that thesis is ready for resubmission after incorporating all suggestions of the examiner. This certificate will be attached with the revised thesis which will be countersigned by the Head of the Department. After approval by Dean Research this will be placed before the external examiner who will be conducting the viva-voce examination.

## **17. VIVA-VOCE EXAMINATION**

The viva-voce examination will be at least of 45 minutes duration and will be compulsory for all the candidates. This will be normally conducted at Patiala by one of the two external examiners who have evaluated the thesis. The Head of the Department and the Supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the Head of the Department within one month of receipt of intimation. There will be a presentation by the candidate for 20 minutes before a committee consisting of Dean, Academic Affairs, Dean Research, Dean of the Faculty, Head of the Department and Supervisor of the candidate. Two senior Professors will be nominated by the Dean, Academic Affairs on the above committee from the same Faculty or allied Faculty. The entire department/faculty would be invited to the viva-voce. The quorum for holding the viva-voce examination will be five members.

After the presentation by the candidate, questions will be put to the candidate. In case of delay in the conduct of viva-voce, the candidate or supervisor can approach the Dean Research for the needful.

In case an external examiner is unable to conduct a viva-voce, a set of questions will be obtained by the Dean Research which will be conducted by an examiner appointed by the Vice-Chancellor. A copy of the thesis will be sent to the IIIrd Examiner.

In case report(s) of the examiner(s) of the thesis are not favourable, the viva-voce examination of the candidate shall not be conducted.

The report about the performance of the candidate in the viva-voce examination shall be recorded by the external examiner(s) only.

## **Depository with the University and UGC**

All Ph.D. candidates shall have to submit four soft copies of their Ph.D. thesis in four separate CDs to the office of Dean Research before the conduct of Viva-Voce examination through their Supervisors and Head of the Departments. If during Viva-Voce examination any changes are required to be made by the examiner(s), then the same will be incorporated and four soft copies of the final thesis in the form of CDs will be submitted again. The candidate through his/her supervisor and Head of the Department will give an undertaking that all changes as required by the examiner(s) are incorporated in the thesis and CDs. The office of Dean Research will send one CD to the University Library, one CD to UGC and one CD will be sent to University Computer Centre for uploading the Ph.D. thesis to University website, after the meeting of Research Award Committee and notification of the Ph.D. Degree.

## **18. AWARD OF DEGREES**

- (a) If the two examiners of the thesis have recommended the award of the degree and the viva-voce examiner having satisfied himself on the basis of performance of the candidate in the oral examination, that the candidate has written the thesis himself may recommend the award of the degree to the Research Award Committee (RAC).  
The RAC would consider the gist of reports prepared by the Screening Committee and the report of the examiner who has conducted the Viva-Voce examination (all the reports in original will be laid on the table for arriving at a decision with regard to the award of the degree).
- (b) In case the examiner, who conducts viva-voce examination, does not recommend the award of the degree, the thesis shall be rejected and the registration of the candidate will be cancelled.
- (c) The result of Ph.D. degree of a candidate be deemed to have been declared on the date of meeting of RAC where he is declared eligible for the award of degree. The Registrar/Controller of Examination shall publish the result.

## **19. SUPPLY OF REPORTS**

The reports of the examiners may be supplied to the candidate and the Supervisor after declaration of the result.

## **20. GENERAL CONTROL**

The department shall exercise disciplinary and general control over the research students and their work.

## **21. COMMITTEES & BOARDS**

The composition of the committees and Board at the department/faculty level shall be as given below:

### **(I) DEPARTMENTAL RESEARCH BOARD (DRB)**

- (a) Head of the Department (Chairperson)
- (b) (i) All Professors in the subject, employed in Punjabi University, Patiala
- (ii) Readers/Associate Professors and Lecturers/Assistant Professors who hold Ph.D. Degree.
- (c) One/two teachers from allied/supporting departments to be nominated by the Dean, Academic Affairs

### **(II) BOARD OF POST GRADUATE STUDIES AND RESEARCH (BPSAR)**

- (a) Vice-Chancellor (Chairperson)
- (b) The Dean, Academic Affairs
- (c) The Dean Research
- (d) The Dean of Faculty
- (e) All Professors and the Heads of University teaching departments in the Faculty Provided further that Professors/Heads from only such departments as are engaged in imparting instructions and doing research work shall be eligible for appointment as member.
- (f) Two experts from outside the University to be nominated by the Vice-Chancellor for two years.

### **(III) COMPREHENSIVE REPORT REVIEW COMMITTEE (CRRC)**

- (a) Dean of the Faculty concerned (Chairperson)
- (b) Head of the Department
- (c) Supervisor and Co-supervisor, if any.

### **(IV) EXAMINERS PANEL COMMITTEE (EPC)**

- (a) The Head of the Department (Chairperson)
- (b) All Professors in the Department
- (c) If there is no Professor other than Head of the Department or the Head of the Department is a Reader/Associate Professor, a Professor from an allied Subject/Department to be nominated by Dean, Academic Affairs.
- (d) Supervisor of the Candidate
- (e) Where the quorum is incomplete, Vice-Chancellor may nominate one or two Professors from allied subject/department.

**(V) SCREENING COMMITTEE**

- (a) The Dean of the Faculty (Chairperson)
- (b) The Head of the Department
- (c) The Supervisor of the Candidate
- (d) One or Two Professors from within the Faculty to be nominated by the Vice-Chancellor
- (e) Where quorum is incomplete, the Vice-Chancellor may nominate one or two Professors from relevant/allied subjects

**(VI) RESEARCH AWARD COMMITTEE**

- 1. Vice-Chancellor (Chairperson)
- 2. Dean, Academic Affairs
- 3. Dean Research
- 4. Dean of the Faculty
- 5. All Heads of the Departments in the Faculty and one Professor from each department in the Faculty by rotation according to seniority for a term of two years.
- 6. Concerned supervisor of the candidate.

**(VII) THESIS PUBLICATION COMMITTEE**

- 1. Dean of the Faculty (Chairperson)
  - 2. Head of the Department
  - 3. Supervisor
- Where the Dean of the Faculty or Head of the Department is the supervisor, the Vice-Chancellor would nominate one expert on the committee. In case the Dean of the Faculty, Head of the Department and Supervisor are the same, Vice-Chancellor would nominate two experts on the committee. Two members would form the quorum.

**(VIII) QUORUM**

The quorum for all the committees and the Board provided herein shall be one third of the total strength with at least three persons including chairman/convener. In such cases where Supervisor/Head of the Department/Dean of Faculty is the same person, one or two persons may be nominated by the Vice-Chancellor.