

**REGULATIONS
FOR
Ph.D. DEGREE IN**



**ENGINEERING, MANAGEMENT STUDIES, NURSING,
PHARMACY, HOTEL MANAGEMENT,
SCIENCE, HUMANITIES & SOCIAL SCIENCE AND
PHYSIOTHERAPY & OCCUPATIONAL THERAPY**



DRIEMS
UNIVERSITY

DRIEMS UNIVERSITY

Tangi, Cuttack, Odisha, India

PIN – 754022

2024

*Approved
Ganesh*

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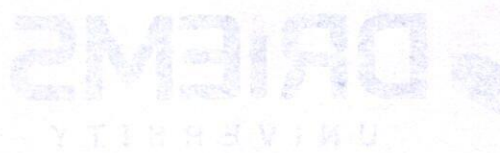
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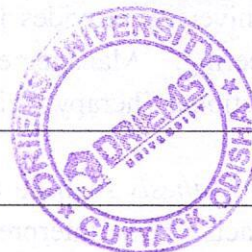
DRIEMS UNIVERSITY

Trust, Gurgaon, India

HR - 122002

2021

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1. INTRODUCTION

- 1.1 The University provides facilities for research leading to the Doctor of Philosophy (Ph.D) in Engineering, Management, Hotel Management, Nursing, Pharmacy, Physiotherapy, Occupational Therapy, Science, Humanities and Social Sciences in various disciplines.
- 1.2 The Ph.D *thesis* shall be the report of the research work characterized by either discovery of new facts, new interpretation of known facts and theories, an independent design or development, development of a new instrument or technology, an exhaustive study and criticism of published work, or any applied research work that can be exploited for creation of wealth for human well-being.
- 1.3 The Programme of Research with the governing rules and regulations are formulated by the Academic Council of the University. The Academic Council can modify or change the structure, the governing rules and regulations from time to time with the recommendations of the Research Programme Evaluation Committee (RPEC). As the Ph.D. Programme is not a time bound Programme, the governing rules and regulations prevailing at the time of enrolment will be applicable to the Ph.D Scholars, in addition to other rules and regulations as applicable.

2. ELIGIBILITY

2.1 Ph.D (Engineering):

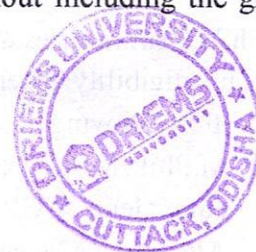
The eligibility criterion for admission to Ph.D Programme in Engineering is one of the following:

- (i) (a) M.Tech/M.E/M.Sc. (Engg.) in relevant discipline with at least 60% marks, 6.5/10 CGPA in aggregate (or equivalent CGPA) at B.Tech/M.Tech level from an Institute/University recognized by AICTE/UGC/Central Government.
- (b) In addition to (a) for Computer Science Engineering, ME/M.Tech. in CSE/IT/M.Sc. (Engg.), M.Sc. in IT/Computer Science & Allied programs followed by M.Tech., in Computer Science Engineering & Allied Programs, MCA followed by M.Tech in Computer Science & Allied programs.
- (ii) A candidate seeking admission after a 4-year/8-semester Bachelor's degree with Research should have a minimum CGPA of 7.5/10 or 70% marks in aggregate.
- (iii) A relaxation of 5% of marks, from 60% to 55%, or 6.5 to 6 CGPA an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% or 6.5/10 CGPA an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned

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above are permissible based only on the qualifying marks without including the grace mark procedures, if any.



2.2 Ph.D (Science):

The eligibility criteria for admission to Ph.D Programme in Science is one of the following:

- (i) M.Phil /M.Tech. /M.S/ M.Sc. in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) in M.Sc. level from an Institute or University recognized by AICTE/UGC/Central Government.
- (ii) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

2.3 Ph.D (Management Studies):

- (i) The candidates shall possess MBA/equivalent Degree from a recognized University with a minimum of 60% aggregate mark at Master's degree.
- (ii) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

2.4 Ph.D (Pharmacy):

- (i) The candidates shall possess MPharma. /equivalent Degree from a recognized University with a minimum of 6.5/10 CGPA or 60% mark in aggregate at Master's degree.
- (ii) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

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2.5 Ph.D (Humanities & Social Sciences):

The eligibility criteria for admission to Ph.D Programme in Humanities and Social Science is one of the following:

- (i) M.Phil /M.A in relevant discipline with at least 55% or 6.0/10 CGPA marks in aggregate (or equivalent CGPA) at M.A level from an Institute or University recognized by AICTE/UGC/Central Government.
- (ii) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

2.6 Ph.D (Nursing):

The eligibility criteria for admission to Ph.D Programme in Nursing is one of the following:

- (i) M.Phil (Nursing) / M.Sc.(Nursing) in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) in M.Sc.(Nursing) level from an Institute or University recognized by INC/UGC/Central Government.
- (ii) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

2.7 Ph.D (Hotel Management):

The eligibility criteria for admission to Ph.D Programme in Hotel Management is one of the following:

- (i) M.Phil /Master Degree in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) in Master Degree level from an Institute or University recognized by AICTE/UGC/Central Government.
- (ii) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

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2.8 Ph.D (Physiotherapy and Occupational Therapy):

The eligibility criteria for admission to Ph.D Programme in Physiotherapy and Occupational Therapy is one of the following:

- (i) M.Phil /Master Degree in relevant discipline with at least 60% marks in aggregate (or equivalent CGPA) in Master Degree level from an Institute or University recognized by AICTE/UGC/Central Government.
- (ii) A relaxation of 5% of marks, from 60% to 55%, or an equivalent relaxation of 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, or for those who had obtained their master's degree before 19th September 1991.

Note: The eligibility marks of 60% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures, if any.

2.9 The various categories of candidates (with or without financial support) mentioned below are eligible for apply for admission to Ph.D Programme provided they satisfy the eligibility criteria and qualification requirements as given in Section

Category - 1: Full time students with University Fellowship/Assistantship (University Scholar)

Category - 2: Full time students with External Fellowship (UGC/CSIR/AICTE/DST, etc.)

Category - 3: Full time students without Fellowship (Self-financed/Selfsupported)

Category -4: DRIEMS faculty members

Category -5: DRIEMS regular employees (Non-Teaching)

Category -6: Project Scholars (JRF/SRF/RA etc.) or Project Staffmembers.

Category -7: QIP Scholars

Category -8: Sponsored students (Institute/ Research/ Organization/Industry)

3.SELECTION PROCEDURE:

3.1 Ordinarily, University shall advertise for admission of Ph.D scholar twice a year – once in December and next in June every year. Candidates interested to take admission to Ph.D Programme at DRIEMS University, Tangi, Cuttack, Odisha in any category shall have to submit applications in the Prescribed Form as per the advertisement.

All categories of candidates need to undergo the process of selection through the Departmental Academic Committee (DAC) on the basis of overall academic career, written test and interview. The candidates who have qualified GATE/ NET/ Inspired fellowship (DST)/ Teacher fellowship (UGC)/ other fellowships from any Govt. Agencies are exempted from the Written Test and they will be given preference in the selection of Ph.D admission they are required to appear only interview before DAC to assess their research aptitude, ability to work in a team, subject interest and availability of Supervisors, facilities in the Department and research focus before final selection. A formal selection procedure for the selection of Ph.D candidates in each category shall be framed by PIC and approved by the Vice-Chancellor from time to time depending upon the need of the time in order to enhance the research activities. Reservation for SC/ST candidates shall be as per the UGC Rules

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3.1 Advertisement:

The Institute may call for applications through notification in its official website and in one/two newspapers (one in Odia and one in English) for the Entrance Test for Admission to Ph.D. normally once in an academic year preferably in June/July depending on availability of vacancy in that particular year.

The following information shall be available in the website.

- (i) The procedure to be followed for Ph.D. admissions;
- (ii) Eligibility requirements.
- (iii) Number of seats to be filled up subject or area-wise.
- (iv) Entrance test details- Dates, Time, Centers, etc., and Application Procedure.
- (v) Admission Fess to be deposited.
- (vi) Calendar for course work semesters and any other events.

3.2 Application:

All eligible candidates satisfying the eligibility shall submit their application for Ph.D. admission to the institute in the prescribed format along with attested copies of degree certificates, marks sheets/grade sheets of all the related examinations, application fee, employer certificate if employed and such other documents as may be prescribed.

3.3 Question Pattern:

- (i) All the eligible applicants shall appear for the entrance test to determine the candidate's aptitude for research. The score obtained by the candidates in the Entrance test shall form the basis for preparing the merit list of successful candidates.
- (ii) The entrance test shall be for a total of 70 marks consisting of 35 marks on Research Methodology and 35 marks on subject specific and the viva shall carry 30 Marks.
- (iii) The questions shall be of objective multiple-choice type.
- (iv) The duration of entrance test shall be of 45 minutes each for research methodology and subject specific. The tests shall be arranged preferably on a Sunday at a notified Centre.

3.4 Pass Score:

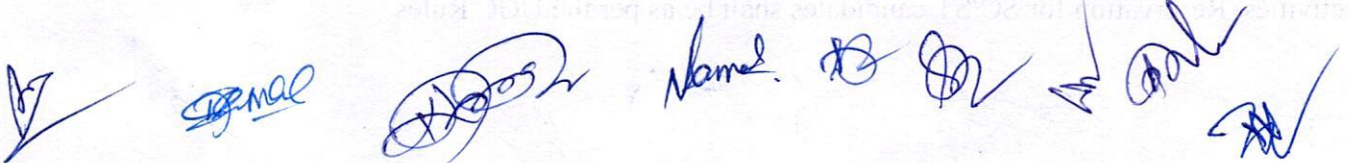
- (i) The candidate has to score at least 35 Marks to pass the Entrance test.
- (ii) The candidates who pass the entrance test will only be called for the viva where they shall have to score minimum 15 marks to pass the viva.

3.5. Exemption from Entrance test:

Candidates qualified in the UGC – GATE/NET/JRF/GPAT shall be exempted from the entrance test. They have to appear at the Viva and obtain the qualifying marks to be eligible for joining the programme.

3.6 Expert committee.

- (i) The RPEC shall constitute an expert committee consisting of two experts for each subject area and arrange to conduct the viva of the candidates for admission of Ph.D.

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The expert committee shall assess the suitability of a candidate to take up the proposed research work.

- (ii) The candidate(s) failing in the interview shall not be eligible for Ph.D. admission. Such candidate(s) shall have to appear at fresh entrance test to become eligible again.

3.7 Merit List:

- (i) The Institute shall prepare a merit list of the candidates on the basis of marks secured in both written and viva tests.
- (ii) Those who have been exempted from the written test, their marks obtained in the VIVA shall be converted to 100 to prepare the combined merit list.

4. COMPOSITION OF DEPARTMENTAL RESEARCH COMMITTEE

The following shall be the members of the Committee:

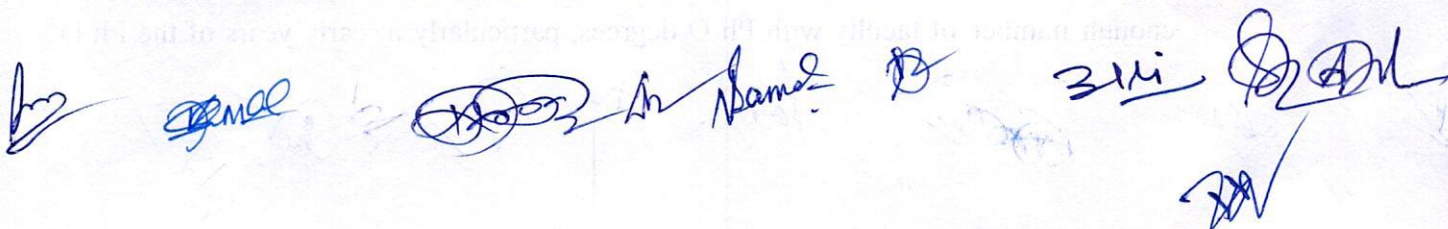
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| 1. Head of the Department (Ex Office): | Chairman |
| 2. Four Senior most members of the Faculty Of the Department: | Members |
| 3. Two senior Faculty of sister Department by the Director Academics nominated: | Members |

Membership shall be limited to Professors and Associate professors with or without a Ph D degree and Assistant Professors with a Ph D degree. Professors and Associate professors who are enrolled in a degree programme at DRIEMS or in any other university, will not be eligible for serving as members or chairman of the DRC.

One of the members shall be designated as Convener of DRC who will be the custodian of all departmental records and be responsible for (i) preparing agenda and calling meetings of the committee, (ii) preparing and circulating minutes of the meetings, and (ii) ensuring that the Ph. D program of each students proceeds as per rules. Minutes of the DRC meetings will be posted on the College web site as soon as it is signed by the HOD and circulated among the members. Hard copies of the minutes will be sent to the offices of Director Academics and the Vice Chancellor.

The Committee shall be reconstituted at the beginning of every academic year on suggestion of the HOD and approval of Vice Chancellor. The functions of the Committee shall be as follows:

- o To conduct the process of selection of research scholars according to Ph.D. regulations, and recommended candidates for admission.
- o To recommend deserving cases for college fellowship.
- o To recommend supervisors for the Ph.D. students of all categories admitted to the department.
- o To constitute Doctoral Committees.




- o To fix syllabus of Comprehensive exams for Ph.D. students, to conduct the examinations and declare results.
- o To conduct registration proceedings, synopsis and thesis submission for each student in time.
- o To continuously monitor the progress of work of all enrolled Ph.D. students and to recommend remedy measures for poor performance, if any.
- o To recommend to the Vice Chancellor actions on special requests of Ph D. students, such as exemption residence requirement, allocation of supervisor on retirement or long leave of Vice Chancellor supervisor etc., in consultation with Doctoral Scrutiny Committees.
- o To bring out comprehensive reports on the Ph.D. programs of the department twice a year
- o To suggest amendments to Ph. D. regulations to Academic Council based on experience.
- o To advise Director Academic, Dean (research) and the HOD on ways and means of improving research climate in the department.
- o To advise Dean (Research) and HOD on measures to be taken to support investigators of sponsored research and consultancy projects, and to propose measures for enhancing the number and value of such projects in the department.
- o To suggest curricular improvements to the departmental Board of Studies.
- o Any other duty assigned by the Academic Council or the HOD related to the University's research program.

5. Doctoral Scrutiny Committee:

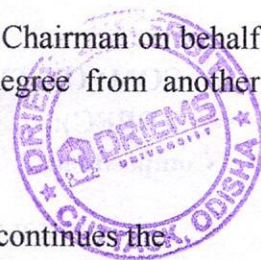
A Doctoral Scrutiny Committee shall be constituted by the Academic Council for each student admitted to the Research Programme leading to Ph.D. degree on recommendation of the DRC of the Department.

It will consist of the following members:

1. A senior member of the faculty of the department to which the Student has been admitted, to be nominated by the DRC Chairman
2. Supervisor Convener
3. Co-supervisor (If applicable) Member
4. One faculty member (Regular, visiting, adjunct or advisor) of the Member the same or a related department, to be nominated by the DRC.
5. One faculty member of another department with good knowledge of Ph D rules and procedures, to be nominated by the Director Academics. Member
6. In case the department to which the student has been admitted does not have enough number of faculty with Ph D degrees, particularly in early years of the Ph D



programme of DRIEMS University, the Academic Council, or its Chairman on behalf of the Council, may nominate a faculty member with Ph D degree from another department, preferably in the same broad academic area.



The DSC will remain active till the student is awarded Ph.D degree or discontinues the programme

5.1 Any Faculty who is enrolled for Ph. D. degree in the College or outside shall not be a member of DSC till completion of his/her degree.

5.2 The composition of the DSC shall be proposed by the DRC (except for the member from outside the department) when a student joins the Department and the recommendation shall be sent to the academic section. The PIC/academic section shall obtain approval of Director Academics and bring out an office order stating the constitution of the DSC. The Committee will hold its first meeting immediately on formation to process the formalities of — “Provisional Registration”. This process will be completed within a month of a student joining, preferably earlier.

5.3 The Supervisor, acting as the convener of the DSC, will normally organize the meetings of the DSC after obtaining suitable dates from the Chairman and the members. Ordinarily, DSCs should meet within two working days of initiating the process. In case of difficulties in finding time convenient to all, or when a DSC is unable to reach a consensus, the Director Academics may be approached by either the Chairman or the Convener to organize the meeting for making appropriate recommendations to the Academic Council. The Director Academics may, at his/her discretion, nominate additional temporary members with relevant expertise from the same or other departments to assist in the specific task.

5.4 The DSC shall always record its recommendations with appropriate reasoning and enclosures, and formal minutes should be drawn and signed during the meeting. There shall be no provision for delayed preparation of minutes nor for confirmation of minutes.

5.5 Decisions of DSC shall normally be arrived at by consensus among members. In case of serious disagreement among members, the Chairman of DSC shall record the different viewpoints and put up to Chairman Academic Council through Director Academics for a decision. The decision of the Chairman, Academic council shall be binding on all concerned.



6. COMPOSITION OF RESEARCH PROGRAMME AND EVALUATION COMMITTEE

(RPEC):

Composition:

Director of Academic (Ex Officio)

Chairman

PIC

Convener

Dean (Postgraduate Studies)

Member Dean of Research

Member Four Members of the Academic Council to be nominated by Members

The Council, for a period of two years by rotation. [Two members to be inducted during alternate years]

A senior faculty member or scientist of an institution of Member national standing located in Bhubaneswar or its vicinity, to be nominated by the Academic Council

Deputy Registrar/Asst. Registrar (Academic) or an officer Secretary (Non- Member) nominated for the purpose by the Vice Chancellor

Functions:

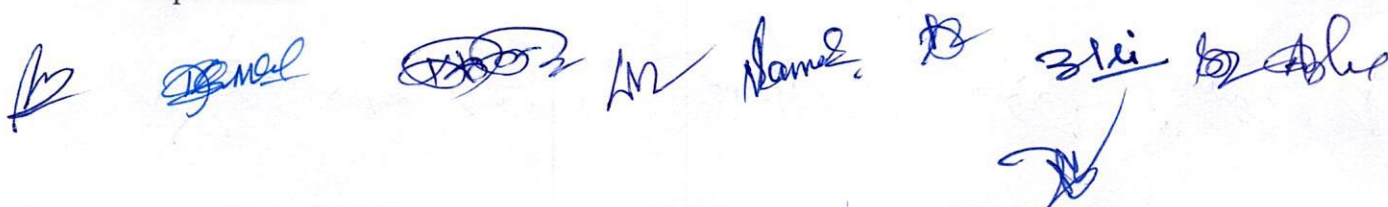
- a. To scrutinize and recommend draft regulations and procedures pertaining to research programs leading to Ph.D. and any other degrees decided by the Academic Council.
- b. To suggest norms of admission of research scholars to various research programs leading to Ph.D. degrees of the college;
- c. To examine list of candidates recommended the departments for admission to the Ph D program before being placed before the Academic Council or its chairman for approval.
- d. To scrutinize and recommend on the proposals of the Departmental Committees in respect of offering research scholarships, fellowships and associateships.
- e. To scrutinize and recommend to the Academic Council proposals of Doctoral and Scrutiny Committees in respect of registration, progress and continuation of individual scholars and award of degrees on the basis of adjudication of thesis and viva voce.
- f. To ensure that all norms of academic and residential requirements for each research scholar/fellow are strictly followed.
- g. To advise the Doctoral Scrutiny Committees on any matter relating to the research programs of the students
- h. To examine and recommend cases of advancement of thesis submission proposed by DSC.
- i. To bring out comprehensive reports on the Ph. D. program of the College twice a year and submit to Academic Council through PIC. Director Academics and Vice Chancellor.
- j. Any other function assigned by the Academic Council or by the Vice Chancellor on its behalf

Frequency of the Meetings: Before every meeting of the Academic Council, and on request of Director Academics or Vice Chancellor as per need. All agenda items related to the Ph. D. program – rules, procedures, as well as individual issues, must be routed through the RPEC before being discussed by the Council. In urgent cases, the chairman of the council can make an exception after recording the reasons for the exception in the agenda papers.

7. Eligibility of Research Supervisor and Co- Supervisor:

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc

- (i) Any regular Professor/Associate Professor of the University with at least five research publications in peer-reviewed or refereed journals after obtaining PhD and any regular Assistant Professor of the university with a minimum of five years teaching/research experience with a Ph.D. degree and at least **three** research publications in peer-reviewed or refereed journals may be recognized as Research Supervisor.
- (ii) Provided that in areas/disciplines where there is no or only a limited number of peer- reviewed or refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- (iii) Only a full-time regular teacher of the University concerned can act as a Research Supervisor. Adjunct faculty are not permitted to be Research Supervisors except being Co-supervisor. However, Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Departmental Research Committee (DSC). In specific cases of a formal institutional collaboration based on the MoUs, the Universities/Colleges concerned may approve a faculty member as Research Supervisor/Co-Supervisor for a Ph.D. candidate from the collaborating institution.
- (iv) The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce.
- (v) In the case of topics which are inter-disciplinary and where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ School/College/University on such terms and conditions as may be specified and agreed upon by the consenting Institutions.
- (vi) A Research Supervisor/Co-Supervisor who is a Professor cannot guide more than eight (8) Ph.D. scholars at any given point of time. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars (including co-supervision) and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. One additional research scholar can be allotted to each supervisor over and above the allotted number provided the Research Supervisor is implementing a major sponsored research project. Further, each Research Supervisor/Co-Supervisor can guide two international students on a supernumerary basis. At any point of time the total number of candidates under a research supervisor shall not exceed the number as prescribed above including the candidates under co-supervision.



Note: The Research Supervisor should declare the number of Ph.D. scholars registered with him/her periodically to the University/College. He/she cannot increase the number by using recognition from multiple universities/colleges.

- (vii) In case of relocation of a woman 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 in letter and spirit and the research work does not pertain to the project secured by the parent.
- (viii) A supervisor will be considered as co-supervisor if he/she leaves the organization during the course work of at early stage of registration. If it is in the advanced stage and research paper has been published by the candidate with supervisor affiliation of the University in web of science index journal then the supervisor will continue till completion his/her research work.

8. ENROLMENT AND PROVISIONAL REGISTRATION:

- (i) On receiving the letter of offer for admission, every candidate joining the Ph.D programme shall meet the Head of the Department and submit an application for enrolment form. The application shall contain details of student's career and his broad area of research. The HOD will call the meeting of DAC and assign him one or two supervisor(s) as decided by the DRC at the time of his selection and will recommend the structure of the DSC. The recommendation of the Department shall be forwarded to the PIC who will permit him to pay the fees and assign a Regn. Number. The Head of the Department ordinarily complete the process of forwarding duly signed form within 03 working days.
- (ii) All the candidates admitted to the Ph.D Programme are required to enroll in the programme on payment of the prescribed fees and to carry out research work under a supervisor (or two supervisors). The enrolment will be with effect from the date on which a student is assigned a Registration number.
- (iii) The Doctoral Research Committee will examine the application in its 1st meeting and recommend "Provisional Registration". The Provisional Registration will record the area of research and course works assigned. The PhD cell will bring out an office order. The process should normally be completed within one month of a student's joining in the Ph.D Programme.
- (iv) The date of Provisional Registration shall normally be the date of enrolment. The DSC may extend the date if a student does not initiate his/her research work/course work immediately on enrolment.

9. RESIDENTIAL REQUIREMENT:

Normally all candidates admitted to the Ph.D Programme will be required ordinarily to stay in the University till they complete all assigned work and submit thesis. In any case, a candidate other than a candidate with Scholarship / Fellowship must stay at least for one semester to complete his/her course work allotted by the DSC.

10. ATTENDANCE AND LEAVE:

- (i) A research student, except when granted withdrawal by the University must attend to his work on a whole time basis. The Department will maintain attendance record of all the student,



irrespective of whether the student is getting a scholarship or not. The DSC will examine the attendance record of students, and if it is found unsatisfactory, will recommend extension of the minimum duration for submission of thesis or deregistration or termination of studentship as it thinks fit.

- (ii) A candidate taking a course may be debarred from appearing in examination on ground of unsatisfactory attendance, i.e., less than 75%. In case of medical case, it is 65%.
- (iii) The working hours of Ph.D students is generally permitted to be flexible, but not lower than that of a full time employee. It is the supervisor's legal and moral responsibility to ensure that proper work environment is made available to the student. The students are encouraged to discuss such issues with their supervisors, with HOD and higher authorities.

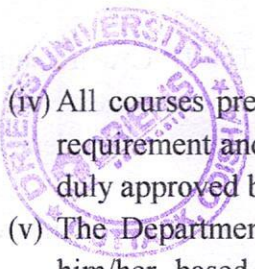
11. SEMESTER REGISTRATION:

- (i) A student enrolled in the Ph.D programme will be required to register every semester by paying University dues and other fees.
- (ii) Students who have been sanctioned withdrawal also need to do semester registration. Thus a student taking withdrawal must register in person each semester.
- (iii) Failure to do semester registration for two consecutive semesters will result in termination or cancellation of Ph.D registration, which can be restored by the Academic Council on consideration of all circumstances, payment of arrear fees and extension of thesis submission date.
- (iv) It shall be the responsibility of the student to bring any deviation in his status in matters of course works registration, withdrawal etc. to the attention of PIC at the time of semester registration, if he has not done so earlier.
- (v) A student may be exempted from semester registration by Vice-Chancellor if he submits thesis within 60 days of scheduled semester registration. If he fails to submit thesis after 60 days, he must do semester registration before the thesis is accepted for evaluation.

12. COURSE WORK: CREDIT REQUIREMENTS, NUMBER, DURATION, SYLLABUS, MINIMUM STANDARDS FOR COMPLETION, ETC. :

- (i) Minimum number of the credit requirement for the Ph.D. programme should be at least 12 credits and a maximum of 16 credits.
- (ii) The coursework shall be treated as a prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, qualitative methods, computer applications, research ethics, and review of published research in the relevant field, fieldwork, etc.
- (iii) Students who register for Ph.D. directly from four-year undergraduate with research will have to undertake 6-8 credit courses (at Ph.D. level) about relevant skills/research techniques/domain-specific subjects offered by the University.

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- (iv) All courses prescribed for Ph.D. course work shall conform with the credit hour instructional requirement and shall specify the content, instructional, and assessment methods. They shall be duly approved by the authorized academic bodies.
- (v) The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Doctoral Scrutiny Committee (DSC), as stipulated under of the research scholar.
- (vi) All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters. In case of pandemic like situation, provision of blended mode should be made available.
- (vii) Candidates already holding M.Phil. Degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in an integrated course, may be exempted by the Department from the Ph.D course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. coursework prescribed by the Department. Provided that, the candidates sponsored/authorized by the Govt. of India institutions/organizations who work for their Ph.D. degree in a University under an MoU/exchange programme/Govt. of India scheme, etc. may be exempted from Ph.D. course work provided they produce a certificate of completing a course work of equivalent duration/credit from their respective institution/organization.
- (viii) Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Doctoral Scrutiny Committee and the Department Academic Committee and the final grades shall be communicated to the School.
- (ix) A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 10-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the thesis.

13. REGISTRATION:

- (i) A doctoral student will be formally registered for the degree of Ph.D on completion of certain steps. The registration can be done only after (a) the candidate has successfully completed all the assigned course works, (b) worked out a road map of his doctoral programme, and (c) delivered an open seminar talk.
- (ii) After satisfactory clearance of the assigned course work, the scholar has to prepare a registration report (including Introduction, Literature Review, Objectives, Materials/Methodology, Results & Discussion (if any), Summary, Road Map) of approximately 10 pages.
- (iii) The scholar has to submit an application through proper channel to PIC for seeking permission to deliver registration seminar along with a copy of registration report, his/her Ph.D course work grade sheet, and Xerox copies of the up to date semester registration fees (and Hostel fees, if regular boarder).
- (iv) After the approval of PIC, the Department shall arrange the registration seminar by taking into consideration of the consent of all DSC members with a prior notice of 7 days. The registration

report should also be supplied to all DSC members at least a week before the registration seminar. It should be an open seminar in the Department, with invitation extended to students and faculty of all school of the University. The written document and the seminar should outline the planned research work and identify the milestones. The supervisor, co-supervisor (if any) and all DSC members must remain physically present during registration seminar.

- (v) Normally the registration should be completed after elapse of 12 months from date of enrolment/admission, but not later than 18 months. If the seminar performance is unsatisfactory, he/she may be re-evaluated after a lapse of 3 months or more. If he/she cannot clear the course work and seminar within 2 years from the date of admission, he will be required to leave the Ph.D programme. In special cases with mitigating circumstances, the Academic Council can grant extra time.
- (vi) The earliest date of Thesis submission is 3 years for the Ph.D. scholar with effect from the date of enrollment.
- (vii) The Head of the Department will send the application for registration to PIC along with a copy of the student's written report and recommendation of the DSC. The matter will be reported before the Academic Council through RPEC.
- (viii) The PhD cell shall bring out an office order confirming the registration.

14. PRE-SUBMISSION SEMINAR:

- (i) The earliest date of Thesis submission is 3 years for the Ph.D. scholar with effect from the date of enrollment. However, the scholar should also satisfy following criteria;
 - 1. Minimum two research papers as first author or supervisor first author and scholar second author in web of Science are required to be published before submission of thesis.
 - 2. Scholars have to present minimum of two papers as first author in International Conference. Two conference certificates must not be from same event and venue.
 - 3. The scholar must have paid all the semester registration fees (and Hostel dues, if regular boarder) from the date of joining into Ph.D programme.
- (ii) The scholar has to prepare a synopsis report of approximately 15 pages. The synopsis report should include; Introduction, Literature Review, Objectives, Materials/Methodology, Organization of the thesis, Chapter wise results and discussion, Summary, Future Scope of the Work, References, List of publications, List of the conferences presented/attended.
- (iii) For presenting Pre-Submission Seminar, a scholar has to take permission from the PIC. The application of the scholar for seeking permission to deliver pre-submission seminar should be duly forwarded and recommended by HoD/Chairman DSC.
- (iv) Before recommending and forwarding the application of the scholar (for pre-submission seminar) to the PIC office, the DSC at its discretion must verify that, (i) scholar has done adequate research work related to his/her Ph.D thesis, (ii) the publication and conference requirements are fulfilled and (iii) presented three progress seminars at least in an interval of six months.

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(v) To take permission for pre-submission seminar, a scholar has to submit following documents to the PIC through proper channel. The required documents are:

1. Application of the scholar for seeking permission to deliver pre-submission seminar, duly forwarded and recommended by HoD/Chairman DSC
2. Draft copy of the synopsis report
3. Reprint of two publications
4. Xerox copies of two conference certificates, showing the scholar has presented his/her research work as first author in National/International Conference.
5. Proceedings of three progress seminars (presented at least in an interval of six months)
6. Xerox copies of semester registration fees (and Hostel dues, if regular boarder)
7. Xerox copy
8. Filled Form with duly signed by all DSC members & chairman.

(vi) After the approval of PIC, the Department shall arrange the pre- submission seminar by taking into consideration of the consent from all DSC members with a prior notice of 7 days. This synopsis report should also be supplied to all DSC members at least a week before the pre-submission seminar. The rough draft copy of the thesis must be placed before DSC on the day of pre- submission seminar to check the extent of work done. It should be an open seminar in the Department, with invitation extended to students and faculty of all Departments of the University. The supervisor, co-supervisor (if any) and all DSC members must remain physically present during registration seminar.

(vii) If the DSC is satisfied with the extent of work done, the candidate will be allowed to submit the thesis. Then the DSC will recommend for the submission of thesis in Form and the names of five Foreign and five Indian External Examiners in Form Foreign External Examiners be in the rank of either Professor or Associate Professor, whereas, the Indian External Examiners must be in the rank of Professor from outside the home state. If the DRC is not satisfied with the progress of work, the candidate has to appear again after the lapse of 03 months or more.

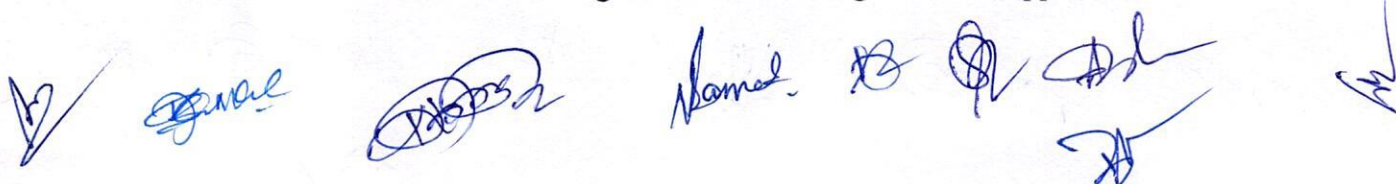
After the successful completion of pre-submission seminar, the scholar has to submit:

1. Proceedings of DSC duly signed by all DSC Members
2. Hard Copy of Synopsis of PhD. Thesis (two nos.) duly signed by scholar, Supervisor, and DSC members
3. Soft copy of Synopsis of Ph.D Thesis in CD. (Two nos.)
4. Recommendation of DSC to submit thesis in form (one page) duly Signed by DSC
5. Recommendation of composition of Board of Examiners in form duly signed by DSC Members.

The PIC will send the copy of Synopsis (hard copy & soft copy), Form to the Controller of Examinations for necessary action at his end. The Form will be intact and handed over to the Controller of Examinations with closed cover.

15. SUBMISSION OF THESIS:

(i) A scholar has to submit his/her Ph.D thesis within two months from the date of pre-submission seminar. If a candidate requires more time for the submission of his/her thesis, then he/she has to clear all the semester registration fees along with the applicable fine. A scholar can be



allowed for an extension of maximum of one month by the PIC (with effect from date of completion of two months from date of the pre-submission seminar). If he/she will be unable to submit the thesis within the extension period, then the pre-submission will stand cancelled and he/she has to again take permission from PIC to re-deliver pre-submission seminar.

(ii) It should be noted that the minimum period is applicable to students with exceptionally brilliant career or cases where a student has achieved an unusual success. In most cases the duration of work should be 03 years or higher after M.Tech/M.Phil. and 04 years or higher after B.Tech / B.Arch. / M.Sc. / MCA / MA / MBA. The maximum period for submission of thesis is 08 years from the date of enrolment for all candidates. In all cases, the Doctoral Scrutiny Committee must be satisfied that adequate work has been done by the candidate.. A student will be required to apply for fresh registration if the period exceeds 06 years. In special cases with mitigating circumstances, the Academic Council can grant extra time.


(iii) If the DSC feels appropriate, at its discretion may examine the full draft thesis before a student is permitted to submit thesis for evaluation. The thesis must be submitted within 02 months after the DSC approves the synopsis unless extra time is granted by PIC.

(iv) The thesis must contain;

1. An abstract of the thesis (about 500 words) with key words (Maximum 10).
2. A preface/introduction in which the candidates shall state whether the thesis is based on discovery of new facts or new interpretation of established facts, or exhaustive study and critical analysis of published work of other, or design or development work undertaken or applied research work.
3. Chapters of Introduction, Literature Review, Materials/Methodology, Contributory / Technical chapters, Summary & Future Scope of the Work, Bibliography, List of publications, and List of the conferences presented/ attended. , It is suggested to make four contributory/technical chapters out of the research work of the scholar (excluding chapters of Introduction, Literature Review, Materials & Methods, and Conclusion & Future Scope of the work).
4. Bio-data of the candidates within one page (i.e. name, date of birth, educational qualification, research experience, professional experience, if any, and permanent home address)

(v) A candidate shall submit following documents within two months from the date of pre-submission seminar:

1. Forwarding Letter of HoD and Chairman DSC to PIC mentioning the list of enclosures.
2. Duly signed Form (related to Submission of thesis by Ph.D. student)
3. Five copies of the thesis in case of single supervisor and six copies in case of two supervisors neatly typed or printed and bound in an appropriate manner.
4. Form (certificate from Supervisor(s) and Scholar).
5. Form (declaration of plagiarism free content) duly signed by supervisor (s) and scholar.
6. Form (Plagiarism verification) duly signed by scholar, supervisor(s), DSC members, and PIC.

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7. Two copies of the thesis in electronic form and permit the University to use it in any manner that the University thinks fit. For the present, the electronic text should be submitted as two folders. One containing MS-WORD files and another PDF files. On completion of oral examination, a fresh CD may be submitted if any changes are made. One printed copy and one electronic copy shall be archived in University's Central Library, while another set shall be kept in the Department.

- Bank challan of Rs. 25,000/- towards Thesis submission & evaluation fees.
- Clearance from all concern Departments/ Sections

The candidates shall submit the requisite number of copies of thesis with Form to the office of PIC. Thereafter, PIC will send the thesis to the Controller of Examinations for further action at his end.

(vi) Format of the thesis should be uniform across all Departments. Students are expected to use only S.I. units in reporting of all experiential and computational data, and to maintain appropriate number of significant figures.

(vii) The synopsis and the thesis of Ph.D work are to be uploaded to UGC website Sodhganga (INFLIBNET). Students are required to submit separate file for each chapter in pdf form in a CD for onward transmission to UGC Website (Shodhganga).

(viii) The guidelines for use of anti-plagiarism software for the Ph.D/M.Phil. thesis are as follows:

1. The scholars have to certify that the Plagiarism Checker was used for checking the plagiarism. The name of the software used for checking plagiarism should be clearly mentioned and to this effect a declaration be attached in the thesis.
2. The guide has to ensure checking against plagiarism through the software before submission of Ph.D/M.Phil thesis and endorse the undertaking of the scholar.
3. As per the Academic Regulations a maximum of three chances will be given to the research scholar, if the percentage of plagiarism exceeds the approved limit.

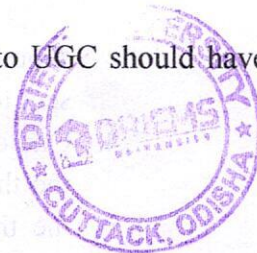
(ix) Keeping in view of recent trends in academic circles all over the world, the limits of similarity index are as follows:

1. The overall similarity index shall not exceed 10%.
2. The similarity index from a single source (other than author's publication) shall not exceed by 3%.
3. The similarity index must be verified by taking nine (09) consecutive words from a single source, and by excluding the Bibliography, References, and the Publications of the scholar relevant to the Ph.D. thesis.
4. The plagiarism of the thesis will be rechecked by the PIC office.
5. The revised softcopy of the thesis after removing the plagiarism materials must be submitted by research scholar or 2nd or 3rd verification within maximum two months. If the thesis is not found within the approved similarity index mentioned above (a) the candidate be asked to submit the revised thesis with similarity index within limit after one year (provided it does not exceed the maximum period of 8 years as per Ph.D.regulation).

(x) It is mandatory to clear the plagiarism of whole thesis before the Ph.D. Viva-voce of the

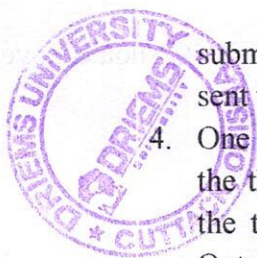


candidate. The final thesis to be submitted for library and uploaded to UGC should have the similarity Index as per the rules of the University.



16. EVALUATION OF THESIS:

- (i) The DSC will suggest Form a list of 10 Examiners (five from the country, outside state and five from foreign countries if possible). After successful completion of the synopsis seminar by the candidate the Examiner's list along with a copy of the synopsis will be placed to the Chairman, Academic Council to select the External Examiners under both categories (Indian and Foreign) in order of preference. The Chairman, Academic Council may add any name to or delete any name from the list suggested by DSC. The supervisor(s) will also serve as Examiner(s) in addition to the two external Examiners.
- (ii) The Controller of Examinations (COE) will send a formal letter to the Examiners along with a copy of the synopsis requesting for acceptance of Examinership. After receiving the consent, the thesis will be mailed along with proforma of Examiner's report. In case of refusal, the second Examiner in order as ticked by the Chairman Academic Council will be contacted and so on. If in this process, the list is exhausted, the PIC may ask the DSC to submit another list. The internal Examiners (supervisors) will also be sent copies of the thesis along with the proforma of Examiner's report. All Examiners shall submit the report to COE individually and confidentially.
- (iii) The report of the Examiners shall be submitted to PIC by the Controller of Examinations. The PIC shall summarize and place before the Vice- Chancellor. After obtaining Vice-Chancellor's approval, the reports shall be forwarded to the DSC. After receiving the examiner's report from the PIC office, the DSC Chairman will conduct a meeting in physical presence of all DSC members. All the DSC members should thoroughly go through the point-by-point comments of the external examiner's. If DSC thinks fit, the report may be given to the scholar through his/her supervisor (member convener) without disclosing the name and affiliation of the external examiners. There may be four possible situations arising out of the nature of the reports. The steps to be taken, appropriate to the circumstances, are laid down below.
 1. The Examiners are unanimous in recommending the award of the degree without any modification of the thesis (as per point I or II as mentioned in form No. This is a clear case for going for the final requirement of viva-voce.
 2. The external Examiners are unanimous in recommending the award of the degree but least one of the Examiners has suggested modification and/or has asked for clarifications (as per point III, as mentioned in Form). The candidate in that case shall make modifications and a minimum time of one month will provided to the scholar to make adequate modification / clarification / revision. In such cases, the scholar can submit two copies of the revised thesis, along with revised plagiarism report and compliance report attached at the end of the thesis.
 3. The external Examiners are unanimous in recommending the award of the degree but least one of the Examiners has suggested further work / modification / substantial revision (as per point IV, as mentioned in Form). In such cases, the duration for



submission of revised thesis will be fixed by the DSC. Also, the revised thesis will be sent to the Examiners.

4. One of the external Examiners does not recommend the award of the degree and rejects the thesis whereas the other external Examiner recommends the award. In such cases, the thesis will be sent to two other external Examiners (One inside India and other Outside India if possible) from the same list (Form) without providing the evaluation reports of the previous examiners.

5. Both the external Examiners reject the thesis, and then the student is declared, "Failed".

(iv) In the event of a thesis being rejected by both the external Examiners the Academic Council may, on the recommendation of the DSC, permit submission of a revised thesis on an additional payment of the prescribed fee, after a suitable time to be fixed by the Academic Council (Not less than one year from the date of the intimation to the student and within 08 years from the date of enrolment). The observations and comments of the Examiners, if any, without names may be copied and given to the candidate on request. In no case should a resubmission of the thesis without modification along the lines of criticism made by the earlier Examiners be allowed. The revised thesis shall be referred for assessment to two external Examiners selected from a new panel of ten experts recommended by the DSC (one foreign if possible and one Indian). The new Examiners will be provided with copies of earlier thesis, Examiner's reports and details of changes made, in addition to the revised thesis.

(v) After the recommendations of the DSC (either for acceptance of the thesis for the Ph.D. degree or for its rejection/modification) and accepted by the Academic Council (or its Chairman on its behalf) Form a copy of the reports of the Examiners may be issued to the candidate at his request. However, the names of the Examiners are not to be disclosed.

(vi) Once the reports of the Examiners have been accepted as satisfactory, the candidate will have to defend the thesis before a viva voce board consisting of all DSC members and an 'external' Examiner. The defence will be open where faculty members and students of the parent school as well as other school will be invited. The evaluation, however, will be done by the DSC along with the external Examiner. The supervisor, co-supervisor (if any) and all DSC members must remain physically present during the seminar. The 'external' Examiner may either be one of the experts who have already adjudicated the thesis or be another expert appointed for the purpose. The viva voce board may recommend changes in the thesis.

(vii) If the viva voce board is not satisfied, the candidate has to appear again before the board after elapse of three months. The DSC shall recommend to the Academic Council the award of the Ph.D. degree if the viva voce is satisfactory and all other requirements have been fulfilled in Form

(viii) On completion of the viva voce, the student will submit two copies of the revised thesis, two copies in electronic media, which, will be archived in University Libraries. The scholar has to submit Form and required follow the splitting of Ph.D. thesis as mentioned in this form, while preparing the electronic copy for uploading to UGC website Sodhganga (INFLIBNET). Out of the two final revised hardcopy of the thesis; one will be forwarded to the Library and other will be given to the Department of the scholar. The Scholar and Supervisor(s) have to make separate hard copies of the revised thesis for their reference.

17. AWARD OF DEGREE:

- (i) On the recommendation of the DSC, the Academic Council or the Chairman, Academic Council (when the Academic Council is not sitting early) shall decide whether the candidate should be awarded the degree of Doctor of Philosophy. If the Chairman, Academic Council has approved the award of degree the award must be confirmed by the Academic Council.
- (ii) Normally a student will be awarded Ph.D. degree in Engineering /Management Studies / Nursing / Pharmacy / Hotel Management / Science / Humanities and Social Science / Physiotherapy & Occupational Therapy in which he/she is enrolled. The name of the school will also be reflected in the award notification.
- (iii) The scholar may apply for provisional certificate in Form along with Xerox copy of Result publication circular, Xerox copy of HSC/10th Pass Certificate showing father's name and date of birth. The provisional certificate may be issued by the PIC to the student on approval of Vice-Chancellor. The final degree certificate will be issued in the convocation or by the other mode after approval of Academic Council and Board of Management of DRIEMS.

18. PROHIBITIONS

The Statutory Officers of the Institute shall not be permitted to register for the Ph. D degree in the Institute during the period of their tenure at the Institute.

19. DISPLAY OF LIST OF RESEARCH SCHOLAR ON WEBSITE

The institute shall maintain the list of all the Ph.D. registered students on its website on year wise basis — The list shall include the name of the registered scholar, date of enrollment, date of registration , Registration & Enrollment no, topic of his/her Research, name of Supervisor / Co-supervisor.

20. FEE STRUCTURE

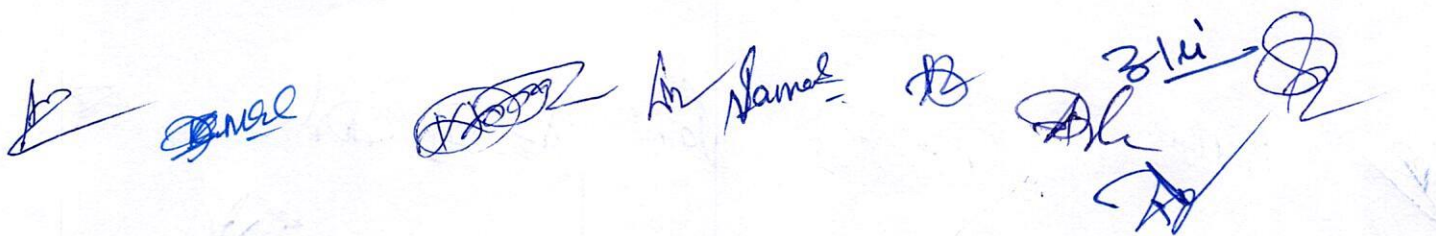
The Institute shall approve a fee structure for the candidates which shall be notified in the website of the Institute. This shall remain valid for the candidates who join the program in a particular session.

21. HONORARIUM, TA / DA TO EXPERTS OF IDSC / VIVA-VOCE BOARD

The Institute shall determine the honorarium payable to the outside experts for attending the Doctoral Scrutiny meetings and local hospitality to be provided by the institute to such Experts.

22. REPEAL AND SAVINGS

Notwithstanding anything contained in these Regulations, the provisions of any guidelines, orders, rules or regulations in force at the Institute shall not be applicable to the extent the same are inconsistent with these Regulations.

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23. ISSUE OF INSTRUCTIONS

The Institute shall issue such orders/instructions, and prescribe such format/procedure, as it may deem fit to implement the provisions of these Regulations.

Appendix-1

Submission of Synopsis – The synopsis should consist a maximum of 10 pages including:

- ✚ Title of the Thesis
- ✚ Introduction
- ✚ Brief literature review
- ✚ Objectives and scope of research work
- ✚ Methodology
- ✚ Original contributions
- ✚ Paper / Patents published
- ✚ Conclusion
- ✚ References

