



# AMITY UNIVERSITY

RAJASTHAN

## AMENDED DRAFT OF ORDINANCE ON DOCTOR OF PHILOSOPHY

(Ph.D.) DEGREE REGULATIONS - AUR -2016

### Submitted by

Prof. Jagdish Prasad

Coordinator, Amity School of Applied Sciences

Chairperson Jagdish Prasad

Prof. S.S. Nathawat

Professor Emeritus - AIBAS

Member S.S. Nathawat  
26/5

Prof. A.N. Pathak

Acting Dean Research

Member A.N. Pathak

Dr. Tanu Kumari

Assistant, Registrar (Academic)

Member Secretary Tanu Kumari  
26/5/17

Pro-President

Pro- President

President

President

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## 1. Preamble

### ORDINANCE No. .... REGULATIONS FOR DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

The Ordinance No. ....for Regulations for Doctor of Philosophy (Ph.D.) Degree is framed in accordance with UGC (Minimum standard & Procedures for the Ph.D. degrees) Regulations 2016

The ordinance shall be enforced and applicable to all the candidates who joined Ph.D. Programs of AUR, on or after May 05, 2016.

All the Schools/Centres/ Institutions of Amity University, Rajasthan, Jaipur shall be eligible to offer Ph.D. Programs. None of the Schools/Centres/Institutions shall be allowed to conduct any Ph.D. Program through Distance Mode.

## 2. Definitions

1. **Candidate:** shall mean a person admitted to the Ph.D. Program.
2. **Registered candidate:** shall mean a candidate registered to the Ph.D. program.
3. **SRDC:** shall mean School (school/institute/centre) Research Degree Committee.
4. **SRAC:** shall mean Student Research Advisory Committee.
5. **Research supervisor:** shall mean a member of academic staff (Assistant Professor, Associate Professor, Professor, and Director) of School/Institute/Centre of the University approved by SRDC to guide/supervise the research work of the candidate.
6. **Co- Supervisor:** shall mean an additional supervisor from an organization approved by SRDC to help in accomplishment of the research work of the candidate.
7. **Course work:** shall mean Course Units prescribed by the University to be completed by a candidate towards fulfilment of requirements of Ph.D. degree program.
8. **Full Time Candidate:** shall mean a candidate registered for Ph.D. degree Program devoting full time for completing the requirements of the programme.
9. **Part Time Candidate:** shall mean a candidate who is registered for Ph.D. Degree Program as a part time while discharge his/her official employment obligation.
10. **HOI:** shall mean the Head of University Teaching Institute /School /Centre/Department of the University.

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11. **Enrolment:** The enrolment no. Shall be generated by the University following deposition of the Ph.D. admission fee by the Candidate.
12. **Registration Period:** shall mean the length of time spent from the date of enrolment.
13. **URC:** shall mean University Research Committee.

### 3. Ph.D. Program offered :

Amity University Rajasthan, Jaipur Provides following two types of Ph.D. Programs.

#### 3.1 Full time Ph.D. Program.

In full time Ph.D. Program, the candidate shall be required to remain present in the School/Institution/Centre till the submission of his/her Ph.D. Thesis. She/he shall also have to undertake minimum 6 hours per week of academic work load (if required) as assigned by the HOI/Director/Coordinator of the School/Centres/Institution besides the Course work and Ph.D. work. Such registered candidates are eligible to receive assistance ship or fellowships/scholarship from CSIR/UGC/ICMR/ICSSR/ or Amity University/any funding agency.

#### 3.2 Part time Ph.D. Program.

In part time Ph.D. Program, the candidate is supposed to be sponsored by National or International level of Public sector undertaking /Research and Development organization/Private organizations/Industries/ service sectors/Educational Institutions and any other state and central Government organizations, where adequate infrastructure exists for carrying out research work. All such Candidates shall have to remain at least one semester in the concerned School/Institutions/Centre for carrying out the requisite Course work as per the UGC norms prescribed by the University. This also includes the academic and non academic employees of AUR, Rajasthan

### 4. Notification for Ph.D. Programs

Well in advance notification for admission to the Ph.D. (Full time or Part time) Programs of different Schools/Centres/Institutions shall be put on the University Website [www.amity.edu] or through advertisement in at least two national news papers of which at least one shall be in the Hindi Language twice in a year, which includes the details of Ph.D. Programs that is the subjects in which Ph.D. Programmes are available, the disciplines, area of research in which research facility and research guides are available, criteria for admission, admission procedure, examination centres where the entrance test shall be conducted and all other relevant information for the benefit of the candidates/applicants.

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## 5. Eligibility Criteria for Admission to the Ph.D. Programs

The following candidates are eligible to seek admission to the Ph.D. (full time or part time) programs in Amity University, Rajasthan, Jaipur.

- 5.1 Candidates for admission to the Ph.D. Programs shall have a masters degree or a professional degree declared equivalent to the Master's Degree by the University statutory body with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC- 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational institution accredited by an Assessment and Accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under the law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 5.2 Candidates who have cleared the M.Phil. by course work with at least 55% marks aggregate or its equivalent grade 'B' in the UGC-7 - Point scale (or an equivalent grade in a point scale wherever grading system is followed ) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph.D. Degree in the same Institution in an integrated program. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time.
- 5.3 A person whose M.Phil. dissertation has been submitted/evaluated and the viva - voce is pending may be admitted to the Ph.D. Program of the same Institution;
- 5.4 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programs.
- 5.5 Notwithstanding anything contained in the above mentioned rules (5.1) to (5.4), the eligibility criteria/guidelines prescribed or issued by UGC from time to time shall be applicable for admission to all Ph.D. Programmes of the University.

Note: - The University always encourage inter-disciplinary research activities.

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## 6. Procedure for Admission

- 6.1 Eligible candidate seeking admission for Ph.D. Programs must apply to the University on the prescribed application form available on the University Website. The duly completed application form with the prescribed fee shall be submitted online to the University, Amity University Rajasthan, Jaipur on or before the notified date.
- 6.2 The hard copy of the duly filled application form shall be submitted to the office of the Dean Academics, Amity University, Rajasthan, Jaipur accompanied by the following duly attested documents/certificates.
- (i) Documents supporting all academic qualifications (secondary/High school/Higher secondary/Intermediate/(10+2)/graduate/post graduate, Diploma/ M.Phil etc.) Attested copies of mark sheets/grade sheet and related degree certificate.
  - (ii) Date of birth certificate preferably high school certificate.
  - (iii) Identity proof (copy of Aadhar card or Pan card or passport or voter ID).
  - (iv) Documents supporting his/her previous work experience, if any
  - (v) Prescribed application fee, receipt, as applicable
  - (vi) No objection certificate (NOC) from the employer, in case of candidate is employed.
  - (vii) Migration certificate.
  - (viii) Caste (ST/SC/OBC (Non creamy layer\*) Certificate issued by competent authority.
- \*Certificate should not be older than 6 months.
- (ix) Differently-abled categories certificate (if any) issued by competent authority.

6.3 All the eligible candidates will be called for an entrance test on the prescribed date and time by the University and the entrance test shall be conducted with qualifying marks as 50%. The syllabus of the entrance test shall consist of 50% research methodology programme, 50% shall be subject specific. The entrance test shall be conducted at the Amity University, Rajasthan, Jaipur only.

After qualifying the entrance test a personal interview of the candidates will be required by the University, where the candidates are required to discuss their research interest/area. The interview shall also consider the following aspect, viz, whether

- (i) The candidate possesses the competence for the proposed research;
- (ii) The research work can be suitably undertaken at the Institution/School/ Centre.
- (iii) The proposed area of research can contribute to new/ additional knowledge.

**Note:** the candidates who has qualified UGC/CSIR (JRF of LS) examinations/NET/SLET/GATE or is holder of teacher fellowship or have passed M.Phil. Degree from a recognized University may be exempted from the University entrance written test. However, they shall be required to appear for personal interview before the interview committee on the date notified by the University to discuss their proposed research area.

6.4 All the eligible candidates of foreign nationality will be examined through SKYPE (online mode) by a selection board of experts appointed by president of the University.

## **7. School/Centre/Institute) Research Degree Committee (SRDC) and its functions**

7.1 The SRDC shall consist of the following members

1. President/Nominee of the President (Dean faculty) : Chairperson
2. Dean faculty : Co-chairman
3. Director/HOI/coordinator of the concern School/Centre/Institute: Member secretary.
4. faculty members - (One) professor/Associate professor/Assistant professor (other than research supervisor) having the knowledge of research area of the candidate : Member
5. Research supervisor : Member
6. Co-Supervisor : member
7. Two subject experts (Professors/ Associate professor/Senior scientist or equivalent) from any University/Institution other than Amity University Rajasthan, to be nominated by the President from the panel of experts submitted by the concerned Director/HOI/Coordinator : Member

**Note:** At least four members form the quorum for the meeting of the SRDC. However, presence of at least one external subject expert is essential for holding any meeting of SRDC.

7.2 Functions of SRDC:

7.2.1 SRDC shall examine the preliminary synopsis of the proposed Ph.D. for registration and shall give a clear report as

- The topic and the synopsis is approved
- Submit the synopsis again after incorporating the changes suggested by SRDC
- Resubmit the proposal for the next SRDC after incorporating the major suggestion by SRDC

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- Reject the proposal and prepare the fresh proposal

7.2.2 Recommendation of change of guide if necessary

7.2.3 Approval of change of title/topic of research, if required

7.2.4 Recommendation of change of work place by the candidate, if required.

7.2.5 Recommendation to change fulltime to part time or vice-versa within one year only.

7.2.6 Any other matter related to the research.

7.3 The minutes of the SRDC meeting shall be submitted to the office of Dean Academics for approval of the President and subsequent ratification by the Academic council by Director/HOI/Coordinator of the School/Institute/Centre. (Annexure -1)

### **8. Student Research Advisory Committee (SRAC) and its functions :**

8.1 The Student Research Advisory Committee shall consist of the following members:

1. Research supervisor..... Convener
2. One expert faculty member..... Member

### **8.2 Functions of SARC :**

8.2.1 This committee shall have the responsibility to review the research proposal and finalize the topic of research to be submitted to the SRDC;

8.2.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.

8.2.3 To periodically review and assist in progress of research work of research scholar.

8.2.4 A research scholar shall appear before the Research Advisory committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/Centre/School with a copy to the research scholar and same may be forwarded to the office to the Dean Academics, Amity University, Rajasthan.

8.2.5 In case the progress of the research scholar is not satisfactory, the research Advisory committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research

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Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research scholar.

## 9. Allocation of Research Supervisor

### Eligibility criteria to be a research supervisor and Co- supervisor

- 9.1 Any regular Professor of the University with Ph.D. and at least five research publications in refereed journals (with ISSN No.) and any regular Associate/Assistant Professor of the University with a Ph.D. Degree and at least two research publications in refereed journals (with ISSN No.) may be recognized as Research Supervisor.  
Provided that in areas, disciplines wherever there is no or only a limited number of refereed journals, the President may relax the above condition for recognition of a person as Research Supervisor.
- 9.2 Only a full time regular faculty member of the University can act as a supervisor, the external supervisors are not allowed. However, co-Supervisor can be allowed in inter- disciplinary areas from other School/Institute/Centre of the same University or from other related institution / Industry with the approval of the SRDC.
- 9.3 The allocation of Research Supervisor for a selected research scholar shall be decided by a three member committee consisting of HOI/Coordinator/Director, one senior most faculty and one other faculty member for each School/Institution/centre concerned depending on the number of scholars per Research Supervisor, the available specialization amongst the faculty and research interest of the scholar as indicated by him/her at the time of admission.
- 9.4 In case of topics, which are of inter-disciplinary nature where the Department concerned feels that the expertise in the School/Institution/Centre has to be supplemented from outside, the School/Institution/Centre may appoint a Research Supervisor from the School/Institution/Centre itself who shall be known and Co-Supervisor from outside the University on the terms and conditions that he/she has to submit his/her bio data and an undertaking/acceptance/consent for supporting the scholar in his/her research area.
- 9.5 A recognized supervisor shall be eligible to supervise even after his superannuation.
- 9.6 A retired professor/Associate professor/senior scientist or equivalent in the concern subject if approved by the SRDC shall also be permitted to act as co-supervisor.
- 9.7 A person approved by SRDC can act as a Co-supervisor.
- 9.8 Professor Emeritus shall be eligible to continue to act as a Research Supervisor.

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**Note:** A close relative/blood relative of the candidate cannot function as research supervisor or co - supervisor.

### **10 Duration of Ph.D. Programs**

- 10.1 Ph.D. Programs shall be for a minimum duration of three years including course work and a maximum of six years from the date of admission to Ph.D. program for the full time Ph.D. Scholars.
- 10.2 Ph.D. Program shall be for a minimum duration of 4.5 years including course work and maximum of 7.5 years from the date of admission to Ph.D. program for the part time Ph.D. Scholars.
- 10.3 The above period can be extended by one more year by the Vice-chancellor under special and genuine circumstances. No further extension shall be granted and the registration to Ph.D. shall stand cancelled after the expiry of 7 years for full time Ph. D. Scholar and 8.5 years for part time Ph.D. Scholar automatically.
- 10.4 The President may permit a candidate to get re-registered on the same topic on payment of a re-registration fee as decided by the University from time to time for a further period of two years. The requirement of regular attendance shall not be applicable to such re-registered candidates. In such a case, the candidate shall have to apply to the University, through the HOI/Director/Coordinator of the School/Institution/Centre one month before the expiry of the last extension period. If the candidate is unable to submit his/her thesis in the stipulated period his/her registration for Ph.D. Shall stand automatically cancelled and the University shall not be bound to inform the Candidate about the cancellation of registration.
- 10.5 The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of one year or two years for Ph.D. in the maximum duration in addition the women candidates may be provide maternity leave/child care leave once in the entire duration of Ph.D. for up to 240 days.

**Note -1:** Application for an extension can only be considered if it has been recommended by the Research Supervisor through HOI/Director/Coordinator of the School/Institution/Centre.

**Note -2:** Extension of period after 6 years shall not be automatic. Application for extension shall be considered if recommended by the Research Supervisor and then submitted to the office of the Director/HOD/Coordinator of the concerned school/Institution /Centre, 4-6 months prior to the date or expiry of 6 years.

### **11 Pre requisite for Ph.D. Synopsis**

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- 11.1 **Course work:** All the candidates admitted to the Ph.D. programs shall be required to complete the course work prescribed by the University during the initial one or two semesters.
- 11.2 The credit assigned to the Ph.D. course work shall be 12 credits, where three credits shall be assigned to the Research Methodology and three credits to Review of published Research work. Other courses shall be advanced level courses of the relevant field/subject/interdisciplinary areas as the case may be to prepare for the research student for Ph.D. degree prescribed by the University.
- 11.3 A candidate has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7 point scale (or an equivalent grade/CGPA on a point scale where grading system is followed ) in the Course work in order to be eligible to continue in the program and submit the thesis.
- 11.4 Candidates already holding M.Phil. degree and admitted to the Ph.D. program, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the University from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work of 12 credits prescribed by the School/Institution/centre.
- 11.5 Maximum number of attempts allowed for Ph.D. course work shall be two (2). If a candidate fails in both the attempts then his/her admission to Ph.D. course work /Ph.D. program shall be cancelled. The candidate may be permitted to take re-admission in the Ph.D. program.
- 11.6 Attendance of the candidate in the Ph.D. course work shall be monitored in the same way as per ordinance for U.G. and P.G. courses of the University. If a candidate does not fulfil the attendance as per requirement then he/she shall be debarred from appearing in the examination.

**Note:** - Initially a candidate is admitted in Ph.D. program, after qualifying Ph.D. entrance test and interview followed by registration after the specific recommendation of SRDC on successful completion of Ph.D. course work.

## 12 Evaluation of Ph.D. course work

- 12.1 There are four courses for each candidate out of which two are compulsory and two are area specific provided by the School/Institute/Centre of the University.

Course	Subject	Credits	Marks
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<i>Law</i>	<i>Law</i>	( 11 )	<i>28/5</i>
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Course I	Research Methodology (compulsory)	3	100
Course II	Review of Published research work (compulsory)	3	100
Course III	Advance level courses of the relevant field./subject	3	100
Course IV	Advance level course of the relevant field/subject	3	100

12.2 Evaluation of courses I, III & IV will be continuous assessment and end semester written examination in ratio of 30:70 respectively. Evaluation of course II will be based on Seminar / Research Report Presentation which will be evaluated by a committee headed by HOI. Result will be prepared as per the university examination system. (Annexure -2)

12.3 The candidate has to obtain a minimum 55% marks or grade in the course work. After completion of Ph.D. course work a candidate is authorised to submit his/her provisional synopsis in consultation with his/her supervisor to the Centre/School/Institute. After approval of the synopsis by the SRDC, the candidate shall be treated as registered research scholar. (Annexure - 3)

### **13. Progress Report**

13.1 The candidate shall give the presentation of his/her research work before the student research advisory committee (SARC) and submit a progress Report (Annexure-4) in every 6 months (not later than 3 weeks of completing 6 months) to the university.

13.2 The progress Report shall be signed by the candidate, Supervisor and Director/Coordinator/HOI of Centre/School/Institute.

13.3 The progress report duly signed by the candidate and the supervisor of a candidate working out of the country shall be submitted to the University after on line presentation (SKYPE) of his/her research work.

### **14. Place of work**

14.1 The School/Centre/Institute in the University shall be the place of work for the full time candidates.

14.2 In case of a part time candidate, Research Laboratory Institution/University/Industry/Centre where the candidate works or the co supervisor works and which has the required research facilities and there is formal permission to use the laboratory by the student of his/her research work, can also be the place of work in addition to the University (AUR), subject to approval of SRDC.

**Note:** In case the candidate or the Co-supervisor changes his/her work place, the new work place of the candidate may also be changed to the new work place

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of the candidate or the co supervisor, the candidate is required to seek prior approval from the SRDC for any such change.

**15. Change of supervisor : (Annexure -5)**

15.1 The change of Research Supervisor can be permitted by the President on the recommendation of SRDC on production of the No Objection certificates (NOC) from the earlier supervisor for the Ph.D. Scholar.

15.2 President on the recommendations of the SRDC may permit the Research supervisor who has left the University or has retired from the University service, to continue as the supervisor.

15.3 In case of non-availability of the co supervisor for any reason, the President, on the recommendations of the SRDC, can either permit another Co-supervisor or allow the candidate to work and submit the thesis under the Research Supervisor alone.

**16. Cancellation of Registration:**

16.1.1 The registration of a candidate to a Ph.D. Program may be cancelled automatically, on the expiry of the period of extension granted by the Vice-Chancellor or the maximum time allowed under clause 14 as the case may be, in case the extension has not been sought from the President.

16.1.2 If the candidate is found involved in an act of gross indiscipline, unlawful activities, plagiarism and/or any such activity that may endanger the peace in the University campus.

16.1.3 The progress of the research scholar is unsatisfactory and the SRDC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the SRDC may recommend to the University with specific reasons of the cancellation of the registration of the research scholar.

**17. Submission of Thesis (Annexure - 6)**

17.1 Ph.D. scholar must publish at least 2 (two) research papers in refereed journal (with ISSN No.) and make two research paper presentation in symposium/conference/seminar before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificate and /or reprints.

17.2 Based upon the research work done, the candidate may be allowed to present his/her final thesis, three months before submission of thesis.

17.3 Prior to submission of the thesis, the student shall make a pre-submission presentation (Pre - Ph.D.) in the School/Institute/Centre that may be open to all faculty members and research scholars, for

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getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Supervisor. (Annexure -7)

17.4 The Director/HOI/Coordinator/Faculty dean of the Concerned School/Centre/Institute shall constitute a committee, including the supervisor(s) who will formally submit the report on the performance of the candidate in the pre-submission presentation. The candidate can submit the thesis to the University after incorporating the modifications/suggestions made by the above committee, if any. The Supervisor shall certify that the modifications/suggestions made by the above committee have been duly incorporated.

17.5 For detecting plagiarism and maintain the academic honesty the research scholar has to submit an undertaking about originality of the work and vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same institution where the work was carried out, or any other institution. A certificate to this effect must be submitted by the Candidate as per AUR Plagiarism policy. (Annexure-8)

17.6 The candidate shall submit the following documents at the time of submission of the Ph.D. Thesis to the University:

17.6.1 Three copies of the Summary of the thesis.

17.6.2 Soft copy of the thesis shall also be submitted to the Dean Academic office, Amity University, Rajasthan for further action.

17.6.3 Three spiral bound typed (both sides) copies of Thesis. The thesis shall also be accompanied by

(a) A certificate from the candidate (Annexure -9).

(b) A certificate from the supervisor (Annexure - 10).

(c) An appendix at the end of the thesis containing reprints of his research papers already published.

(d) Self attested photocopies of the published research papers or acceptance letters of at least 2 research papers preferably in Scopus listed/UGC recommended journals.

(e) Evidence of two research papers presented in the Conference/Seminar/Symposium

(f) List of communicated research papers (Editors acknowledged) along with author(s) name(s), name of the Journal to which the paper has been communicated and the date of communication.

17.6.4 A copy of the receipt of applicable examination fee, along with no dues certificate. (Annexure-11)





17.6.4 A certificate from the Supervisor in terms of Clause 10.

17.6.5 A soft copy on CD/DVD of the items referred to in Clause (17.6.1) and (17.6.3) above.

**Note:** Before submission of the thesis, the thesis must be scrutinized by software to check piracy and plagiarism as per plagiarism policy of AUR.

## **18. Evaluation and assessment of the Ph.D. thesis**

18.1 The supervisor shall inform through the Director/HOI/Coordinator of the School/Institute/Centre to the office of the Dean Academics about the intent to submit the thesis two months before its submission along with

i. Three copies of the summary of the thesis.

ii. Names and contact details with email address and mobile no. of at least eight examiners not below the rank of Associate professor in the research area of the candidate, in a sealed envelope. The list may also include two names of examiners from outside India.

**Note:** The name of any close relative of the candidate or of the supervisor shall not be included in the panel of examiners.

18.2 From this panel, the Vice- Chancellor shall appoint two examiners ensuring that one of the examiners is from outside the country.

18.3 The Ph.D. thesis submitted by research scholar is evaluated by his/her supervisor and two external examiners who are not in employment of the University appointed by the Vice - chancellor, out of whom one examiner shall be from outside the country.

18.4 The viva voce examination based among other things, on the critiques in evaluation report shall be conducted by the research supervisor and one of the two external examiners including all the queries raised by both external examiners, the research supervisor and at least one of the two external examiners, and shall be open to all faculty members of School/Centre/Institution, other research scholars and other interested experts/ researchers.

18.4 The examiners would be requested to submit the evaluation report within one months of the receipt of the thesis. In case of any undue delay by any external examiner, the Vice-Chancellor may appoint an alternate examiner(s) from the list of already suggested examiners after due intimation to the existing examiner(s).

18.5 For awarding the Ph.D. degree the thesis must comply with the following conditions:





17.6.4 A certificate from the Supervisor in terms of Clause 10.

17.6.5 A soft copy on CD/DVD of the items referred to in Clause (17.6.1) and (17.6.3) above.

**Note:** Before submission of the thesis, the thesis must be scrutinized by software to check piracy and plagiarism as per plagiarism policy of AUR.

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ii. Names and contact details with email address and mobile no. of at least eight examiners not below the rank of Associate professor in the research area of the candidate, in a sealed envelope. The list ~~must~~ <sup>may</sup> also include ~~at least~~ two names of examiners from outside India.

**Note:** The name of any close relative of the candidate or of the supervisor shall not be included in the panel of examiners.

18.2 From this panel, the President shall appoint two examiners ensuring that one of the examiners is from outside the country.

18.3 The Ph.D. thesis submitted by research scholar is evaluated by his/her supervisor and two external examiners who are not in employment of the University appointed by the President, out of whom one examiner shall be from outside the country.

18.4 The viva voce examination based among other things, on the critiques in evaluation report shall be conducted by the research supervisor and one of the two external examiners including all the queries raised by both external examiners, the research supervisor and at least one of the two external examiners, and shall be open to all faculty members of School/Centre/Institution, other research scholars and other interested experts/ researchers.

18.4 The examiners would be requested to submit the evaluation report within one months of the receipt of the thesis. In case of any undue delay by any external examiner, the President may appoint an alternate examiner(s) from the list of already suggested examiners after due intimation to the existing examiner(s).

18.5 For awarding the Ph.D. degree the thesis must comply with the following conditions:

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*S. S. Mathur*  
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*Jyoti Prasad*



18.5.1 It must be a piece of research work characterised either by the discovery of new facts/new knowledge or by fresh approach towards the interpretation of the existing facts/knowledge or theories. In either case, it should provide evidence for the candidate's capacity and capability to make critical examination and sound judgement.

18.5.2 It must be satisfactory in language and presentation of the subject matter.

18.6 The examiners shall specifically report on the prescribed Performa whether the thesis is: (Annexure -12)

i. Approved as it is,

ii. Approved after minor revision,

iii. Be resubmitted after major revision with

a) Major rewriting and/or

b) Some extra work,

The examiners shall also answer the following:

a) Do you agree to re-evaluate the revised thesis? (Yes/No)

b) If re- evaluation is not needed, should the candidate be allowed to appear in the viva-voce examination with the revised thesis? (Yes/No)

iv. Rejected (In such a case, the Examiners should clearly mention the reason(s) for rejection)

18.6.1 If external two examiners clearly recommend for the viva-voce examination and award of the degree, then the Ph.D. Viva-voce examination shall be held.

18.6.2 If one examiner recommends for the viva voce examination and other one suggest modifications, or all the two examiners suggest modifications, then the candidate shall be asked to re-submit the thesis within one year from the date of communication after revising it in the light of modification suggested made by the examiner(s). The revised thesis shall be sent to the examiner(s) who suggested modifications and accepted to re-evaluate the thesis, for final opinion. If at least two of the examiners recommend for viva-voce examination and award of degree, then Ph.D. viva-voce examination will be held. Otherwise the President may refer the case to a high level committee. The decision of the committee will be final.

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*S. P. Muthuram*  
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*J. S. S. S.*

- 18.6.3 In case, the thesis is recommended by the examiners with minor modifications, the same shall be incorporated in the thesis before the viva-voce examination.
- 18.6.4 The final hardbound five copies of the thesis, after incorporating the modifications/suggestions given by the examination(s) shall be submitted to the office of the Dean before the viva voce examination.
- 18.6.5 In case the thesis is recommended, an open viva-voce examination of the candidate shall be held by the viva-voce Board comprising of
- i. One External Examiner who will be one of the thesis examiners. (The name of the external examiner shall be approved by the Vice-Chancellor)
  - ii. Director/ HOI/Coordinator of the concerned School/Centre/Institute/
  - iii. Supervisor(s)
- The suggestions/modifications suggested by the Viva voce Board should be incorporated in the thesis.
- 18.6.6 The date, time and venue of viva-voce examination shall be notified by the Dean Academic office and the copies of the reports of the Examiners will be provided to the supervisors in a sealed envelope at least one week in advance. At the time of via-voce examination, the Viva voce Board shall be provided copies of the reports of the examiners.
- 18.6.7 The candidate shall present the work embodied in the thesis before the viva voce board, members of faculty, research scholars and other persons interested in the subject. After presentation of the research work, the members of the viva voce Board shall ask questions together with the questions, raised in the examiners reports.
- 18.6.8 The viva-voce Board shall take a final decision and a clear verdict whether the candidate be awarded the Ph.D. degree or be asked to reappear for viva - voce examination once again. In case of the second Verdict, the candidate shall be required to re appear for via-voce before the same Board, on a date to be decided by the university.
- 18.6.9 After the formal viva -voce examination is over; the members of the audience may also ask questions.
- 18.6.10 After the Ph.D. Viva voce examination is over the five hard copies of the thesis shall be dispatched as per (Annexure -14)

## 19. Award of Ph.D. Degree

- (a) After successfully completion of the viva-voce examination, the candidate shall be awarded Ph.D. degree after the approval of the Board of Management (BOM).
- (b) The award of Ph.D. degree can be withdrawn by the University in case the thesis submitted by the candidate is found to be duplication of an old work or pirated research work.

## **20. Appearing in any other Examinations:**

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate Course of Languages, Research Methodology, Statistics, computer courses etc).

## **21 . Publication of Thesis:**

The approved thesis shall be published only after obtaining permission from the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D. Degree of the University.

## **22. Provisional Degree**

The candidate may be issued a Provisional certificate after successful completion of the examination procedure in accordance with the provisions of the UGC (Minimum Standards and Procedure for awards of Ph.D. Degree) Regulations 2016 and after the Vice-Chancellor approves the recommendations of the Viva-Voce Board. (Annexure -13)

## **23. Depository with UGC**

Following the successful completion of the evaluation process and announcement of the Ph.D. degree award in convocation, the Dean Academics of the University shall submit a soft copy (in the form of CD/DVD) of the Ph.D. thesis to the UGC within a period of 30 days of hosting the same in INFLIBNET to be made accessible to all Institutions/Universities.

## **24. Other Explanations**

24.1 Notwithstanding anything contained in the Ordinance, all the Ph.D. candidates/research scholars shall be governed by the rules and procedures prevailing at the time of registration.

24.2 Notwithstanding anything stated in this Ordinance, of any unforeseen issues arising, and not covered by the Ordinance, or in the event of

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*S.P. Mathur*  
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*J. J. J.*

difference of interpretation, the decision of the Vice-Chancellor of the  
University (AUR) shall be final.

Jegadish

Jan 19th

( 19 )

S. S. Rathore  
11/24/5



# Amity University Rajasthan Jaipur

Amity Institute/School /centre.....

Recommendations of the School Research Degree Committee (SRDC) held on .....in the Seminar Hall of Amity institute/school/centre ..... AI  
University Rajasthan Jaipur.

Name of the Candidate	Eligibility of the Candidate and his/her PG Subject	Name of Supervisor and Co-Supervisor	Title of the Synopsis for the Ph.D. Degree	S.R.D.C. Recommendation (Approved /Disapproved)	Remarks If any
				i. The topic and synopsis is approved ii. Submit the synopsis after incorporating the following changes. iii. Resubmit the proposal after incorporating the following major changes in the next SRDC iv. Disapproved the proposal and prepare the fresh proposal	

(Chairperson) (Co-Chairman) (Member) (Member) (Member) (Member) (Member)  
VC/VC Nominee (Dean) Dean, Faculty HOI /Director/ Coordinator (Internal Subject expert) (External Expert 1) (External Expert 2)

This is to certify that all original marks-sheets, degree certificates etc. of the above candidate who has submitted his/her synopsis application for Ph.D. Registration Amity Institute/School/centre of ..... have been checked and found correct.

(Name with seal Signa  
Head of Institution)

Feroz Khan

\_\_\_\_\_ { 20 } \_\_\_\_\_

S.P. Mathur

Jagdish Kataria



# AMITY UNIVERSITY

## RAJASTHAN

### Ph.D. Course work Examination Statement of Grades

Examination : .....

Name of the School/Institution : .....

Name of the Student : .....

Father's Name : .....

Enrolment No. : .....

Roll No. ....

SL NO.	COURSE CODE	COURSE TITLE	MAXIMUM MARKS	CONTINUOUS EVALUATION MARKS	END TERM MARKS	TOTAL MARKS OBTAINED	ASSOCIATED CREDIT UNITS	GRADE OBTAINED	GRADE POINTS	CREDIT POINTS (COL VIII x X)	EARNED CREDIT UNITS
			(100)	(30%)	(70%)						
I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
1	PRM 101	RESEARCH METHODOLOGY					3				
2	PRE 102	REVIEW OF PUBLISHED RESEARCH WORK					3				
3	101	ADVANCED LEVEL COURSE - I					3				
4	102	ADVANCED LEVEL COURSE - II					3				
<b>TOTAL</b>											

GPA 

SUCCESSFUL

Prepared by \_\_\_\_\_

Checked by \_\_\_\_\_

Controller of Examinations

Jaipur

Dated : .....

Note : For Scheme of Evaluation and Grading, please see details overleaf

*Pooja*

*S. S. Malhotra*  
11/20/15

*Jyoti*



# AMITY UNIVERSITY RAJASTHAN

(Annexure -3)

To,  
The Head/Director/Coordinator  
Amity Institute/School/Centre .....  
Amity University Rajasthan  
Jaipur

From  
The Office of Dean Academics  
Amity University Rajasthan  
Jaipur

No. Ph.D.RS/RL/ .....

Dated: - .....

## Ph.D. Registration Letter

Dear Sir/Madam,

With reference to your endorsement on the application of Shri/Miss/Mrs. .... for the registration as a research scholar to supplicate for the Ph.D. on behalf of the Academic degree of the University, You have been permitted by the President on behalf of Academic Council to carry on the research on the subject " ..... " Under the supervision of ..... of your institution/School/Centre.

The date of commencement of research work will be date on which SRDC approved our synopsis or the date of your enrolment for Ph.D. Degree, whichever is earlier.

Assistant Registrar (Academics)

Note :-

1. The candidate will start his/her research works from the date when he/she deposits the fee.
2. The candidate will have to make presentation of the progress of this research works in every semester (six monthly) in the Institute/School/Centre. The candidate will also submit six monthly progress/presentation reports through supervisor and HOI to the office of the Dean, Academics, Amity University, Rajasthan.
3. When the thesis is likely to be submitted within the next 03 months, the candidate should submit a brief summary of the thesis on receipt of which action will be taken for appointment of examiners.
4. The candidate will submit four spiral bound copies of the thesis for evaluation.
5. The language, used in the thesis should be English except in the case of subject connected with an original language, where the thesis may, at the option of the candidate be presented in that language, the thesis shall comply with the following conditions :-

It must be a piece of original research work characterized either by the discovery of new facts or by a fresh approach towards interpretation of facts or theories. In either case, it should prove the candidate's capacity of critical examination and sound judgment. It shall also be satisfactory in respect of its literary presentation.

6. After the report of the evaluation of the thesis has been communicated by all the examiners, the guide will ensure that all corrections, modifications suggested by the examiner(s) have been incorporated in the five hard bound final copies of the thesis to be submitted to the candidate to this office before the Ph.D. Viva-Voce examination is held.

Copy forwarded to No.Ph.D.RS/RL/ .....

1. Supervisor
2. Co-supervisor
3. Candidate
4. Personal file

Assistant Registrar (Academics)

*Tanu Gaur*

*S.S. Mulherkar*  
22/08/15

*J. S. Prasad*

Research Scholar's Progress Report/Presentation Report: Six Monthly

PART - A

(To be filled by the Research Scholar)

1. Name of the Scholar .....
2. Date of Presentation .....
3. Registration No. ....Enrolment No. ....
4. Topic of Research .....  
.....  
.....
5. Status (Please tick)                      (a) Full Time                      (b) Part Time
6. Publication Status (attach the list of publication) .....
7. Conference/Workshops attended (provide complete details) .....
8. Work done in six months .....  
.....  
.....  
.....  
.....
9. Work Plan for Next Six Months .....  
.....  
.....  
.....  
.....

Date : .....

Signature of Research Scholar

*Tanu Devi*

*S.S. Mathuram*  
28/5

*Jayashree*



PART - B

(To be filled by the SRAC)

1. Report of the SARC

- a. Attendance of last six months .....
- .....
- b. Performance (Satisfactory/Unsatisfactory) .....
- c. Remarks about the Presentation .....
- .....
- .....
- .....

Date : .....

Name and Signature of the SARC Convener

Name and Signature of the SARC Member

2. Report of Director/Head/Coordinator of Institute/Centre/School

- a. Performance (Satisfactory/Unsatisfactory) .....
- b. Specific Recommendations .....
- .....
- .....

Date : .....

Name & Signature of Director/HOI/Coordinator

*Amul Gini*

*S. S. Mulkhankar*  
*28/5/11*

*Jyoti Prasad*



# Amity University Rajasthan Jaipur

Amity Institute/School/centre .....

Format for Change of Supervisor & Topic

*Tanu Veri*

Recommendations of the School Research Degree Committee held on .....In the Seminar Hall of Amity School/Institute/Centre  
....., Amity University Rajasthan Jaipur.

Name of the Candidate	Name of the Present Supervisor (NOC Required for change of Supervisor)	Name of the proposed Supervisor (Consent Required)	Present Topic	Proposed Topic	S.R.D.C. Recommendation

(Chairperson) (President Nominee) (Co-Chairman) (Member) (Member) (Member) (Member)  
 (Dean, Faculty) (HOI) (Supervisor) (Internal Subject expert) (External Expert)

*M. Gulshamir*  
*26/5*  
*Joshi from*

Pro-President

President



# AMITY UNIVERSITY

RAJASTHAN

(Annexure -6)

Ref. : AUR/DA/Ph.D./.....

## Thesis Submission Certificate

Certified that Mr./Miss./Mrs. .... /Enrolment  
No. ....and Registration No. ....  
of Amity School/Institute/Centre .....has submitted  
the Ph.D. thesis entitled "....." on  
dated .....which is under process of evaluation.

Assistant Registrar (Academics)

Dated :- .....

Tanuj

A.S. Kulkarni  
27/5

J. S. Prasad



# AMITY UNIVERSITY

RAJASTHAN

(Annexure -7)

Evaluation Criteria for Pre-Ph.D. Thesis Submission submitted  
by Head/Director/Coordinator

Name of the Research Scholar \_\_\_\_\_

Please rate the candidate on each of the following points on a 10 point rating scale.  
(10 being the best and 1 is the poorest)

S. No.	Evaluation Criteria	Points
1	The relevance of the topic for Ph.D. presentation	
2	The subject knowledge is adequate	
3	The purpose of the study was clearly stated.	
4	Hypothesis/ Research questions were appropriate and clearly articulated.	
5	Presentation provided a concise, well organized, integrated review of relevant literature.	
6	Research design was appropriate to address hypothesis/research questions.	
7	Data collection procedures were appropriate and clearly articulated	
8	The level of presentation and communication skills is satisfactory.	
9	Presentation materials are informative.	
10	Query handled reflects knowledge of subject area.	
	Total	

Comments :

---

---

Date : \_\_\_\_\_

Name and Signature of Evaluators ( at least 3)

Head of the Department

*Tanujai*

*S.S. Malhotra*  
11/20/15

*Jyoti Prasad*



# AMITY UNIVERSITY

RAJASTHAN

(Annexure -8)

## Certificate on Plagiarism Check

1	Name of the Research Scholar			
2	Title of Thesis/Document			
3	Name of the Supervisor			
4	Institution/School/Dept.			
5	Similar content (%) identified	<i>Introduction/Review of Literature/Discussion</i>	<i>Materials and Methods</i>	<i>Results/Summary/Conclusion</i>
	Acceptable Max. Limit (%)	20%	20%	15%
6	Software used			
7	Date of verification			
8	Checked by	<i>Name &amp; Designation</i>	<i>Signature with date</i>	

\*The turnitin report on plagiarism check of Ph.D. these with % of similarity index to be attached.

\_\_\_\_\_  
Name & Signature of the Research Scholar

\_\_\_\_\_  
Name & Signature of the Supervisor

\_\_\_\_\_  
Name & Signature of the HoI/HoD

\_\_\_\_\_  
Name & Signature of the Dean- Faculty

Tanuj Kumar

S.A. Mathur  
26/5

Jyoti Prasad

Declaration by the Candidate/Scholar

I, hereby declare that the work presented in this thesis, entitled  
"....."  
....."in fulfilment of the requirements for the award  
of Degree of Doctor of Philosophy, submitted in the School/Institute/Centre .....  
.....Amity University Rajasthan.....is an authentic  
record of my own research work carried out under the supervision of  
..... I also declare that the work embodied in the present  
thesis

- (i) is my original work and has not been copied from any journal/thesis/book ; and
- (ii) has not been submitted by me for any other Degree or Diploma of any University/Institution.

Signature of the candidate

*Tanu Jain*

*d. d. Mulherkar  
24/5*

*Jyoti's Poojari*



# AMITY UNIVERSITY

RAJASTHAN

(Annexure -10)

## CERTIFICATE

This is to certify that thesis entitled " ....."  
.....", is submitted  
to the Amity University Rajasthan in partial fulfillment for the degree of  
Doctor of ..... The thesis embodies original research  
work carried out by ..... in the  
Institute/School/Centre ....., Amity  
University Rajasthan, jaipur under our guidance and it has not been  
submitted in part or full, for the award of any degree or diploma, to any other  
University. The candidate has successfully completed the course work as per  
the University guidelines.

Guide

Co-Guide

Director/Coordinator/HoI

Date: .....

*Tanu Gaur*

*S. S. Malhotra*  
12/6/15

*Jyoti Prasad*



# AMITY UNIVERSITY

## RAJASTHAN

(Annexure -11)

### No Dues Certificate

(For Ph.D. Scholars only)

Date :-

Name of Research Scholar ----- -Father's Name -----

Name of Institution/school/centre -----

Enrollment No. -----Batch -----Date of Registration -----

The clearance from the following departments/sections is obtained:

Department	Status of Dues	Signature with Date
Department		
Library		
Examination Cell		
Accounts		
IT		
Security (ID-Card)		
Mess/Cafeteria		
Hostel		
Laundry		
Administration		
Store		

The necessary dues have been cleared by payment of cash to Accounts Department on -----  
-----Vide receipt no. ----- Dated -----.

Name of the Scholar ----- Signature of Scholar -----

Mobile No: -----

Signature of Director/Coordinator/HOI

For office of Dean Academics  
(Acknowledgement)

I have received duly completed 'No Dues Form' from Mr./Ms. -----  
Son/Daughter of ----- on dated -----

Name & Signature -----

Office Stamp

*Tanu Pri*

*S. S. Mathur*  
20/5

*Jyoti Prasad*





# AMITY UNIVERSITY

RAJASTHAN

(Annexure -12)

CONFIDENTIAL

## PROFORMA FOR REPORT

Name of the Candidate : .....

Enrolment No. : .....

Title of the Thesis : .....

.....

.....

Report of the Examiner (Please attach a detailed report)

Date : .....

Name & Signature of Examiner

Tanu Khari

S. S. Mulkumbh  
20/5

Jaiveer Prasad



# AMITY UNIVERSITY

RAJASTHAN

(Annexure -13)

Ref.: AUR/DA/Ph.D./.....

## Provisional Certificate

Certified that the Ph.D. thesis entitled " ....."  
....."  
submitted by ....., Enrolment  
No..... and Registration No. .... for the  
Degree of Doctor of philosophy (.....)  
.....has been approved by the  
University. His/her Ph.D. Viva Voce examination was held on dated  
.....

Dated .....

Assistant Registrar (Academics)

Note:- The Degree of Ph.D. shall be conferred at the next Convocation of the University.

*Tanu Guri*

*S. A. Malhotra*  
26/5

*Jyoti Prasad*



# AMITY UNIVERSITY

## RAJASTHAN

(Annexure -14)

### Ph.D. Thesis Internal Distribution

Date :-

Name of Research Scholar -----Father's Name -----

Name of Institution/school/centre ----- Enrolment No. -----

-----Batch ----- Date of Registration -----

Submitted 5 copy of thesis (one each for Dean Academic Office, Institution, Library, Supervisor, Co-Supervisor.)

The Receiving from all sections:

Ph.D. Thesis Copy submitted to Institution/School/ centre.

Received by .....

Name & Signature .....

Office Stamp

Ph.D. Thesis Copy submitted to Library

Received by .....

Name & Signature .....

Office Stamp

Ph.D. Thesis Copy submitted to Supervisor

Received by .....

Name & Signature .....

Office Stamp

Ph.D. Thesis Copy submitted to Co-Supervisor

Received by .....

Name & Signature .....

Office Stamp

Ph.D. Thesis Copy submitted to Dean Academics Office

Received by .....

Name & Signature .....

Office Stamp

*Tanu Jain*

*S.S. Mathur*  
26/5

*Jyoti Basu*