NAVRACHANA UNIVERSITY

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Doctor of Philosophy (PhD) Ordinances [2026] (with effect from Aug 2026)

	Introduction University means Navrachana University (NUV). O PhD means Ordinances related to the governance of the Doctoral Program. The University offers academic programs leading to the award of PhD Degree through its Schools/Programs. The PhD degree will be awarded to a scholar based on extensive and original research done in his/her chosen field. The University encourages research leading to PhD degree with focus on Interdisciplinary Research for the 'creation and addition of knowledge' and to address complex scientific and socially relevant problems via integration of knowledge from multiple and disparate fields. These Ordinances, as given under, shall be called the Doctor of Philosophy Ordinances of Navrachana University. The Degree of Doctor of Philosophy (herein after referred to as PhD Degree) shall be conferred on scholars who fulfill the requirements as specified in these Ordinances. The following respective Committees / Boards shall deal with matters connected with the Doctoral program of the University in accordance with these Ordinances. - PhD Academic Advisory Board(AAB) - School /Program Research Committee (S/PRC) - Doctoral Committee(DC)
O PhD 1	**Composition and Functions of the Committee**
1.1	**PhD Academic Advisory Board(AAB)** The Academic Advisory Board will be constituted under the Chairmanship of the Provost. AAB Members will be - Provost – Chairman - PhD Program Chairperson– Member Secretary - Registrar - Member - Senior Faculty of the University (must be PhD recognized Guide)- Members - Senior academicians from outside the University (nominated by Provost)- Members The selection of the members of the AAB will be done in consultation with the Provost. - **Functions of the Committee -** The AAB will supervise and control the overall governance of the Program; it will deal with all matters connected with the PhD Program of the University in accordance with the Ordinances; it will meet once every semester to review the conducting of the PhD Program and make necessary recommendations.

1.2	**School / Program Research Committee (S/PRC)** The School Research Committee (SRC) will consist of the following - Dean or Head of the School concerned – Chairman - Program Chairperson/Principal of the respective Programs - Members - Research Supervisor – Member - Subject Expert (from concerned School and specialization decided by the Dean or Head of the School concerned) - Member If Dean/Head of School/ Program Chairperson and probable supervisor are the same person Then the Provost will nominate another member in order of preference as 1. Professor 2. Associate Professor 3. Expert. Such a member must be a recognized Supervisor and from the concerned area of research work of the scholar. **Functions of the Committee -** The School Research Committee will meet once every semester to select and admit scholars in respective Schools. The allocation of Research Supervisor for a selected research scholar shall be decided by the School Research Committee 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. Candidates who propose to carry out research work in an interdisciplinary area will be permitted to have a Co-Supervisor on the recommendations of the School Research Committee. The Co-Supervisor can be chosen from a different School/Program of the University. In this case, a School Research Committee, consisting of Deans or Heads of the 2 Schools involved; Program Chair of the Program in which admission is being sought; proposed Co-Supervisor and a Subject Expert appointed in consultation with the Dean or Head of the School will approve the admission. In case of inter-disciplinary topics, where the School Research Committee feels that the expertise in the School has to be supplemented from outside, the School Research Committee will appoint a regular Faculty from within the School itself, who shall be known as the Research Supervisor and a Co-Supervisor from the recognized Institutions in consultation with the concerned School/program as to be decided by the Provost. Provided that, while recognizing researchers as Co-Supervisor from other Recognized Institutions, they should meet with the requirement as decided by the NUV AAB. A formal mechanism should be explored for industry-academia tie-up. Co-Guide can be appointed for such scholars on a case-to-case basis only. Industry Experts must be members of the Doctoral Committee to review the Study periodically.

1.3	**Doctoral Committee (DC)** A Doctoral Committee will be constituted for each scholar soon after the candidate is Registered for the PhD Program. The Doctoral Committee will have as members Senior faculty of the School from same subject/field — Chairperson Supervisor of the scholar — Member Co- Supervisor (if applicable) — Member Subject Expert from outside NUV(academia) — Member Subject Expert from outside NUV (Industry) — Member Provided that the Senior faculty of the School from same subject/field should be a recognized PhD guide not below the rank of Associate Professor. External Experts will be nominated by the Provost. External subject expert can be chosen from academics, if not available with a PhD degree from an industry, for the constitution of PhD Doctoral Committee. **Functions of the Doctoral Committee –** The Doctoral Committee will meet at least once in a semester and monitor the progress of the research scholar. The School where the scholar pursues his research shall prescribe the course(s) to him based on the recommendations of the Doctoral Committee. The Doctoral Committee will review the research proposal; finalize the topic of research and periodically review and assist in the progress of the research work. In case the progress of the research scholar is unsatisfactory, the Doctoral Committee shall record the reasons for the same and suggest corrective measures. In case, the candidate is not presenting her/his research Proposal to the concerned Doctoral Committee for more than 6 months, the Doctoral Committee may recommend to the PhD Program Chair, with specific reasons, cancellation of registration of the scholar.

O PhD 2	**Eligibility criteria for admission to the PhD Program**
	Candidates for admission to the PhD program shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory 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 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. Candidates who have cleared the M. Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completed the M. Phil. Degree, shall be eligible to proceed to do research work leading to the PhD Degree in the same Institution but only in an integrated program. Thus, Candidates who have cleared their **M. Phil exam,** will have to appear for the Entrance exam.
O PhD 3	**Duration of the Program**
	PhD program shall be for a minimum duration of three years, including course work and a maximum of six years (till submission of thesis) for full time scholars. On the recommendation of the Doctoral Committee, the Provost may grant extension of 1 year in genuine cases to renew the registration on payment of fees up to 7 years. Women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for PhD in the maximum duration i.e. up to 9 years. In addition, women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of PhD for up to 240 days. **Full-Time/Part-Time Registration.** Candidates working in research projects which have been taken up by a School/Centre of the University and funded by external agencies shall be eligible for full time registration. Scholars who register for PhD in any School of the University, receiving Fellowship from any agency including the University and conducting few classes(theory/practical) by virtue of receiving fellowship, shall be considered Full Time scholars. They shall be designated as Junior Research Fellows (JRFs). Scholars pursuing full time research for PhD degree, without a fellowship, are also to be considered as Full Time Research Scholars. They shall be designated as Research Scholars. Candidates pursuing PhD degree while also serving as Asst. Professor/Academic Associates in the University are to be considered as Part time scholars. The University may consider giving a stipend to Full Time Research Scholars. Teaching fellowship (Stipend) of Rs. 20,000/- per month for the full-time research scholar under the following conditions is applicable. - Interviewed by SRC (School research committee) along with dean to check the teaching

	potential of a candidate. - Research scholars must take 8 to 10 hours teaching load in the department/ interdepartmental/ school. The assigned workload must be approved by the program chair and head/dean of the school. - Research scholar will be reviewed by the SRC committee every year for the renewal of teaching fellowship. - Teaching fellowship responsibilities includes conducting laboratory courses, tutorials, assisting in teaching, assisting in research projects and academic administration.

O PhD 4	Admission Procedure
4.1	The University will decide on a predetermined number of PhD scholars to be admitted, depending on the number of available Research Supervisors; academic and physical facilities available and norms regarding the scholar-teacher ratio. The admission process may be conducted 2 times a year subject to availability of Faculty/specialization. The student intake in each School shall be as per the availability of seats and will be approved by a competent body – the NUV Academic Advisory Board, on recommendation of the School Research Committee. Opportunities shall be provided for doing PhD in emerging areas that are interdisciplinary in nature. Applications for research in interdisciplinary areas shall be considered based on proven ability/aptitude of the candidate for such kind of research. The decisions in this regard shall be taken by the Heads of the concerned SRCs. A candidate applying for registration shall have to specify the broad/interdisciplinary field in which he/she intends to pursue research. The subject of research must be wholly or partly related to the main branch of knowledge chosen for the post-graduate degree in which the candidate has qualified. Provided further that the Provost may approve, based on the recommendation of the SRC, change to another subject/discipline other than the one in which the candidate has obtained his/her master's degree, and granting registration to such a scholar for the PhD degree in the allied/different subject, on a case to case basis. In interdisciplinary doctoral Study, an eligible Faculty of the University, who has qualification/experience/expertise in a related discipline/s, can apply for recognition as Guide. The SRC, in this case, must give its recommendations to the Provost for approval of such a Faculty as PhD guide. A scholar registering for PhD Program from a particular School (in keeping with the topic of research) shall be awarded the PhD degree from the concerned School, irrespective of the Supervisor who may be from another School/Allied discipline. For all such scholars, the Doctoral Committee should have adequate number of domain experts. The University will notify well in advance, in the institutional website, social media platforms / advertisement in at least two (2) national newspapers of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination center(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidate. The application form and the necessary details would be available in the University admission office / University website. Admission to the PhD Program will be done twice a year - before the commencement of the autumn semester ie July and prior to commencement of spring semester ie January, subject to availability of vacancies. Candidates desirous of pursuing PhD degree shall submit the application in the prescribed form with requisite fees, so as to reach to the NUV office by due date.

4.2	**PhD Entrance examination.** On receipt of applications, an Entrance examination will be conducted for the eligible candidates, irrespective of the number of applications received. Candidates who qualify the UGC-NET (including JRF), UGC-CSIR NET (Including JRF)/SLET/GATE with a valid score in terms of cut-off marks and duration of validity, teacher fellowship holder or who have passed M. Phil program shall be exempted from appearing in the entrance test and deemed to be qualified for personal interview only. The total marks allotted to the entrance test shall be granted to such scholars while calculation of the final merit.
4.3	Entrance examination shall be conducted to ensure a minimum threshold knowledge level and capability of candidates aspiring to pursue PhD. The entrance exam will comprise of an entrance test and viva. The entrance test and interview/viva-voce shall be qualifying with qualifying percentage as 50% separately. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The list of candidates clearing the entrance test shall be declared on the notice board/ website of the University.
4.4	An interview/viva-voce will be organized where the candidates will be required to discuss their research interest/area through a presentation before a duly constituted School Research Committee. The interview / viva-voce shall consider the following aspects. viz. whether: - the candidate possesses the competence for the proposed research, - the research work can be suitably undertaken at the Institution, - the proposed area of research can contribute to new/additional knowledge.
4.5	The final selection of candidates (in order of merit) will be done on the basis of the number of vacancies declared and performance of candidates in the entrance examination based on following criteria - Weightage of 70% to the entrance test and weightage of 30% to performance in the interview/ viva-voce. Provided however, in case of equal merit, the percentage obtained in the qualifying examination will be considered. An equal number of wait-listed candidates (in order of merit) will also be prepared for consideration in case seats remain vacant. On the recommendation of the School Research Committee and on the approval of PhD Program Chairperson, the list of selected candidates will be displayed on the notice board /website of the University.

O PhD 5	**Admission, Payment of Fees and Allotment of PhD Supervisor** Based on the final merit order, offer of admission will be issued to the candidates by the PhD Program Chairperson prescribing therein the last date of depositing the fee. The process of admission completes only on payment of the prescribed fees with submission of eligibility certificate, wherever required. The date of payment of requisite fees for admission will be the date of registration. Every candidate shall be registered at the beginning of each semester, which will continue until the submission of the PhD thesis.
5.1	The allocation of Research Supervisors for a selected research scholar will be decided by the School Research Committee of the respective Schools headed by the Dean/ HOD concerned and the Research Supervisors under whom vacancies are available. Assignment of Supervisor will be done depending upon the number of vacancies available with each Research Supervisor, specialization of the supervisor, research interests and choice of Supervisor as indicated by the candidates during the interview. The allotment of Supervisor will be done only for those candidates who have secured admission by depositing the admission fee. After the payment of fees, the candidate shall submit an application to the PhD Program Chairperson and Dean/Head of the School giving the proposed topic of research. The Program Chairperson shall send a complete list of the admitted candidates along with the necessary details to the Registrar with a copy to the Dean of the School within a week from the date of admission. The University shall maintain the list of all the PhD registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his research, name of his supervisor/co-supervisor, date of registration.
5.2	**Attendance requirement; Leave Rules.** A Full-Time research scholar is required to sign on all working days of the faculty in an attendance register to be kept in the concerned department except when he is on duty/ sanctioned leave. The scholar shall be eligible to avail a leave of 30 days in an academic year. He shall not be entitled for any inter semester breaks, winter and summer vacations. However, he is entitled for an additional leave of up to 10 days on medical grounds in an academic year. On grounds of prolonged illness or under exceptional circumstances, on recommendation of the Doctoral Committee, the scholar may be granted additional leave by the Provost provided that the period spent on leave(s) should not result into extension for submitting the PhD thesis beyond the maximum period as prescribed. The research scholar, who is pursuing course-work as a part of his PhD Program, is expected to have full (100%) attendance in each Course. However, a maximum of 30 % attendance may be condoned by the PhD Program Chairperson for genuine reasons.

O PhD 6	Coursework
6.1	A scholar admitted to the PhD Program shall be required to undertake course work of 16 Credits. The course work shall be treated as prerequisite for PhD preparation and will be conducted over a period of 2 semesters – **Semester 1 – General Course Work (6 Credits)** (A minimum of 4 credits to be assigned to courses on Research Methodology covering areas such as quantitative methods, computer applications, scientific and technical writing, etc. A separate 2 credit "Research and Publication Ethics" course is a part of general course work.) **Semester 2 - Discipline Specific Course Work (10 Credits)** (Will include advanced level courses, Independent Research work and review of published research in the relevant field preparing the scholars for their doctoral study). A research scholar, who is pursuing course-work as a part of his PhD Program, is expected to have at least 80% attendance in each course. However, a maximum of 30 % attendance may be condoned by the School Research Committee for genuine reasons.
6.2	All courses, as decided for PhD course work, shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The School where the scholar pursues his/her research shall decide the course(s) for him/her based on the recommendations of the Doctoral Committee. The courses offered for the PhD program shall be of post-graduate or doctoral level and may be conducted via lectures, self-study courses, laboratory courses, mini research projects and seminars. The discipline course work – independent study and research should culminate into a published paper in a refereed journal. All candidates admitted to the PhD program shall be required to complete the course work prescribed within initial two semesters. However, if the scholar is not in a position to complete the course work in the prescribed time limit due to genuine reasons, he/she may submit an application and on the recommendation of the Doctoral Committee, the Provost may grant extension up to additional one semester. Provided further, that due to prolonged illness or under similar conditions, the Provost may grant extension up to one additional semester on the recommendation of the Doctoral Committee. Failing to complete the course work in the extended period will lead to cancellation of admission.

6.3	If a research scholar has already cleared a course component as part of the course work, from any other institution and wishes to continue the doctoral program in Navrachana University, credit of clearing the said course work component may be given on the basis of equivalence with the course work offered in Navrachana University and on approval of the Academic Advisory Board. PhD Coursework and regular research should go parallel.
O PhD 7	**PhD Course Work Assessment** PhD Course work assessment will be conducted as follows - − Assessment of General coursework − Assessment of Specific coursework Minimum percentage for passing in individual components and overall will be 55%.
7.1	'I' grade will be awarded if the scholar is unable to appear for the examination due to unforeseen circumstances such as illness, and accident/death in the family. 'F' grade is awarded in a Course if the scholar was not allowed to appear for Course work end semester exam due to lack of attendance during the semester or if the performance and fulfillment of academic requirements/Course criteria were not met. A PhD scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 10 point scale in the course work in order to be eligible to continue in the program and submit the thesis. In case a scholar fails to meet the minimum CGPA requirements, he/she will be given an extension of maximum six months by the Provost on recommendation of the Doctoral Committee. If the scholar fails to successfully complete the course work during the extended period of six months, his/her admission will be cancelled automatically.
7.2	After successfully completing the course work, within three months, the Research scholar will be required to develop a comprehensive research proposal under the guidance of his/her Research Supervisor. The research proposal must successfully explain various aspects of the proposed research, e.g. identification of research problem, literature survey, research gaps, rationale for undertaking the research, methodology of the Study and tentative chapterization.
7.3	The proposal will be examined by the Doctoral Committee - Based on the recommendations of this Committee, the final shape of the research proposal along with the tentative title of the topic of the research shall be decided. Minor changes in the topic can be done by the research scholar on recommendation of the Doctoral Committee before submission of the synopsis.
7.4	If however, the research proposal is not found satisfactory, the scholar shall submit a fresh proposal and deliver the seminar within 3 months; a fresh evaluation shall be done by the Doctoral Committee

O PhD 8	**Eligibility criteria to be a Research Supervisor, Co-Supervisor. Number of Scholars permissible per supervisor, etc.**
8.1	A PhD Supervisor should possess PhD degree in the relevant area of research in which he/she proposes to guide the scholar and shall be required to inform in writing his/her willingness to be recognized for guiding PhD students, to the PhD Program Chairperson and only thereafter shall they be deemed recognized as Supervisor. Provided further that before recognizing the Faculty as a PhD Research Supervisor who meets with the above requirements, a screening committee to scrutinize the potential of the Faculty, be constituted as under: i. PhD Program Chairperson, NUV ii. Dean or Head of the School concerned iii. Program Chairperson concerned iv. Senior member of Program concerned. Provided, however, if Dean/Head of Department/Program Chairperson and probable supervisor are the same person, then the Provost will nominate another member in order of preference as 1. Professor 2. Associate Professor 3. Expert Such a member must be a recognized Supervisor and from the concerned area of research work of the scholar. For all Faculty found eligible to become Supervisor, an official letter of recognition should be issued.
8.2	A permanent university professor with a Ph.D. degree and at least five research publications for Professor and Associate Professor, and three for Assistant professor in peer-reviewed or refereed journals (indexed in Scopus/WoS/ABDC) are eligible for the research guide. The publication tenure includes right from his/her PhD tenure (registration) till completion and application for the guideship. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing. In case of other high quality journals, not available in the above listed databases, the Provost may relax the above condition on recommendations of a Committee constituted by the Provost with two external Experts (designation equivalent to a Professor or above) and one Professor of the concerned School /Program as the members.

8.3	Only a full time faculty of the University can act as a Research supervisor. External Research Supervisors are not permitted. Co-Research Supervisor can be allowed in interdisciplinary areas from other Schools/recognized Institutions with the approval of the School Research Committee / AAB.
8.4	Provided that, while recognizing researchers as Co-Supervisor from other Recognized Institutions following criteria is to be followed: a) Researchers should have a PhD Degree from a recognized University in the concerned field, b) Research experience of at least 5years. The credit for the Co-Research Supervisor should be the same as that of the Research Supervisor for a permissible number of candidates.
8.5	A Research Supervisor who is a Professor (with a PhD degree) will be permitted to guide a maximum of eight PhD scholars. Research Supervisors in the cadre of Associate Professor will be permitted to guide a maximum of six scholars and those in the cadre of Assistant Professor will be permitted to guide a maximum of four scholars subject to meeting the eligibility criteria.
O PhD 9	**Appointment of new Supervisor**
	- If a Faculty retires from the University service, he/she shall cease to be the Supervisor. No Faculty shall register a PhD scholar on completion of 59 years of age. - If the Supervisor of a scholar expires, resigns or is terminated from the University service, he/she shall cease to be the Supervisor. - In all the cases, where the existing Supervisor of a scholar ceases to be the Supervisor, the School Research Committee shall appoint the co-supervisor, if any, as the Supervisor of the scholar, provided the co-supervisor is from the same discipline. - If there is no co-supervisor for the concerned scholar or the co-supervisor is from a different discipline, then the School Research Committee shall appoint a new Supervisor from among the eligible existing Regular Faculty of the School. - If substantial research work is completed and the scholar is on the verge of submission of the Synopsis, then the existing Guide should be permitted to continue irrespective of whether he/she has resigned or retired. - A scholar desirous to change his Supervisor shall apply to the School Research Committee through both the old and new Supervisors, Head of the School and the PhD Program Chair. The decision will be taken after mutual consent of present supervisor, proposed supervisor and the scholar.

O PhD 10	**Evaluation and Assessment methods; Minimum Standards for award of Degree**
	No full time scholar shall be permitted to submit his/her Synopsis for the PhD degree, unless he/she has pursued research at the University for not less than three years after his/her admission to the PhD program.
O PhD 11	**Submission of Synopsis**
11.1	On completion of the research work by the scholar, the supervisor shall organize a pre-synopsis seminar in consultation with the Dean or Head of the School to appraise Faculty members, other researchers, about the research scholar's work and receive suggestions for improvement of the same. The Doctoral Committee shall assess the work of the research scholar through this seminar. If the Doctoral Committee is not satisfied with the quality of the work of the research scholar, then the research scholar shall do further work and deliver a fresh synopsis seminar after a definite period as specified by the Doctoral Committee. Change of title of doctoral study maybe permitted till synopsis submission stage. Title change should be endorsed by the respective Guide and approved by the Head/Dean. The exact title of the thesis shall be as approved by the Doctoral Committee after this seminar.
11.2	**(A) Format of Synopsis submission** The Synopsis shall be submitted in the following format – Title Abstract Introduction – Problem analysis Literature review Rationale of the Study Research questions, Objectives, Hypotheses Operationalization / Explanation of terms Methodology- (research design, population, sample, tools/techniques of data collection) Major findings/results Discussion Conclusion References Appendices – **(B) Evidence of publications :** The mandatory research publication criteria for Ph.D. synopsis submission at Navrachana University are • Relevant one (1) original research paper (experimental/empirical work) published or accepted in a Scopus, Web of Science, or ABDC indexed journal. In case of more authors, authorship will be given to the first author. **AND** • Relevant one (1) presentation at an International Conference. This shall apply uniformly to all registered Ph.D. scholars submitting their synopsis on or after August 2026 irrespective of the scholars Ph.D. registration date. The synopsis shall preferably not be longer than thirty pages, one and a half line spaced, A-4 size pages in font size of 12 pt. and font style - Times New Roman, excluding the copies of papers published and the list of references.

O PhD 12	If the Doctoral Committee is satisfied with the pre-synopsis seminar of the research scholar, the Supervisor shall forward the application along with final synopsis of the research scholar to the Registrar's office through the Program Chairperson-PhD. The research scholar shall have to submit the thesis within maximum 6 months from the date of submission of synopsis. There should be a minimum gap of 30 days between the date of Submission of the synopsis and thesis.
12.1	On recommendation of the Doctoral Committee, the Supervisor of the scholar shall also submit along with the synopsis, names of Six External Examiners on the subject area along with their CV/detailed profile; at least Two External Examiners must be named from outside the State and one examiner may be from outside the country. The Provost shall appoint a Board of Examiners/Referees consisting of 3 members - the Supervisor under whom the research work has been conducted shall be the Internal Referee and the 2 examiners identified shall be the External Referees. The PhD thesis submitted by a research scholar will be evaluated by at least two external examiners (External Referees) of whom one examiner may be from outside the country.
12.2	The PhD Program Chairperson shall get in touch with each examiner over e-mail with a soft copy of the synopsis to secure acceptance of the examinership. The examiner's consent via email may be accepted and thesis may then be forwarded for evaluation. The scholar shall submit two final spiral bound copies of the thesis embodying the results of his/her research with soft copy in appropriate storage device. The thesis shall be submitted through the Supervisor, Dean or Head of the School, PhD Program Chairperson to the Registrar's office. Thesis printing on both sides is permitted if the doctoral work is too voluminous. It shall contain certificate to the effect that - The Thesis incorporates the results of independent investigations carried out by the research scholar himself/herself - The work contains no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the Institution where the work was carried out or to any other Institution. - Text, diagrams or any other material taken from other sources (including but not limited to books. journals and web) have been acknowledged, referred and cited. All certificates to be submitted should be signed by the Supervisor and Co-Supervisor (if applicable).

O PhD 13	**Evaluation Report**
13.1	The two external examiners shall examine the thesis and submit their individual reports within two months of receipt of the thesis. In the event of the report not being received from an examiner within 8 weeks, his/her examinership shall be cancelled and a new examiner shall be appointed from the panel of names in the Board of Examiners. If one of the 2 External Examiners expresses her/his inability to evaluate the thesis owing to prior commitments by the proposed timeline, then another External Examiner appointed by the Provost will be contacted. Normally the University shall ensure the completion of the process of evaluation of the thesis within a period of six months from the date of submission of thesis. Each Examiner, after examining the thesis, shall submit a report containing a clear recommendation whether, in his/her opinion: The thesis be accepted for the award of the PhD Degree OR The thesis is acceptable for the award of the PhD degree subject to the clarification of certain points at the time of Viva-Voce. (Points to be enclosed) OR The thesis is not acceptable in the present form but may be accepted, subject to modification/clarification/revision. (Points to be enclosed) OR The thesis be rejected. (Points to be enclosed).
13.2	If both the examiners recommend acceptance of the thesis for the award of the PhD degree, the thesis shall be accepted. If both the examiners recommend rejection of the thesis for the award of the PhD degree, the thesis shall be rejected. If the examiner(s) raise some queries/seek clarifications, the candidate shall be required to give satisfactory answers to the queries at the time of Viva-Voce. If one or both the examiners recommend revision of the thesis, the candidate shall resubmit the thesis after revision. In case of difference of opinion of 2 referees, then, a third examiner shall be appointed who Will be nominated by the Provost; the thesis should be submitted to the third referee along with the recommendations of the 2 previous referees without disclosing the identity of the two referees. If the third referee accepts the thesis, the case will be processed for conducting the viva; if he agrees with the second referee who has rejected the thesis, the viva voce will not be conducted and the thesis will be rejected. In case the third external referee considers that there is a prima-facie case for the award of the degree, the viva voce exam shall be held at which the External Referee, who is in favor of the acceptance of the thesis, will be present. Out of the 3 referees, if 2 of them have recommended award of degree, then viva will be conducted.

13.3	In case of modifications pointed out by the external referees, which are not substantial, the thesis with such modifications must be revised / resubmitted as the case may be, within a maximum period of 3 months from the date of supply of comments of the External Examiners to the scholar with the certificate from the Supervisor that all modifications suggested are carried out. The thesis may be resubmitted only once. In case of resubmission, the thesis needs to be sent to the original External Examiners.
O PhD 14	**Viva Voce**
14.1	After receiving favorable reports from both the external referees, the candidate shall be required to defend his/her thesis in a Viva-Voce, before a duly constituted Committee, hereinafter referred to as Viva-Voce Committee (VVC). The Viva Voce Committee shall be made up of the Research Supervisor (Internal referee) and at least one of the two external examiners (External Referee). The Committee shall be provided with the reports of all the examiners prior to conducting the Viva-Voce. The date, time and venue of the Viva-Voce with other necessary details shall be adequately notified so as to enable other faculty members and students to attend it. The VVC shall submit a comprehensive report on the performance of the candidate at the Viva- Voce, including the discussions over various points raised. The report of the Viva Voce Committee along with individual reports of the Referees shall be submitted to the Academic Advisory Board and subsequently to the Academic Council for approval. On their approval, the Degree will be awarded. Prior to the actual award of the degree in convocation, a Provisional Certificate to the effect that the Degree has been awarded, will be issued. The date of the viva voce examination shall be the effective date of award of degree and will be mentioned in the provisional certificate and degree certificate.

14.2	Provided, however, that in exceptional cases where the Research Supervisor / Internal referee is not able to be present for the Viva-voce due to unavoidable circumstances, the Viva Voce can be conducted over Skype with prior permission of the Provost. The same maybe done in case of External referee who is unable to attend due to exceptional circumstances. The examiners conducting the viva voce, whether present physically or through Skype must explicitly accept the recommendations –through physical signature or through email, fax, etc. Provided, however, that in exceptional cases where the lnternal referee is not able to conduct the viva-voce due to unavoidable circumstances, the Co-Supervisor will work as internal referee and conduct the viva-voce with the prior approval of the Provost. In the case of inability of the Co-Supervisor to conduct the Viva-Voce due to any reason, the Dean / Head of the School shall arrange to conduct the Viva-Voce.
14.3	Following successful completion of the evaluation process and before the announcement of the award of' the degree, the University shall submit an electronic copy of the PhD thesis to be submitted to INFLIBNET for hosting the same to make it accessible to all Institutions/Colleges.
O PhD15	**Plagiarism Check of PhD Thesis**
	The Supervisor should carry out a plagiarism check with the appropriate software. The Supervisor should also certify that the plagiarism check has been carried out on the softcopy which is being submitted for final evaluation. The plagiarism check generated will be subject to norms as specified by the UGC.
O PhD 16	**Cancellation of admission**
	The admission of a PhD scholar shall be cancelled by the AAB in any one of the following eventualities: - If the scholar is absent for a continuous period of four weeks without prior information/sanction of leave (full time scholars). - If the scholar fails to renew his/her registration every semester by paying fees - If two consecutive progress reports of the candidate are unsatisfactory. - If the scholar's research plan/proposal is not approved even after the submission of revised proposal, - If the scholar fails to submit the thesis within the maximum stipulated time as provided in these ordinances, - If the scholar officially withdraws from the PhD program, - If the scholar is found involved in an act of misconduct and/or indiscipline and his/her termination has been recommended by the competent authority ie AAB. - In the event of not completing the Course work in the prescribed time.

O PhD 17	**Conversion of Registration**
	The conversion of registration from PhD Full-time to PhD Part-time should be on the basis of guide lines to be decided by AAB.
O PhD 18	In case of dispute/doubt about the interpretation of any Ordinance, the decisions of the Provost shall be final after taking into consideration the recommendations of the AAB.

Note : Below are the sample annexure formats. The format of the annexure may vary depending on software tool used, but the textual content must not vary.

ANNEXURE – 1
CERTIFICATE OF COMPLETION OF COURSE WORK

School Name:
Scholar Name:
Scholar Id.
Supervisor name

Semester	Course	Credits	Grade	Grade Points
Sem-1	General Course Work			
	- Research Methodology - Computer Applications	4		
	- Research and Publication Ethics	2		
Sem-2	Discipline Specific Course Work			
	- Independent Study / Research Project	2		
	- Courses related to Doctoral study(2)	6		
	- Seminar/ Colloquium	2		
Total Credits		16		

SEMESTER	CREDITS REGISTERED	CREDITS EARNED	GRADE POINTS	SGPA	CGPA
1 – GCW	**06**	**06**			
2 - DCW	**10**	**10**			

Grade	Grade Points	Marks
A+	10	90-100
A	9	80-89
A-	8	71-79
B+	7	61-70
B	6	56-60
B-	5	55
NI	0	<55

ANNEXURE – 2
NOC FROM INSTITUTIONS

No Objection Certificate
(Following format is to be printed on the letter head of the Organization where the candidate is currently working)

Ref Date:

To:
The Registrar
……
……..
……

Sub: No Objection Certificate to carry out PhD work

Dear Sir,

We have no objection if Mr/Ms ..... An employee in our organization

…… at the post of.. , is

admitted to the PhD program in..... University.

We shall grant him/her leave of absence to attend classes/research work during his/her PhD program.

Signature and Seal
of the Concerned
Authority

ANNEXURE – 3

Conditions for conversion from Full-Time to Part-Time and Vice-Versa

General Conditions

- Date of initial registration will be the date for all the purposes (like completion of coursework, submission of thesis, etc.)
- In the entire tenure of PhD, program conversion from Full-Time to Parr-Time and Part-Time to Full-Time can be done only once as per the conditions given here under.

Conditions for conversion of registration from Full-Time to Part-Time.

1. The student should be employed in any educational Institutions/ R&D center; Industry wherein sufficient infrastructure is available to carry out the research by the student.
2. The student has to submit No Objection Certificate and Infrastructure certificate from the employer where the student is going to carry out the research.
3. The conversion can be done only up to two years from the date ofregistration.
4. Conversion from Full-Time to Part-time can be considered only after completion of course work.
5. The minimum duration for submission of PhD synopsis (Part-time) shall be 4 years from the date of initial registration and maximum period should not exceed seven years.
6. Women candidates and persons with disability' (more than 40% disability) may be allowed a relaxation of two years in the maximum duration ie up to 9 years.
7. Approval from the Dean or Head of the School, Program Chairperson and Supervisor will be required.
8. Part-time scholars will have to complete 200 days of attendance (including field work, lab work and data collection) within 4 years from the date of registration.

Conditions for conversion of registration from Part-Time to Full-Time except Faculty of Management.

1. The conversion can be done only up to two years from the date ofregistration.

2. The students who are converted from Part-Time to Full-Time will be considered as non-stipendiary students.

3. All the rules applicable to PhD (Full-Time) students will be applicable from the time of switching over.

4. The minimum duration for submission of PhD synopsis (Full-Time) shall be 3 years from the date of initial registration and maximum period should not exceed six years.

5. Women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of two years in the maximum duration ie up to 9 years.

6. Relieving letter from the employer where the student was employed.

7. Approval from the Dean or Head of the School, Program Chairperson and Supervisor will be required.

ANNEXURE - 4

NAVRACHANA UNIVERSITY
APPLICATION FORM FOR RESEARCH GUIDESHIP IN PhD PROGRAM

Name: .....

Present designation: …….

Specialization: ……..……

Date of appointment as Permanent faculty: ……

Date of retirement: ……

Name of any other University in which you are an Approved Guide for PhD (Copy of the Communicationto be enclosed)

– Academic Background

Examination Passed (Start from Graduation)	Subject with Specialization	Year of Passing	Percentage of Marks	Name of the Board/University awarding Degree/Diploma/Certificate
1	2	3	4	5

– Employment Record

Designation	From – To	Classes & Subjects taught (U.G./P.G. level)	Name of the Institution	Permanent/ Temporary

– Total Teaching experience

- UG ..... PG .....

– Give details of any Research undertaken/completed by you.(Annexure to be attached)

Title of Project/Scheme	Funding Agency	Funds received	Date of starting	Date of ending	Worked as Chief Investigator/ Co- investigator etc.

– Give details of Research Guidance given for PhD – completed/ongoing

Sr. No.	Name of student registered under your guidance	Registered for Ph.D.	Name of the University	Year of Registration	Year of award of Degree	Title of Research

– List of Professional Associations to which you belong (Add extra sheets, if required).

Sr. No.	Name and address of Organization	Category of Membership	Positions held	Period	
				From	To

Publication Details

– List of published books

Sr. No.	Title of Book with details	Co-authors if any	Publisher Year of Publ	Remarks
1				
2				

– Research Articles/ papers published in Journals

Sr. No.	Title of Articles/Papers published With details	Co-authors if any	Year of Publication	Remarks
1				
2				

– Articles Published in Edited Books.

Sr. No.	Title of book with details	Title of Chapter/Article	Year of Publication	Remarks
1				
2				

– Research Papers presented in the seminars/conferences

Sr. No.	Title of Article/Papers	Co-authors, If any	Regional/ National/ International	Sponsoring Agency and Date

Any other academic or research related information you would like to mention _____
(Annexure can be attached, if required)

ENCLOSURES

1. CV including details of educational qualifications, employment, details of research projects, list of publication of books, Chapters, Articles and Research papers in Journals with complete details (whetherpublished in refereed journals. Approved by UGC). Any other academic or research related informationapplicant would like to mention.

2. Attested copies of mark sheets, certificates (UG, PG, PhD).

DECLARATION

I declare that all the information given in this application and its annexure is true to the best of myknowledge and belief and

I understand that misrepresentation renders me liable to dismissal.

Place:
Date: / /20 (Signature of applicant)

……
……

OFFICE USE ONLY

Remarks and recommendation of the Committee Members
(Compulsory for further consideration)

- The candidate fulfills the eligibility as per the latest rules and hence is recommendedfor recognition as PhD Guide.

- The candidate is not recommended for recognition because he/she

  – Does not have required number of publications as per latest rules.

  – Any other (Please specify) ……

…….	…….	…… ……
Dean/Head /Expert School - …… NUV	Program Chairperson /Expert School - …… NUV	Senior member of Program /Expert School - …… NUV

……
Head – PhD Office, NUV

……
Provost - NUV

ANNEXURE - 5

PhD RESEARCH PROPOSAL SEMINAR

This is to certify

That Mr./Ms.....(E. Id .....)

research scholar of the School ……

has given a detailed seminar on the Research Proposal as detailed below topic:

....

..... Date ……..

- **that his/her Research Proposal has been examined in view of academic merit and that the Committee is satisfied/not-satisfied by the content and quality of Proposal,**
- **that his/her presentation was excellent/good/satisfactory/not-satisfactory and that he/she was able/unable to defend the proposal and answer the proposal related questions,**
- **that he/she is allowed/not-allowed to submit the Research Plan Proposal.**

Suggestions given by Doctoral Committee

	NAME, AFFILIATION	**SIGN**
Chairperson (DC)		
Subject Expert - External		
Subject Expert - External		
Guide / Supervisor		
Co-Guide/ Co-Supervisor		

ANNEXURE –6

PhD – Research Proposal Seminar – Letter to scholar

Date:

To,

……
……

Subject: PhD – Research Proposal Dear

Mr. / Ms. ……

I am happy to inform you that the Committee comprising of the following members

1.
2.
3.

has approved your research topic titled ……

……

……..……. The details are as follows:

1. Subject: …….…….
2. School: ……...
3. Guide:……...
4. Co-Guide:…….…..
5. Date of Registration:……..

Please note that your doctoral study will be governed by the Navrachana University Ordinances for the Degree of Doctor of Philosophy (PhD).

……

Head – PhD Office

Copy to:

1. Guide: Prof./Dr. ……
2. Co-Guide: Prof./Dr.…….
3. Dy. Registrar (Academics)……

ANNEXURE – 7

PhD PROGRESS REPORT FOR DOCTORALCOMMITTEE

PhD PROGRESS REVIEW FORM

This is to certify that Mr./Ms.....

(E. Id) ……, Research scholar in School ……..……

has presented her Doctoral Study on the topic ……..…..

.....Date ……..

(To be filled by the Research Guide)

Progress of Research Scholar		
	DATE	COMMENTS
Course Work Completion		
Research Proposal Presentation		
Doctoral Review Meeting conducted (……)		
Pre-Synopsis Seminar		
Synopsis Submission		
Final Thesis Submission		

Comments on the Research Progress (Guide / Co - Guide)

Comments on the Research Progress - DOCTORAL COMMITTEE

	NAME, AFFILIATION	SIGN
Chairperson (DC)		
Subject Expert - External		
Subject Expert - External		
Guide / Supervisor		
Co-Guide/ Co-Supervisor		

ANNEXURE – 8

SYNOPSIS SUBMISSION

DETAILS OF THE RESEARCH SCHOLAR	
Name	
Enrolment No	
E-mail ID	
Contact Number	
REGISTRATION DETAILS	
Category of registration	
Month and Year of Registration	
Name of the School where Research was Conducted	
Discipline	
Course Work Details	
Date of completion - maximum period	
Approval for Extension of period	
Date of submission of synopsis	
Guide	
Co-Guide	
DETAILS- Doctoral Committee Members	
Annual Fee Payment	
DETAILS Seminar Presentations	Appendix no…
Publications	Appendix no…

Name and Signature of the Supervisor:

B. Give the names of Experts (6) for evaluation of doctoral dissertation;

1. Attach CV / Detailed profile of Experts
2. Contact details for communication

C. Final Synopsis document as attachment

----------Office Use Only ----------

Date of Receipt ……: Signature ……

ANNEXURE – 9

Declaration

I,..... , registered as Research Scholar, bearing Registration

No……...for the Doctoral Program in the School
……

Of Navrachana University do hereby declare that this PhD thesis titled,

"……

…….…….…….."

submitted by me to Navrachana University, Vadodara, Gujarat, India, is original and is the outcome of independent investigations / research carried out by me.

I do hereby declare that this work contains no plagiarism and has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out or to any other Institution.

I do hereby declare that the text, diagrams or any other material taken from other sources (including but not limited to books. journals and web) have been acknowledged, referred and cited to the best of my knowledge and understanding

Name and Signature of the student

I endorse the above declaration made by the student

Name and Signature of the Supervisor

Date:
Place: Vadodara, Gujarat

ANNEXURE – 10

Certificate

This is to certify that the thesis titled….....has been prepared by

…….

under my supervision and guidance.

The thesis is his/her original work completed after careful research and investigation.

The work of the thesis is of the standard expected of a candidate for PhD Program

in .....and I recommend that it be sent for evaluation.

……

Signature of the Supervisor

Date:

Forwarded through

1) Name and signature of the Dean, School of…….
2) Name and signature of the PhD Program Chairperson……..

To:
Registrar
Navrachana University.

ANNEXURE – 11

FORMAT OF EXAMINER'S REPORT
Recommendation on PhD Thesis

Name of the Candidate:

Title of the Thesis

Please give your specific recommendation by ticking any one of the following, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

The thesis be accepted for the award of the PhD degree
OR
The thesis is acceptable for the award of the PhD degree subject to the clarification of certain points at the time of Viva-Voce. (Points to be enclosed)
OR
The thesis is not acceptable in the present form but may be accepted subject to modification/clarification/revision.
(Please enclose your suggestions for modification etc. desired)
OR
The thesis be rejected.
(Please enclose your comments).

Place …… Signature of the Examiner. ……

Name and Address of the Examiner …….

Date ……. …….

Encl:
(a) Detailed report on separate sheet(s),
(b) List of points for clarification.

ANNEXURE – 12

Report on the PhD Viva –Voce Examination
of ..... (Reg No.) on the PhD thesis entitled
"
……
……. " Date; Navrachana University, Vadodara.

The following members conducted the Viva-Voce Examination

1.....(Supervisor)

2. ..... (External Examiner)

The candidate .....was examined by the members of the Viva-Voce Committee following which …… presented the salient features of his PhD work identifying the major contributions made. The questions/clarifications raised by all the thesis examiners were addressed.
The audience present also asked questions

Number of participants and scholars attended were…….

The corrections suggested by the examiners have been carried out and incorporated in the thesis before the Viva–Voce examination (mail from Supervisor attached).

Based on the scholar's research work, his presentation and also the clarifications and answers given by the scholar to the questions, the Viva-VoceCommittee recommends that

…… be awarded PhD degree in the Discipline of ……..

…… ……..……

External Examiner Internal Examiner

Encl:
1. Examiner Reports 2. Emails of Examiners

ANNEXURE – 13

FORMAT OF THESIS SUBMISSION

TITLE OF THE STUDY

<Bold, Capital; Font Size 16><1.5-line spacing>

Font Size 14><1.5-line spacing>

A

Thesis submitted to

Navrachana University

For the Degree

Of

<Capital; bold Font Size 16>

DOCTOR OF PHILOSOPHY

In

……

<Bold; Font Size 14 >

Supervisor: …….

Researcher: …….

NAVRACHANA UNIVERSITY

SCHOOL OF ……

NAVRACHANA UNIVERSITY, VADODARA

MONTH, YEAR.

<Bold, Capital; Font Size 16><1.5-line spacing>