

MAHARSHI DAYANAND SARASWATI UNIVERSITY, AJMER

**ORDINANCE 124 FOR THE AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY
(Ph.D) OF THE UNIVERSITY**

0.124.1: In order to confer the degree of Doctor of Philosophy (Ph.D) for the research work characterized by the discovery of facts or by fresh approach towards the interpretation of facts or theories on an applied work of great significance, this ordinance is promulgated w.e.f. the academic session 2014-15.

0.124.2: Places where the research work can be pursued:

- (i) Ph.D. research work shall be carried out under the supervision of the registered research supervisors in the university teaching departments and colleges affiliated to this University in its jurisdiction and in the institutions recognized or approved as Research Centre, and also in a college recognized by the commission in consultation with the University concerned under clause (i) Section 2 of the UGC Act 1956.

O.124.3: Eligibility and Registration Criteria for Research Supervisor:

A. Eligibility:

The following shall be eligible for registration as Research Supervisors provided they possess a doctoral degree of a recognized University:

(i) The permanent teachers of the university and that of the Post graduate and UG Colleges affiliated to this University having minimum five years experience of P.G. teaching in the subject/Post doctoral research in the subject carried out under the purview of recognized research programme of any funding agency such as UGC/CSIR/ CSSR/DST/DOEn/CAR etc.;

(ii) Such teacher must have three research papers published in a reputed journal of national/international level and participated in at least three conferences in the area of research work concerned.

(iii) A scientist/research fellow/faculty member duly recruited/engaged by the concerned approved institution or research institute recognized by the University, who is involved in research, may be approved by the Vice-Chancellor as supervisor/Co-supervisor if (a) he/she possesses five years experience of PG teaching/post doctoral research under a post-doctoral fellowship Programme, (b) he/she has published three research papers in the area of research covered in any referred peer reviewed journal of national/international repute, and (c) has participated in at least three conferences in the area of research work concerned.

(iv) A retired teacher who had been a registered research supervisor in his/her parent institution (recognized university/approved or recognized research center/affiliated colleges) will be permitted to register research scholars. However, their registration as research supervisor shall be subject to the approval of the Research Supervisor Approval Committee (RSAC)

B. Registration:

For registration as a Research Supervisor, a teacher who fulfills the above mentioned qualifications must apply in the prescribed form obtainable from the research section of the University or is available on the University web site. **(Appendix I)**

(i) The application in the prescribed format shall be considered and approved by a **Research Supervisor Registration Committee (RSRC)** consisting of the following:

- a) The Dean PG Studies;
- b) The Dean of the Faculty concerned
- c) One expert to be nominated by the Vice Chancellor
- d) The Director Research - Member Secretary

C. No person shall be permitted to supervise the research work of his/her close relatives.

O.124.4: Research Supervision at UG College:

- (i) A registered supervisor posted to a college which does not run the post graduate course in the faculty concerned, may continue to supervise those scholars who are already registered with him/her at the colleges having PG classes in the subject concerned and he finds no difficulty in supervising them from the changed place. If a registered supervisor is subsequently transferred to a U.G. College affiliated to the MDS University, she/he may still be allotted fresh candidates, except in the Faculty of Science.
- (ii) A registered supervisor, awarded a research project having a position of a Junior Research Fellow, may be allowed to get such a JRF registered for the PhD degree if the supervisor is posted in a U.G. College.
- (iii) Any registered Supervisor of the Faculty of Arts, Fine Arts, Social Science, Commerce, Management Studies, Science, Education (both science and non-science) and Law who leaves the University department or an affiliated college or is transferred to a UG College within its jurisdiction or outside the jurisdiction of MDSU shall continue to supervise those scholars who are already allotted/registered with him/her. Any such registered supervisor will continue to guide students registered with them but such scholars will be allotted Co- Supervisors with the consent of the main supervisor.

O.124.5: Limits of registration of Scholars:

A. For in service Registered Research Supervisors: A registered research supervisor shall be entitled to get the research scholar registered up to the limit prescribed for registration before his/her superannuation. **The present limit is; for Professor -10, Associate Professor 9, Assistant Professor 8 research scholars respectively.**

B For superannuated Registered Research Supervisors:

- (i) A registered research supervisor, who has superannuated from the services of any University or any affiliated PG/UG College to MDSU shall be entitled to guide FOUR research scholars;
- (ii) A supervisor who belongs to the Faculty of Science shall be entitled to get the research scholar registered after superannuation only when he has an in-service co-supervisor for the said purpose based in the same department.

C. For the Supervisors who left the University/College: In case, a registered supervisor leaves the University/College and/or is transferred to an affiliated college which is out of the jurisdiction of the University or employed to any other Institution, as the case may be, he will cease to be the Registered Research Supervisor for the purpose of allotment of **new scholars**.

Such a supervisor shall, however, be permitted to supervise those candidates who have already registered with him. For obtaining permission for this purpose, the supervisor concerned shall recommend a co-supervisor with his/her consent to supervise the candidate concerned from the research centre where he was registered. Such students shall not be counted as research students registered with the co-supervisor. In case of non-availability of a co-supervisor from the same subject, co-supervisor can be recommended from a sister discipline.

D. Age Limit for registration of scholar: A registered research supervisor who has attained the age of 70 years shall not be eligible to register a candidate for Ph.D. degree.

E. Change of Supervisor:

(i) In the event of death/prolonged sickness, suspension/termination or transfer of the supervisor, change of supervisor shall be considered by the Research Supervisor Allocation Committee (RSAC). The period of the research work done by the candidate under such supervisor shall be counted for the purpose of the award of Ph.D. degree.

(ii) The demand of change of the Research Supervisor shall not be taken as a matter of right but in case, a candidate, who has joined the course after allotment of supervisor fails to get the supervisor changed, as per above procedure, the matter may be decided by the Vice-Chancellor on the recommendations of a committee constituted by him for the purpose.

(iii) Where a co-supervisor has been allotted, the candidate so registered with him shall not be counted in the prescribed quota of that Research Supervisor.

(iv) If a Supervisor refuses to guide any research scholar allotted to her/him by the RSAC, a new supervisor shall be allotted by the Vice Chancellor on the recommendation of the RSAC.

O.124.6: Eligibility for admission to the degree of Doctor of Philosophy (Ph.D.)

A candidate seeking admission to the degree of Doctor of Philosophy (Ph.D.) must have obtained Master's degree with at least 55 percent marks at the postgraduate examination of the University or an equivalent examination recognized by the University in the subject or in any allied subject for pursuing research. Relaxation of 5% marks in the eligibility (Marks) will be given to the SC/ST and differently able candidates as per rules.

(A) The Master's degree should have been obtained after taking the Bachelor's degree with full prescribed Courses for the degree.

(B) Candidate who takes the B.A. degree of another statutory Indian University as an Oriental candidate after passing a public examination in a classical or modern Indian language prior to the M.A. degree will also be eligible for registration.

(C) For teachers having been recruited before 1986 and working as a permanent teacher in an affiliated college, the relaxation in eligibility condition may be considered by a committee appointed by the Vice Chancellor.

(D) The Degree of Doctor of Philosophy shall be awarded in the Faculty. A candidate is required to decide the faculty in which he wishes to pursue research at the time of filling up the application form for the Research Eligibility Test. The candidate may, therefore, opt for any one of the following option and appear in the RET for the opted subject:

a) same subject of his/her qualifying examination

b) allied subject of his/her qualifying examination in the same faculty.

c) different subject of his/her qualifying examination in the different faculty.

(i) In the case of the option of b) or c) above, the matter of allocation of supervisor shall be considered by the RSAC of the subject which the candidate has opted.

(ii) In the case of interdisciplinary research within the same faculty the RSAC may recommend a Co-Supervisor as per need.

(iii) In the case of the interdisciplinary research within the two different faculties, the candidate will have to take a Co-supervisor from the other relevant faculty.

O.124.7 Research Eligibility Test (RET)

A There shall be an Entrance Test namely **Research Eligibility Test (RET)** comprising of two papers of 100 marks each. The duration of each paper shall be one hour without any gap. Paper I shall be of Research Aptitude and the Paper II shall be from the subject selected by the applicant. A candidate who does not appear in Paper I shall not be allowed to appear in Paper II. Paper I and Paper II shall consist of 50 Multiple Choice Questions. Each question shall carry 2 marks. There will be no negative marking.

The questions for the **Paper I** shall be of general nature, intended to assess the research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking, computer skills, elementary statistical methods and general awareness of the candidate.

The questions for **Paper II** shall be based on the syllabus of the Post Graduate degree of the Maharshi Dayanand Saraswati University, Ajmer in a particular subject selected by the candidate.

B Marking Response for Question Papers

The candidate will have to mark the response for questions of Paper I and II on the Optical Mark Reader (OMR) sheet provided along with test booklet.

C Criteria for Declaration of result

The candidates who have obtained following minimum marks separately in Paper-I, Paper-II and aggregate marks in both the papers as given below, shall be declared pass:

Category	Minimum Passing Marks		Aggregate Passing Marks
	Paper I	Paper II	
General and OBC (creamy layer)	40%	40%	50%
O.B.C. (Non-creamy layer)	35%	35%	45%
SC/ST/PH	35%	35%	40%

O.124.8: Database of Research Supervisors and their vacancies:

A. Preparation of Data base: The University shall prepare data base of the registered supervisors, their field of interest and the infrastructure available in the Department/College/Approved Institutions before sending the notification in the news papers according to the format provided by the Director Research. (**Appendix II**)

B. Filling of Database proforma: The Head of the Departments or the Principals of the colleges concerned will get the proforma filled by each supervisor to get information of number of students registered, broad area of research, brief summary of research activities, research facilities available, research area for the prospective PhD students etc. and send the same to the Director Research for publication on the University website and notice boards to ensure that the prospective research students are well informed about research activities of the supervisors. The information may be published at least one week before the date of interview.

C. Entrance Test: There shall be an entrance test namely **Research Eligibility Test (RET)** once in a session based on the availability of the seats with the registered research supervisors for which consent from each supervisor should be obtained indicating the number of seats they prefer to accept the candidates for allocation. On the basis of the information received from the respective supervisors, the Director Research shall issue a notification to this effect in the National, Regional news papers and also on the university website indicating the number of seats for which RET is to be conducted. The entrance test shall be conducted on the centers and as per the methods decided by the Co coordinator RET to be appointed by the Vice Chancellor.

- D. Exemption from RET:** The following persons shall be exempted from appearance in the RET:
- a) The candidates who have qualified UGC/CSIR (JRF) Examination/NET/SLET/GATE/teacher fellowship holder or have passed M. Phil. Programme as per the UGC Regulation 2009.
 - b) The permanent teachers of University/colleges recruited through a regular selection committee.
- E. Criteria for Preparing the Merit List:** The Research Section shall prepare a merit list of the applicants who had submitted application forms duly filled in along with requisite documents in the prescribed time. The criteria for preparation of merit list shall be as under:
- (i) Marks obtained in RET 60%
 - (ii) Marks obtained in PG 40%
- F.** Candidate shall be required to fill up an application form for allotment of research supervisor to be obtainable from the Research Section (**Appendix III**) indicating therewith the order of preference of his/her research interests, namely proposed research area and prospective supervisors.
- G. Procedure of allocation/allotment of Research Supervisor:** The allotment/allocation of the Research Supervisor for a eligible candidates shall be done by the Research Supervisor Allocation Committee (**RSAC**) depending on the number of available seats per research supervisor in the subject, keeping in view the research interest/area, specialization among the supervisors, the research interest of the student as indicated in the application form. Only pre-determined number of candidate may be considered for allotment in each subject. The Allocation shall be subject wise and centralized at the University.
- H. Research Supervisor Allocation Committee (RSAC):**
The Research Supervisor Allocation Committees (RSAC) shall consist of the following:
- i). Dean PG Studies (Chairperson);
 - ii). Dean of the Faculty
 - iii). Director Research. (Member Secretary)
- I. Meeting of RSAC:** The Director Research will fix up and notify the schedule of meetings of the subject wise RSAC. The RSAC shall conduct its business as required in para (G) above and shall make its recommendations. The recommendations of the RSAC shall be submitted by the Director Research for the approval of the Vice-Chancellor.
- J. Notification of allotment of Supervisor and joining of Course Work:** After obtaining approval of the VC, the Director Research shall inform the candidates about their admission and the name of supervisor and ask them to submit a joining report to the Dean, PG Studies. The candidate will be required to join by submitting the joining report along with course work fee of Rs. 5000/- (Crossed demand draft in the name of "Registrar, M.D.S. University, Ajmer". In service candidates shall be allowed to join only if they submit 'No Objection Certificate' from their employer along with the joining report. If a candidate fails to report within the prescribed time period i.e. 20 days from the date of notification, the allotment shall stand cancelled.

O.124.9. Scheme of Course Work:

- A. There shall be a compulsory course work of one semester within 6 months with three papers. It shall be the responsibility of the Director, Research to ensure completion of the course work within the prescribed time period.
- B. The course work of Paper I shall be conducted at the University and Paper- II and III shall be conducted at the concerning College/Department . The outline of the syllabus given in **Appendix IV**.
- C. **Norms for conduct of Centralized Course Work of Paper-I**
The course work of Paper-I shall be conducted for a period of 15 working days centrally in the University with continuous assessment by the Co-ordinator/Co Coordinator to be appointed by the Vice-Chancellor for this purpose.

0.124.10 Research Registration Committee

- A** There shall be a Research Registration Committee (RRC) consisting of the following in each subject:
1. The Dean Post Graduate Studies - Chairman
 2. The Dean of the faculty concerned
 3. One subject expert nominated by the Vice Chancellor.
 4. Director (Research)/Member Secretary.
- B** The meeting of the RRC shall be held at regular intervals throughout the year.

0.124.11 Registration of candidate for the Ph. D. degree & date of registration

A candidate who has successfully completed the course work consisting of three papers will be eligible to prepare the synopsis in the format as per **Appendix IV A** of the research work in consultation with the supervisor. The synopsis has to be presented before the Research Registration Committee within a period of three months after the completion of the course work alongwith an application form for registration (**Appendix IV B**). After receiving synopsis approval of the RRC, the Research section will issue a provisional registration letter asking the scholar to deposit the Admission fee as prescribed by the Department or the College concerned for admission and also deposit the registration fee of Rs 6,000/- in the University.(Appendix-XVI) If a candidate fails to deposit fee and to join the department/college/institution within three months from the date of issue of provisional registration letter, the Director shall inform him/her to join within one month of the expiry of the earlier period on depositing penalty of Rs. 500. If the candidate fails to join within the given period, his/her provisional registration would stand cancelled automatically.

After the candidate has submitted the prescribed fee, the Research Section will issue final registration letter including the date of Registration which shall be the date of the meeting of Research Registration Committee.

0.124.12: Changes in the topic of Research

Change in the topic of research may be considered once only in exceptional circumstances to be recorded in writing if the supervisor recommends for such change in the topic and the same is found to be necessary in the interest of research by the Research Registration Committee. The recommendations of the RRC shall be effective after the approval of the Vice Chancellor. Thesis can be submitted only after a passage of one year of the change of topic.

0.124:13 Attendance and admissible period for Research

- A** The supervisor shall certify that the candidate has taken at least 100 days of guidance per year. The Supervisor shall forward yearly progress report (**Appendix V**) to the Director, Research through the Head of the University teaching Department/Principal of the PG affiliated college concerned.
- B** The candidate shall not be entitled to take admission to any degree course as a regular student during the period of the date of registration and the date of submission of the thesis.
- C** The minimum time period for submission of the thesis shall not be earlier than two years and not later than five years from the date of registration. After completion of three years, the candidate shall be required to seek extension for two years by depositing a fee as per Fee schedule. (Appendix- XVI)
- D** After completion of five years, the period shall not be extended except in exceptional circumstances where an extension of maximum of one year may be permitted by the Vice-Chancellor on the recommendation of the supervisor routed through the Head of the

University teaching Department/Principal of the PG affiliated college concerned. In case of grant of the last extension, the candidate is required to deposit a fee of Rs.12,000/- for the sixth year.

0.124.14 Cancellation of Registration: The registration shall be cancelled if,

- A A candidate does not provide satisfactory yearly progress report through the supervisor regularly for two years.
- B A candidate fails to submit his thesis by the last date of completion of 5 years of the registration and does not apply for extension within three months after completion of five years.
- C A candidate fails to submit his thesis up to the expiry of the extended period of the registration.

0.124.15: Submission of Panel of Experts and Consent Process:

Three months before the submission of thesis, the supervisor shall submit a panel of at least **Eight experts** in the subject/area concerned. Four of these have to be of the rank of Professors from outside the State. Associate Professors and Lecturers in Selection Grade in the Colleges having 20 years of experience of PG teaching may also be included in the Panel of Experts. (**Appendix VI**). The Vice Chancellor may, however ask for more names of experts for the panel and in exceptional cases may add names to the panel. In case the subject of research is such that adequate number of experts is not available within India, the panel may consist of two names of experts from foreign countries.

The Vice-Chancellor would then select and appoint two examiners from the panel as external examiners.

0.124.16: Requirement for Submission of Thesis and Abstracts

- A. Prior to submission of the thesis, the scholar shall make a pre-Ph.D. presentation in the Department and shall suitably incorporate into the draft thesis the suggestions so emerged under the guidance of the supervisor.
- B. The scholar shall be required to publish one research paper in a Journal/ peer reviewed journal before the submission of the thesis and also produce evidence for the same in the form of the reprint. He shall have to give a declaration as per the **Appendix VII**. A copy of the research paper published must be appended at the end of the thesis. In such a publication, the candidate must acknowledge the department and the university/college for the facilities provided for work.
- C. The language of the thesis shall be either Hindi or English except for the thesis submitted in the area of languages such as English, Sanskrit, Urdu, Sindhi etc.
- D. After the thesis is complete the scholar shall submit four printed or type written copies in a bound cover of the colour specified in **Appendix VIII** along with four copies of abstract and certificate by the supervisor in the proformas provided in **Appendix IX and IX-A** and no dues certificate by the concerned Head of the University Department/Principal of the college concerned. The cover and title page of thesis will be as specified in model (**Appendix X**).The scholar shall also be required to submit four soft copies of the thesis on separate CDs in non-editable PDF format. Along with the thesis, the candidate must also submit a copy of the certificates indicating successful completion of the course work.
- E. The University will run a software program to evaluate whether there is any plagiarism in the thesis.

0.124.17 Evaluation of the Thesis, Appointment of examiners, Conduct of viva-voce, award of the degree and cancellation of registration:

1. **Appointment of Examiner:** The Panel of Expert provided by the Supervisor as per Ordinance 124.15 shall be submitted by the Director-Research to the Vice-Chancellor for appointment of two experts as examiners, with at least one from outside the State to evaluate the thesis.
2. **Evaluation of Thesis:** The Director Research shall inform the Experts regarding their appointment as an Examiner and send therewith a copy of the abstract submitted by the candidate to the examiner for giving consent to evaluate the thesis after perusing the abstract. (**Appendix XI**). The Director shall also inform the examiner that the consent must reach within one month's time failing which, it will be presumed that he is not willing to evaluate the thesis and the Vice-Chancellor will be requested to appoint another examiner.
 - 2.1 After receipt of the consent from both the examiners, the Director-Research shall send the thesis to the respective examiners and the supervisor concerned (who will be internal examiner for this purpose) for evaluation requesting therewith that the thesis may be evaluated within a period of three months of the receipt of the thesis. The Director shall also send along with the thesis, the format of examiner's report as per **Appendix-XII** and communicate him the amount to be paid as remuneration as specified in **Appendix- XIII**
 - 2.2 If all the examiners recommend award of the degree of Ph.D., the Director Research shall put up the reports before the Vice-Chancellor to appoint one of the two external examiners to conduct the viva-voce examination of the candidate.
 - 2.3 In case one or both of the external examiners recommend a modification in the thesis, it will be communicated to the candidate through supervisor by the Director, Research. The candidate shall be required to carry out the modification and resubmit the thesis within a period of three months. Resubmitted thesis will be sent to the same examiner(s). However, if any examiner expresses inability to evaluate the thesis again, the Vice Chancellor may appoint another external examiner from the original panel suggested by the Supervisor or a new panel sought by the Vice-chancellor.
 - 2.4 Where one of the external examiners recommends rejection of the thesis, the thesis shall be sent to a third external examiner appointed by the Vice-Chancellor and the opinion of the third external examiner shall be final and binding.
 - 2.5 In case one external examiner recommends a modification while another rejects the thesis, the candidate shall be informed accordingly and asked to re-submit the thesis within a period of one year. The revised and/or modified thesis shall be sent to the same two examiners. However, if any one expresses inability to evaluate, the Vice Chancellor shall appoint another external examiner from the original panel suggested by the Supervisor and/or Vice chancellor may seek more names of experts for appointment of examiner(s). Even after this stage, if any one of the external examiners recommends further modification/rejection, the thesis will be rejected and the registration shall stand cancelled automatically.
 - 2.6 If both the external examiners recommend the rejection of the thesis it will be rejected and the registration shall automatically stand cancelled.
 - 2.7 The period of six months/one year taken in resubmission of the thesis after modification shall be counted from the date on which the candidate is informed of the result and it will not be counted in the maximum period for submission of thesis i.e. five years from the date of registration.

- 2.8 If viva-voce report is unsatisfactory the viva-voce examination shall be held again within a period of six months from the date of first viva-voce examination on payment of the requisite fee. At such second viva voce examination, the Vice-Chancellor, if required may appoint any other examiner from the panel. If the candidate fails to get a satisfactory report in the second viva-voce examination, the thesis shall be rejected and his/her registration shall automatically stand cancelled
- 3. Conduct of Viva-voce:** Notice for the viva voce shall be sent to the concerning Head of the teaching department of the University for display on the Notice Board. It must clearly state that all students, research scholars and faculty members can attend the same. The information regarding the conduction of viva-voce should also be given to the Dean of Faculty concerned.
- 3.1 The viva-voce shall be conducted jointly by the supervisor(s) and one external examiner and questions, clarification, etc. shall be asked by them.
- 3.2 The examiners shall submit their Viva-voce reports jointly to the University in the format provided in **Appendix-XII**. The reports of the examiners be placed before the Vice-Chancellor for acceptance.
- 4. Award of Degree:** The Degree of Doctor of Philosophy shall be awarded from the date of the approval of the Vice-chancellor on the report of Viva-voce. The degree (**Appendix - XIV**) shall be released after passing the supplication of the grace by the University authorities. However, in lieu of the degree, a Provisional Certificate as per **Appendix- XV** shall be issued to the candidate.
- 4.1 The Director Research shall also issue every month a notification indicating the name and other details of the Scholars who have been issued the Provisional Certificate during that month. A copy of the notification shall also be uploaded on the University website and be sent to all concerned and to the newsletter University News (AIU).
- 4.2 During the period between the of issue of the Provisional Certificate and conferment of the degree of Ph.D. to research scholar, if Provisional Certificate is lost or has been destroyed and the candidate has a real need for duplicate provisional certificate, it may be issued on production of an affidavit on stamp paper of Rs. 10/- by the applicant concerned along with an application to this effect and remittance of the prescribed fee to the Registrar.

0.124.18 Depository with UGC

1. Following the successful completion of the evaluation process and announcement of the award of PhD degree, the University shall submit a soft copy of the Ph.D. thesis to the University Co-ordinator INFLIBNET within a period of thirty days, for hosting the same on INFLIBNET accessible to all Institutions/ Universities. Along with the Degree, the University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the Minimum Standards and Procedure for Awards of Ph.D degree of MDS University Ajmer according to the guidelines of UGC Regulation 2009.

Note : The provisions of UGC (Minimum standards for the award of Ph.D. and M.Phil. degree) Regulation 2009 shall not apply to a candidate who had applied for Ph.D. registration upto July 2009.

0.124.19 : Intellectual Property Rights (IPR) :

Intellectual Property rights including publications of the research work carried out by the candidate under a supervisor recognized by the University shall vest jointly in the Supervisor, the candidate and the University. The patent rights related to research shall be dealt under the IP policy of the University.

0.124.20 : Research Grievance Redressal Committee (RGRC)

There shall be a Research Grievance Redressal Committee (RGRC) to be constituted as follows :

- | | | |
|-----|----------------------------------|----------|
| a) | Dean PG Studies | Convenor |
| b) | Dean of concerned faculty | Member |
| c) | A nominee of the Vice Chancellor | Member |
| d). | Director Research | Member |

This committee shall consider the grievances related to the registration, submission of thesis and conduction of viva-voce examination. Any grievance received shall be examined by the Committee and its recommendation shall be presented before the VC for final decision.

APPENDICES :

- I Application Form of Registration as Research Supervisor.
- II Proforma for Preparation of Data base of Registered Supervisor.
- III Application Form for Allotment of Research Supervisor.
- IV Norms and Outlines of Syllabus for Course Work.
- IV A Format for Outline (Synopsis of Proposed Research Work)
- IV B Application Form for Research Registration
- V Yearly Progress Report.
- VI Format for Panel of Experts.
- VII Format for Declaration of Candidate.
- VIII Colour Scheme for Cover of Thesis.
- IX Format for Certificate of the Supervisor to accompany the thesis.
- IX A Format for Certificate to be given by the Supervisor in the thesis.
- X Model for Cover & Title page of the Thesis.
- XI Format for letter to the Examiner for consent.
- XII Format for Examiner's Report on Thesis.
- XIII Schedule of Remuneration/Honorarium to be paid.
- XIV Format of Degree of Ph.D.
- XV Format for Provisional Certificate.
- XVI Schedule of Various Fees.

Abbreviations

RET	Research Eligibility Test
RRC	Research Registration Committee
UGC	University Grants Commission
CSIR	Council of Scientific and Industrial Research
DoEn	Department of Environment & Forest
CSSR	Council of Social Science Research
DST	Department of Science and Technology
RSAC	Research Supervisor Allocation Committee
RSRC	Research Supervisor Registration Committee
IPR	Intellectual Property Right
RGRC	Research Grievance Redressal Committee