Ph.D. ORDINANCE

ORDINANCES FOR ENROLMENT, REGISTRATION AND AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY IN VARIOUS FACULTIES OF PUNJABI UNIVERSITY, PATIALA

PUNJABI UNVERSITY PATIALA

PUNJABI UNIVERSITY, PATIALA
(Established Under Punjab Act No. 35 of 1961)

December, 2015

Price Rs.   /-

ORDINANCES FOR ENROLMENT, REGISTRATION AND AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY IN VARIOUS FACULTIES OF PUNJABI UNIVERSITY, PATIALA
(Effective from December, 2015)

The Ph.D. Programme

Nothing in these ordinances shall be deemed to debar the University from amending the ordinances and the amended ordinances, if any, shall apply to all enrolled/registered students *w.e.f.* December, 2015.

1.   CANDIDATES

Three types of candidates shall be admitted into this programme.
(i)   Full time with scholarship/fellowship
(ii)   Full time but without any financial support
(iii)   Part time

2.   ELIGIBILITY

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

i)   Masters degree* in the concerned/allied subject (as determined by the Departmental Research Board) with 55% marks at Masters Degree (without rounding off). The Scheduled Cast/Schedule Tribe/Backward Class/Physically Handicapped (Provided that they have 40% Physical disability) category candidates will get 5% relaxation in post graduation Marks).
<div align="center">OR</div>

ii)   First Class Master Degree in Business Management/ Computer Applications (MCA)/Master in Pharmacy/Engineering and Technology (M.Tech.)
<div align="center">OR</div>

iii)   M.Phil./M.Litt. Degree with B+ or equivalent.**
<div align="center">OR</div>

iv)   In case of Defense Personnel who have obtained Masters Degree on the basis of staff-college, registration will be allowed if the candidate has obtained at least 60% marks in the Master's Degree.
<div align="center">OR</div>

v)   Candidates who have passed C.A./I.C.W.A./Company Secretary Examinations are eligible for getting registered for Ph.D. Degree.

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*For doing Ph.D. in the Science Departments the candidate should have passed regular M. Sc. degree from U.G.C. recognised University.Candidates with M.Sc. through Distance Education will not be eligible for admission to Ph.D. degree in the Science Departments.

**Equivalence is established as:

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

<div align="center">OR</div>

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

OR

vi) Regular teacher either of recognized private colleges or of Govt. Colleges who are serving within the jurisdiction of Punjabi University, Patiala with five years teaching experience are eligible for getting registered for Ph.D. Degree.

3. ADMISSION PROCEDURE

I) Direct Admission

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

The following category of candidates may be exempted from taking entrance test for Ph.D. programme.

i) Candidates who have qualified UGC-CSIR NET (JRF)/ NET/SLET (Punjab State)/GATE/GPAT examinations.

ii) The Holders of teacher fellowships.

iii) Direct Awardees of Fellowships from Govt. Agencies like DBT/DST/ICMR/ ICAR/INSPIRE/RGNF/MANF .
(Students appointed in the project sponsored by above agencies are not exempted from Entrance Test)

iv) Foreign students sponsored by Government of India agencies like ICCR, Ministry of HRD, etc. and foreign students sponsored by their respective Governments/Embassies.

v) Other Foreign students residing outside India (Foreign Pass Port holders) who wish to seek admission directly (without any sponsorship) to Ph.D. Programme.

II) Through M. Phil.

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

i) Candidates who have obtained M.Phil. degree with minimum B+ grade or equivalent from Punjabi University, Patiala as a regular student and whose admission at the M.Phil. has been through a joint entrance test are exempted from the entrance test for Ph.D. Programme.

ii) Candidates who have passed M.Phil. (with minimum B+ grade or equivalent) from another university as regular students or through distance Education will have to appear in the entrance test.

iii) Candidates who have passed M.Phil with minimum B+ grade or equivalent from Punjabi University (regular as well as Distance Education) whose admissions were made without the entrance test will have to appear in the Entrance Test.

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

The entrance test for Ph.D. Programme is an eligibility test for short listing the applicant for purpose of consideration by the Board of Studies and admission to Ph.D. Programme is not based on merit/score in the entrance test. Merely qualifying the Ph.D. eligibility test will not entitle the student secure admission to Ph.D programme.

Foreign Students:

(i)   Foreign students sponsored by the Government of India agencies like ICCR, Ministry of HRD, etc., and foreign students sponsored by their respective Governments/ Embassies, are exempted from entrance test.

(ii)   Self financing foreign students shall be exempted from the entrance test for admission to Ph.D. Programme.

(iii)   All foreign students shall have to pass Punjabi test (Elementary Course in Punjabi -2) as prescribed by the University before their Ph.D. viva-voce examination.

(iv)   All foreign students shall have to pass TOEFL/IELTS or a test in English Language for foreign Ph.D. Candidates, designed by Punjabi University, to prove their competence in English Language.

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

4.   COURSE WORK FOR Ph.D. PROGRAMME

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

(A)   In case of M.Phil pass candidates following conditions will be applicable for course work

   (i)   Candidates who have passed M.Phil. degree with minimum B+ grade as regular student or through Distance Education from Punjabi University, Patiala and have studied paper on Research Methodology are exempted for doing Ph.D. course work for getting registered to Ph.D. Programme.

   (ii)   A candidate who has done M.Phil. from another University as regular student and has studied Research Methodology is also exempted for doing Ph.D. Course Work.

   (iii)   The candidates who have done M.Phil. as regular students but have not studied and passed the paper on Research Methodology are required to pass the paper of Research Methodology after taking admission to Ph.D. Course Work. They have to pay fee and other charges as applicable to other students taking admission to Ph.D. course work.

   (iv)   The candidates who have obtained M.Phil. degree through Distance Education from another University are required to pass the Course Work for Ph.D. programme.

(B)   A candidate who has passed first semester of M.Phil. programme of Punjabi University with minimum B+ Grade and studied and passed four papers including the paper on Research Methodology and whose admission to M.Phil. programme was done through joint entrance test, provided the marks secured by the candidate in M.Phil./Ph.D. entrance test were not less than the

minimum qualifying marks fixed by the University for taking admission to Ph.D. programme of that year in which the candidate had taken admission to the M.Phil. programme, is exempted from Ph.D. Entrance test for enrolment and Ph.D. course work.

(C)   A candidate who has passed first semester of M.Phil. programme of Punjabi University with minimum B+ Grade and studied and passed four papers during the first semester including the paper on Research Methodology and who has passed UGC-NET/JRF is also eligible for enrolment for Ph.D. programme and he/she will be exempted from Ph.D. course work.

(D)   If a candidate has done Ph.D. Course work from sister department or from another University, then he/she can be exempted from Ph.D. Course Work on the recommendation of the following Committee:

1) Dean, Academic Affairs
2) Dean, Research
3) Dean of Concerned Faculty
4) Head of the Department, if holding Ph.D. Degree
5) Senior most teacher of the Department holding Ph.D. Degree

Candidates who have done M.Phil/Ph.D course work from a private university are not exempted from Ph.D course work. However, Ph.D course work from a university having MOU with Punjabi University, Patiala shall be put before above committee.

5.   ENROLMENT TO Ph.D. PROGRAMME.

5.1   Procedure for enrolment:

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

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

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

week. The Dean, Research will accord the permission for enrolment on the recommendations of the Head of the Department.

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

5.2 Cancellation of Enrolment and Re-enrolment:

- The duration of enrolment will be 1½ year (18 months). If any student fails to submit synopsis to the research branch for registration for Ph.D. degree due to any reason within this period he/she will have to seek re-enrolment by paying an amount of Rs. 5000/- (Total period of enrolment + re-enrolment is two years).
- On expiry of re-enrolment period, the enrolment of student for Ph.D. will be terminated automatically and the seat thus vacated could be given to another student.
- The candidate whose seat has been cancelled due to expiry of re-enrolment period however, can apply for fresh enrolment after a gap of one year. In this case now application will be considered according to new rules existing at the time of fresh enrolment *e.g.* if re-enrolment period of a student expires on 31.12.2014 then he/she cannot apply for fresh enrolment before 1.1.2016.
- During re-enrolment period students shall not be provided hostel facilities. If a student is residing in the hostel during enrolment period then the hostel has to be vacated during re-enrolment period.

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

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

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

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

5.4   Attendance:

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

(i)   Has been on the rolls of the Department throughout the semester preceding the examination.

(ii)   Every candidate has attended a minimum of 75% of the delivered number of lectures in each paper.

(iii)   The shortage in the attendance of lectures by the candidate will be condoned as per rules made by the University from time to time.

5.5   Curriculum:

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

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

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

5.6   Medium of Instruction and Examination:

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

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

Sanskrit: Sanskrit or Hindi or Punjabi or English
Persian: Persian or Urdu or Punjabi or English
Religious Studies: English or Punjabi

5.7   Approval of Syllabus:

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

5.8   Continuous Assessment and Final University Examination:

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

5.9   **Eligibility to Appear in University Examination**:

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

(a)   Have been on the rolls of Department concerned throughout the semester preceding the examination.

(b)   Have earned a minimum B grade in the sessional work.

(c)   Have their names submitted to the Dean, Academic Affairs by the Head of the Department along with certificate to be signed by the Head of the Department of having attended not less than 75% of the total lectures delivered in each paper (theory/practical/tutorials/seminars), separately.

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

5.10   Compilation of Results:

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

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

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

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

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

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

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

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

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

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

(iv) **Conversion of GPA into Percentage of Marks**: The GPA shall be converted into percentage of marks by multiplying the GPA by 10. For example, if a candidate gets GPA of 7.245, then the percentage of marks shall be 72.45%.

(v) **Minimum Requirement to Pass Ph.D. Course Work**: A candidate shall be required to earn at least grade B in order to pass the entire course. Candidates getting Grade in the Course Work lower than Grade B shall have to improve the Grade by reappearing in the Course Work paper(s) of his/her choice. For this he/she shall be provided only one chance in the subsequent examination.

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

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

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

5.11   Declaration of Result:

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

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

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

1. The Head of the University Teaching Department - as Chairman (ex-officio); The Head should be Ph.D. holder. If the Head is non-Ph.D. then senior most teacher with Ph.D. will be the Chairman.

2. Professors from the University Teaching Departments and Professors in the subject concerned from the Department of Distance Education (only those

teachers will be the members who hold Ph.D. and are associated with Post Graduate Teaching & Research).

3. Two from amongst the Readers/Associate Professors from the University Teaching Departments and Two Readers/Associate Professors in the subject concerned from the Department of Distance Education (only those teachers will be the members who hold Ph.D. and are associated with Post-Graduate Teaching and Research) by rotation according to seniority provided that at least one Reader/Associate Professor shall be from the University Teaching Department.

4. Two from amongst the Lecturers/Assistant Professors from the University Teaching Department and Two Lecturers/Associate Professors in the subject concerned from the Department of Distance Education (only those teachers will be the members who hold Ph.D. and are associated with Post-Graduate Teaching & Research) by rotation according to seniority provided that at least one Lecturer/Assistant Professor shall be from the University Teaching Department.

5. If the strength of the faculty members is small and there are no Professors in the Department, the two Professors will be nominated by the Dean, Academic Affairs from the allied subjects.

6. In the case of ordinances of Ph.D. Course Work, the proceedings of Departmental Ph.D./M.Phil. Course Committee will be placed before the Academic Council through Dean, Academic Affairs for consideration and approval. The outlines of tests, syllabi and courses prepared by the Departmental Ph.D./M.Phil. Course Committee will be approved by Dean, Academic Affairs.

6.   REGISTRATION

Submission and Presentation of Synopsis for Ph.D. Registration

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

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

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

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

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

(b) (i) The candidate shall be required to present a synopsis pertaining to Registration on the topic of his/her study in the presence of Departmental Research Board to which other members of the Department or Faculty may also be invited.

(ii) Those candidates who are exempted from Ph.D. Course Work are deemed to be registered for Ph.D. Degree from the date of presentation of seminar before the Departmental Research Board.

(c) The Departmental Research Board while recommending registration of the candidate for consideration of BPSAR shall send a detailed note about the suitability of the topic as also the methodology proposed by the candidate.

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

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

(e) All the formalities for Ph.D registration including the presentation of Registration Seminar of the enrolled candidates should be completed by the Departmental Research Board and communicated to the Research Branch for processing the case for registration within a maximum period of two years (Enrolement plus re-enrolment period) of the enrolment of the candidate.

7.   APPOINTMENT OF SUPERVISOR*

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

The doctors working in medical universities/colleges approved by MCI, DCI, Central Council of Indian System of Medicine, etc. and having the degree MS/MD/MDS/DM or equivalent and are of the rank not below Assistant Professor or equivalent can also become Joint-supervisors depending upon the need. As per the prevalent practice other medical doctors can also be appointed as Joint-supervisor under special circumstances. In case the Joint-supervisor is from within the faculty and Supervisor leaves the university service or shows his/her inability to supervise the scholar, Joint-supervisor will automatically become the Supervisor of the candidate.

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

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

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*Note: Teachers having done Ph.D. from U.G.C. recognized Private Universities/Deemed Universities and willing to enrol students with them as supervisors/joint-supervisors will have to furnish details about their Ph.D. (Specific Questionaire available with the Research Branch) to the Research Branch, which will be examined by the select committee consisting of Dean Academic Affairs, Dean Research, Additional Dean Research, Dean of the concerned Faculty and Head of the Department for taking decision in this regard.

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

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

In case of joint registration the supervisor and Joint-supervisor will share half the seat for each Ph.D. candidate being supervised/ Jointly-supervised.

Three additional slots over and above the quota fixed above will be permitted to all the teachers working in different Departments of Punjabi University Campus, Regional Centres and Neighbourhood Campuses only. This has been done so as to accommodate the direct awardee Research Fellows by the central funding agencies (JRF) and those appointed under research projects sponsored by different state and central funding agencies (UGC, CSIR, DBT, DST, ICSSR, DRDO, ICMR ,ICAR, MOEF, BSI, PSCST, etc.).

Besides above the candidates enrolled or registered under Rajiv Gandhi National Fellowship Scheme for SC/ST candidates and MANF for minority students as per the guidelines of the UGC, shall also be over and above the prescribed number of Ph.D. candidates under University rules, a supervisor/joint-supervisor is allowed to supervise.

The University approved faculty in the Colleges (affiliated as well as constituent) will also have the same maximum number of Ph.D. candidates enrolled/registered under him/her as prescribed for the Punjabi University teachers. However, the relaxation of additional Ph.D. slots is not applicable to college teachers. This condition will also apply to University approved College Principals depending on their pay scales (Reader/Associate Professor or Professor).

Re-employed teachers are being appointed in the University in continuation of their regular service rendered in the University before superannuation. All such teachers will be allowed to enroll students as Supervisors/Joint-Supervisors as usual as was being done before their superannuation. However, after completion of 3 years of re-employment, in the subsequent 2 years for enroling the new students in Ph.D. the requirement of Joint-supervisor from the faculty in obligatory.

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

(b) Any one who is registered for Ph.D. degree shall not be eligible for appointment as Supervisor/ Joint-Supervisor. Provided that if he is already holding a Ph.D. degree he can be appointed Supervisor/ Joint-supervisor in that field/area.

(c) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as might be deemed a close relation by the Vice-Chancellor, shall not be appointed as Supervisor/Joint-Supervisor. A certificate to this effect will be given by the Supervisor/ Joint-supervisor along with the application for enrolment.

(d) Normally request of the candidate regarding the choice of Supervisor or a Joint-Supervisor will be accepted. However, in case the Departmental Research Board does not agree with it then the Board's report along with the reasons and the issue regarding the appointment of Supervisor/ Joint-Supervisor will be finally decided by the Vice-Chancellor.

(e) Request for change of the Supervisor could be entertained only:

   (i) In case the Supervisor has left the service of the University or by mutual consent of both the Supervisor and the candidate.

   (ii) In case of extreme hardship where it becomes almost impossible for a candidate to work with the existing Supervisor and the Vice-Chancellor has satisfied himself then the matter may be placed before the BPSAR.

   (iii) The change of Supervisor shall be allowed during the first two years after registration. Normally, no change will be allowed after this.

   (iv) If a candidate wishes to change the supervisor before the expiry of two years after registration, he/she would submit an application to the Head of the Department giving reasons thereof for such a change. This will be examined by a committee consisting of the following:

      (a) Dean Academic Affairs (Chairperson)
      (b) Dean Research
      (c) Dean of the Faculty
      (d) Head of the Department
      (e) Two Professors to be nominated by the Vice-Chancellor.
          If any one of the above is a Supervisor or Joint-supervisor or proposed Supervisor or Joint-supervisor he/she will not be a member of the above committee.
      (f) If a teacher proceeds on long leave of three or more than three years, he/she may not be allowed to act as Supervisor. However, Ph.D. scholars who are already registered prior to proceeding on long leave may be allowed to continue provided a Joint-supervisor is also appointed to supervise the work of the candidate.

8.   TOPIC MODIFICATION

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

9.   REQUIREMENTS DURING REGISTRATION

(a)   The candidate registered for Ph. D. Degree shall be required to pass subject of Punjabi of matriculation or an equivalent examination, anytime before the viva-voce examination, except those who have already passed examination in Punjabi of that level. The foreign candidates shall have to pass the 'Elementary Course in Punjabi'.

(b)   A candidate registered for Ph.D. degree shall be required to submit an annual progress report and give one annual seminar each year. This report shall be submitted to the Office of the Dean, Research through the Head of the Department each year for the work done during the year or fraction of the year. The report will include all the teaching engagements, surveys, tours, publications, research work etc. The supervisor of the candidate will give an assessment about the progress of the candidate.

(c)   Students registered between 1st January to 30th June shall present their annual seminars and annual reports between 15th April and beginning of summer vacations.
Students registered between 1st July to 31st December shall present their annual seminars and annual reports between 15th November and beginning of winter break.

(d)   The candidate has to pay annual fee and laboratory fee regularly within financial year ending 31st March every year.

(e)   The candidates are to ensure that their annual progress report as well as seminar presentation report reaches the office of Dean Research before 30the June or 31st December failing which late fee will be charged.   In case of non-receipt of a progress report or irregular reports the matter shall be put before BPSAR for cancellation of registration

(f)   If a candidate wants to submit his/her thesis, he/she will give a pre-submission seminar before submission of Thesis. If pre-submission seminar is presented by a candidate he/she is not required to give annual seminar of that year. It is mandatory to screen the Ph.D. Thesis through plagiarism detection software before submission to Punjabi University i.e. before presenting the pre-submission seminar. Guidelines in this regard are available with the respective Heads of the Departments, the University Computer Centre and the Research Branch. These are also appended at the end of this document for consultation and further necessary action (See Annexure - I).

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

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

10.   FEE *

(A)   Indian Students

All candidates will have to pay fees as prescribed by the University for various purposes for Ph.D. degree. The following fee structure is effective after December,2016:

1.	Enrolment/Enrolment-cum-Admission Form Fee	Rs. 2000/- Rs. 1400/- (for SC/ST)
4.	Registration Fee	Rs. 2000/-
5.	Annual Fee (In two installments payable by March 31 and September 30)	Rs.1500+Rs.1500=Rs. 3000/-
6.(A)	Laboratory Fee: For Science Students, Mechanical and Electronics and Communication Engineering students who use University Laboratories (for three years)	Rs. 5000/- (Per annum)
(B)	For Science Students who do not use University Laboratories (for three years)	Rs. 1000/- (Per annum)
7.	Computer Lab Fee (Annual) (for three years) For students of Computer Science, Computer Engineering, Geography, Psychology, Statistics, Management, Commerce or for other students wherever applicable	Rs. 3000/- (Per annum)
8.	Topic Modification Fee	Rs. 1000/-
9.	Late Fees	
	Late fees for paying annual fee	Rs. 50/-
	Late submission of annual progress report	Rs. 1000/- for the first month Rs.500/-(for subsequent months)
	Late submission of annual seminar	Rs. 1000/- for the first month Rs.500/-(for subsequent months)
	Thesis submission Fee if submitted late after Pre Submission Seminar	Rs. 1000/- per month
10.	Extension fee for submission period of thesis Late fee for applying for extension	Rs. 1000/- (Fifth year) Rs. 10,000 (Sixth year) Rs. 15,000 (Seventh year) Rs. 500/- per month
11.	Early Thesis Submission Fee (If submitted between two and three years)	Rs. 20,000/-
12.	Thesis evaluation fees	Rs. 4000/-
13.	*Video Conferencing	US $ 300 or equivalent in Indian rupees

(B)   Fees for Foreign Students and NRI (Foreign Passport Holders) other than those Sponsored Under ICCR/MHRD, etc.

1.	Annual Fees (for three years)	US $ 4500.00 per annum
2.	Contingency fees (per annum) (for three years) (a) For Science/Engineering/Management (b) For other students	 US $ 1000.00 per annum US $ 250.00 per annum

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

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

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

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

11. SUBMISSION OF THESIS

11.1 A thesis to be presented by the candidate must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.

11.2 It is the responsibility of the student to ensure that the dissertations/thesis is free of plagiarism which means that no part of the thesis has been copied from other sources and all sources used for thesis/dissertation have been properly cited.

All students are required to check their thesis through plagiarism detection software. The supervisors are required to sit with their students and run the thesis through plagiarism detection software available in the University Computer Centre for this purpose.

11.3 The candidate will not be permitted to submit his thesis for the degree unless his supervisor is satisfied that the thesis presented is worthy to put before the examiners for the evaluation to award the Ph.D. Degree. In case of an adverse report of the Supervisor, the candidate may make a representation to the Vice-Chancellor.

11.4 (a) A candidate is required to apply in writing to the Head of the Department that he/she is in a position to submit his/her thesis and give a pre-submission seminar. The Head of the Department will conduct such a seminar at the earliest but not later than 30 days. In case, the presentation is not organized within 30 days from the date of application, the candidate may approach Dean, Academic Affairs who will ensure that needful is done without any further delay.

(b) The head of the department will ensure that panel of examiners suggested by Examiner Panel Committee (EPC) along with four copies of summary of the thesis and one soft copy (CD) of the summary be submitted to Dean Research within TEN working days of the pre-submission seminar. The office of Dean Research would then process the applications and take steps for seeking acceptance from the concerned Examiners.

(c) A candidate shall submit the Ph.D. Thesis not later than three months from the date of presentation of pre-submission seminar.

(d) In case of non-submission of thesis within the stipulated period, the candidate can seek extension of time from the Dean, Research with a late fee of Rs. 1000/- per month.

(e)   The candidate may incorporate in his/her thesis the contents of any work which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/she shall not submit his/her thesis on any work for which a degree has already been conferred on him/her by this or any other University.   The candidate may, however, incorporate in his/her Ph.D. thesis any work from his/her M.Phil./M.Litt. dissertation with due reference to the thesis and acknowledgement to the Supervisor provided the work has been carried out at this University.

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

(f)   For more details, candidates are also advised to consult "Guidelines for preparation of Ph.D./M.Phil. Format of Ph.D. thesis is provided as annexure for reference.

(g)   <u>Abstract of the Thesis</u> :

      Along with the thesis each candidate is required to submit an abstract of thesis in Punjabi (300-400 words in 12 pt Unicode font in single space). Abstract should have title of Thesis, name of student, name of supervisor, name of joint-supervisor (if any), department, faculty and Registration No., etc. English version of the abstract shall also be submitted.

(h)   At the time of submission of Ph.D. thesis by the candidate, he will have to produce evidence of having at least one research paper published or accepted for publication in referred Journals related to his topic on which he has been registered for Ph.D. Degree and out of academic work included in the thesis.

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

(i)   If there is a complaint by the External Examiner or by any one of plagiarism or copying of certain portions in the Ph.D./M.Phil. thesis or Project Reports of other examinations such complaints will be examined by a committee consisting of :

      (i)   Dean Academic Affairs (Chairperson)
      (ii)   Dean Research
      (iii)   Dean of the Faculty
      (iv)   Concerned Head of the Department
      (v)   Controller/Additional Controller, Examination
      (vi)   Two Professors from the same or allied Faculty to be nominated by the Vice-Chancellor

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

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

(i) the candidate will be asked to revise the Thesis/Project Report
(ii) the Thesis/Project Report will be rejected.
(iii) the candidate will be debarred and also the supervisor will be debarred from supervising Ph.D./M.Phil./Project Report.

(j) Number of Copies :

(i) The candidate shall submit three copies of the thesis to the Thesis evaluation cell.
(ii) The candidate shall submit the fourth copy of thesis meant for Library (Library Copy) after the viva-voce examination.
(iii) Library Copy of the thesis must be complete in all respects and must incorporate the suggestions of the examiners regarding typographical/ grammatical errors, if any.
(iv) In case there are amendments in the Library Copy (as per suggestions of the examiners) then a certificate duly signed by candidate, supervisor, head of department and examiner for viva-voce, must be incorporated in the Library copy of the thesis.

12. PERIOD REQUIRED FOR SUBMISSION OF THESIS

(a) The candidate shall submit his/her thesis within four years from the date of approval of the subject of the thesis by the Departmental Research Board for Ph.D. Degree.

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

One of the outside subject experts must be present in the meeting. The Candidate shall have to pay Rs. 20,000/- as Early Thesis Submission Fee. He/She will also have to submit four draft copies of the thesis duly signed by him/her and the supervisor.

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

(c) The Registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.

(d)   Heads of the Departments while forwarding a Ph.D. Thesis to the office of the Dean Research for evaluation will ensure that the candidate submits a copy of "No Dues Certificate" complete in all respects including that of Department, Research Branch, Library, Hostel/Dean Students Welfare and Accounts Section. A Ph.D. Thesis not followed by the "No Dues Certificate" will not be accepted in the thesis section (except for teachers and employees who are on the pay-rolls of Punjabi University).

Extension in Period

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

After five years, a candidate can seek extension for sixth year by paying a fee of Rs. 10,000/- and Rs. 15,000/- for the seventh year with the approval of Vice-Chancellor. Candidate seeking extension for sixth year and seventh year must attend the meeting to be held by Dean of the faculty. No extension or Re-registration is allowed after this.

In addition to the above fee of Rs. 1000/- for fifth year, Rs. 10,000/- for sixth year and Rs. 15,000/- for seventh year, a candidate shall have to pay Rs. 500/- per month as late fees, if the candidate does not apply for extension within a month from the date of expiry of time period. The late fee shall be chargeable after one month after the expiry of four years for the extension of fifth year, after the expiry of five years for the extension of sixth year and after the expiry of six years for the extension of seven years. If a candidate seeks extension for two time periods simultaneously, then Rs. 500/- per month late fee will be charged, even for the overlapping period required for extension.

13.   REGISTRATION WITH THE UNIVERSITY

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

14.   PUBLICATION

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

15. PANEL OF EXAMINERS

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

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

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

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

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

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

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

In case of early thesis submission i.e. before three years from date of registration, two subject experts who have evaluated the draft thesis should not be included in the panel of experts for Ph.D. thesis evaluation.

The examiner will state in his/her report:

(a) Whether he/she recommends the award of the degree to the candidate after holding viva-voce examination.

(b) Whether he/she recommends resubmission of the thesis after revision. In case an examiner recommends revision of the thesis he/she will also indicate the nature of changes.

(c) Whether he/she recommends rejection of thesis.

(d) A list of questions that he/she would like the candidate to answer in the viva-voce examination be supplied in a separate cover.

(e) Whether he/she recommends that the thesis is fit for publication or not. If fit for publication then with or without changes.

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

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

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

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

16.   GIST OF REPORTS

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

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

thesis which will be countersigned by the Head of the Department. After approval by Dean Research this will be placed before the external examiner who will be conducting the viva-voce examination.

17. VIVA-VOCE EXAMINATION

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

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

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

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

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

Depository with the University and UGC

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

After viva-voce examination each candidate shall submit the following to the thesis evaluation cell.

1. Library Copy of the Thesis.
2. Two CDs of the Thesis

Each CD should have following folders/files

Folder 1 :   Thesis
Folder 2 :   Abstract in English (Doc File)
Folder 3 :   Abstract in Punjabi (Doc File)

Thesis Folder should have following files

- Title page (scanned copy) .pdf
- Certificate (scanned copy) .pdf
- Declaration (scanned copy) .pdf
- Acknowledgement (scanned copy) .pdf
- Contents.pdf
- List of Tables.pdf (*where applicable*)
- List of Figures.pdf (*where applicable*)
- Abbreviations.pdf (*where applicable*)
- Chapter1.pdf
- Chapter2.pdf
- Chapter3.pdf
- Chapter4.pdf   - up to last chapter make separate file for each chapter
- Conclusion & Summary.pdf
- References/Bibliography.pdf
- Appendix/Annexure/Research papers.pdf

NOTE :*Number of chapter and their titles may vary depending upon the subject requirement.*

18.   AWARD OF DEGREES

(a)   If the two examiners of the thesis have recommended the award of the degree and the viva-voce examiner having satisfied himself on the basis of performance of the candidate in the oral examination, that the candidate has written the thesis himself may recommend the award of the degree to the Research Award Committee (RAC).
The RAC would consider the gist of reports prepared by the Screening Committee and the report of the examiner who has conducted the Viva-Voce examination (all the reports in original will be laid on the table for arriving at a decision with regard to the award of the degree).

(b)   In case the examiner, who conducts viva-voce examination, does not recommend the award of the degree, the thesis shall be rejected and the registration of the candidate will be cancelled.

(c)   The result of Ph.D. degree of a candidate be deemed to have been declared on the date of meeting of RAC where he is declared eligible for the award of degree. The Registrar/Controller of Examination shall publish the result.

19.   SUPPLY OF REPORTS

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

20.   GENERAL CONTROL

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

21.   COMMITTEES & BOARDS

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

(I)   DEPARTMENTAL RESEARCH BOARD (DRB)

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

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

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

(III)   COMPREHENSIVE REPORT REVIEW COMMITTEE (CRRC)

(a)   Dean of the Faculty concerned (Chairperson)
(b)   Head of the Department
(c)   Supervisor and Joint-supervisor (if any)
(d)   Two senior most teachers (other than Head and Supervisor). In multi faculty Department/Centers two senior most teachers of the subject (other than Head and Supervisor)
        Where the quorum (three members) is incomplete, Dean Research may nominate two professors from allied Department/Faculty.

(IV)   EXAMINERS PANEL COMMITTEE (EPC)

(a)   The Head of the Department (Chairperson)
(b)   All Professors in the Department

(c) If there is no Professor other than Head of the Department or the Head of the Department is a Reader/Associate Professor, a Professor from an allied Subject/Department to be nominated by Dean, Academic Affairs.

(d) Supervisor of the Candidate

(e) Where the quorum is incomplete, Vice-Chancellor may nominate one or two Professors from allied subject/department.

(V) COMMITTEE FOR SUBJECT EXPERT PANEL FOR SUBMISSION OF THESIS BEFORE THREE YEARS.

(a) The Head of the Department (Chairperson)

(b) Supervisor and Joint-supervisor (if any)

(c) Two senior most teachers (other than Head and Supervisor). In multi faculty Department/Centers two senior most teachers of the subject (other than Head and Supervisor)
Where the quorum (three members) is incomplete, Dean Research may nominate two professors from allied Department/Faculty.

(VI) SCREENING COMMITTEE

(a) The Dean of the Faculty (Chairperson)

(b) The Head of the Department

(c) The Supervisor of the Candidate

(d) One or Two Professors from within the Faculty to be nominated by the Vice-Chancellor

(e) Where quorum is incomplete, the Vice-Chancellor may nominate one or two Professors from relevant/allied subjects

(VII) RESEARCH AWARD COMMITTEE

1. Vice-Chancellor (Chairperson)

2. Dean, Academic Affairs

3. Dean Research

4. Dean of the Faculty

5. All Heads of the Departments in the Faculty and one Professor from each department in the Faculty by rotation according to seniority for a term of two years.

6. Concerned supervisor of the candidate.

(VIII) THESIS PUBLICATION COMMITTEE

1. Dean of the Faculty (Chairperson)

2. Head of the Department

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

(IX) QUORUM

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

PUNJABI UNIVERSITY, PATIALA

Policy on Plagiarism

Context

Punjabi University, Patiala aims to foster and maintain an ethos of honesty and academic integrity. All staff and students have an obligation to act in an ethical manner, consistent with the requirements of academic integrity. Punjabi university, Patiala has a well defined policy on plagiarism in place in order to avoid acts of academic dishonesty.

Plagiarism is a serious academic offence that may be easy to commit unintentionally, it is defined by the act not the intention. It is the responsibility of all students to familiarize themselves with the University's policy on plagiarism. The students are advised to seek guidance from their teachers/ staff member.

Purpose

The aim of the policy document is to provide a definition of plagiarism and the procedures adopted by the University for detection of plagiarism.

Scope

This policy applies to Synopsis for Ph.D./dissertations/thesis/project reports submitted by students of Ph.D., M.Phil., M.Tech., master programmes .

DEFINITION OF PLAGIARISM

Plagiarism is defined as the passing off of another person's work as if it were one's own, by claiming credit for something that was actually done by someone else.

Plagiarism is an act of fraud committed knowingly or unknowingly by stealing someone else's work, idea (both scientific and literary work) and/or published materials. The act of plagiarism can be manifested in the form of publishing someone else's work, audio and video broadcasting, or circulation of copied words and images, ideas and opinions, discoveries, artwork and music, recordings or computer generated work (like circuitry, software or computer programs, websites-internet content).

Plagiarism takes many forms. Some common types of plagiarism include:
- Copying and Pasting (copying and pasting portions of text from online journal articles or websites without proper citation)
- Downloading or buying research papers (Downloading a free paper from a web site or paying to download a paper and submitting it as your own work).
- Paraphrasing of another's work by simply changing a few words or altering the order of presentation without clear identification, appropriate reference and acknowledgement.

- Copying or submitting someone else's written or creative work (in the form of words, images, ideas, opinions, graphics, formula, discoveries, invention, artwork, design, music, recordings, choreography, photographs, software, computer programs).
- Submitting a work/document that had been submitted previously
- Submitting a work that had been prepared by falsification / fabrication of data.
- Submitting a collaborative work without obtaining consent from the concerned collaborator.
- Submitting a cross language content translation and use without reference to original work.
- Using work of a third party (for a fee/free) and represented by a student as his or her own work (Ghost writing).
- Indulging in acts of collusion and purloining–
  - Collusion-Different students submit work that is so alike in content that similarity goes beyond coincidence. This is contrary to the declaration given by the student that the given work is their own and has not previously been submitted for assessment for award of a degree.
  - Under purloining form of plagiarism, a student takes information/text/data without the consent or knowledge of another student and submits it as his or her own.
- There are instances that the sources are cited but it is still considered plagiarized. For example:
  - The writer mentions an author's name for a source, but neglects to include specific information on the location of the material referenced (forgotten footnote).
  - The writer provides inaccurate information regarding the sources, making it impossible to find them.
  - The writer properly cites a source, but neglects to put in quotation marks, text that has been copied word-for-word, or closes to it.
  - The writer properly cites all sources, paraphrasing and using quotations appropriately. The catch? The document contains almost no original work!

Accordingly, plagiarism is not only limited to copying someone else's work completely, or in part, but also tweaking of a portion or portions from several sources so as to make it read as original work. In some instances, copying from one's own work can be an act of plagiarism, if the published material is copyright protected and was previously transferred to a publication house.

HOW TO DETECT PLAGIARISM ?

It is the prime responsibility of faculty members and students to distinguish between original content and plagiarized work. The detection of plagiarism is a judgment to be made by a person who understands the subject and who is also aware of the definition of plagiarism.

Common methods of detection of plagiarism are
  i.   A portion of work or whole of it is found belonging to another author and a formal complaint is received about it.
  ii. A sudden change is found in the style of writing of a text inconsistent with the style used in the entire text- reported by examiner / evaluator.
  iii. Under Software based detection a soft copy of the work is uploaded in plagiarism detection software. The common material content is found in submitted work and the original work in the database.

The present document chiefly focus on the procedure adopted by the Punjabi University, Patiala for software detection method.

General Guidelines

These guidelines are provided to assist the student and the faculty in ensuring a plagiarism free dissertation.

Important:
It is the responsibility of the student to ensure that the dissertation/thesis is free of plagiarism which means that no part of the dissertation has been copied from other sources and all sources used for the dissertation have been properly cited.

Requirement:
 All students are required to check their theses, project reports, etc. through plagiarism detection software. The supervisors are required to sit with their students and run the thesis or project report through plagiarism detection software in order to provide guidance on any revisions that may be required as a result of this process.

Compliance Statements:
        All students are required to submit a signed statement that they are aware of the plagiarism policy of the University and no part of their work be it assignment, term paper, project report, thesis or dissertation etc is not copied in any form and it is their own creation.
        Candidate shall submit the report generated on the plagiarism checking software of his draft thesis along with a soft copy of the draft thesis for the consideration of Departmental Research Committee.
        Supervisors must sign the relevant forms indicating that the student has indeed run their work through a plagiarism detection software.

Software Settings

While performing the plagiarism check using a software the following optional settings may invariably be set to reduce the percentage of matching.

- Exclude Quotations, methodology, legal quotes, bibliography, phrases.
- Exclude Small Matches up to 10 word counts. (This is to exclude the matching of common phrases and established facts related to the topic which may come across the documents)
- Exclude Small similarity less than 1%.
- Exclude Mathematical, statistical and scientific Formula
- Exclude the title of the paper, name of the institute, department, author name etc. from screening to reduce the percentage of matching.
- Exclude one's own published work

Practical Orientation

Practical orientation on the use of the software will be provided by the Computer Centre. The interested staff/students may contact Director, Computer Centre for Plagiarism Detection Service.

Materials to be screened

It is mandatory to screen through plagiarism detection software the Ph.D. / M.Phil. theses, postgraduate dissertations, project reports before submission to Punjabi University, Patiala i.e. before presenting the pre-submission seminar.

The faculty, staff and students are also encouraged to screen all the research papers they prepare to communicate to national and international journals and research proposals/ reports to different agencies.

Originality Report Guidelines-

The report generated by the software upon submission of a thesis/dissertation for screening, only displays what percentage of submitted text is similar to or matching with the information sources included in the database. This is done through the Similarity Index, which is a percentage of words in the paper that match all the primary sources to all words in the document.

- As a general rule, a submitted text having an overall similarity index of more than the prescribed limit will be considered. (The prescribed permissible limit: The substantial common material shall be taken as any common material exceeding 20% in area of sciences basic as well as applied and technology and 30% in Humanities and Social Sciences, Law, Management and Education).

- The overall similarity index excluding bibliography/references must be around permissible limit or less with not more than 5% similarity from one particular source.
- A high matching percentage does not automatically mean that plagiarism has occurred and a low percentage does not mean that it has not occurred. In other words, the software generated report cannot be taken for granted and human judgment is needed to determine whether the matching text is plagiarized. This can be done only by cross checking the individual matching portions of the submitted thesis/report with the corresponding sources by the committee consisting of Dean faculty, Head of the department, Supervisor and a Professor from faculty to be nominated by Dean Research.
  - o A thesis with an overall similarity index of more than permissible limit may also be accepted provided it is formed by cumulating more number of unintentional individual matches constituted of common phrases and professional jargons/terminology of not more than two lines of continuous text.
  - o Similarly, a submission with an overall similarity index of less than permissible limit may also be considered as plagiarized and hence liable to be rejected if there are instances of continuous blocks of matching text of two or more lines not constituted of common phrases and professional jargons/terminology.
  - o Also, if matching with a particular source, even though small, occurs across the length of a submitted thesis it could be an attempt to hide plagiarism and hence will not be allowed.

GUIDELINES AND EXPLANATIONS

Examples of Fabrication:
- In the social sciences, a researcher/interviewer completing a questionnaire for a fictitious subject that was never interviewed.
- In the biological sciences, the creation of a data set for an experiment that was never actually conducted. The practice of adding fictitious data to a real data set collected during an actual experiment for the purpose of providing additional statistical validity.
- In clinical research the insertion of a clinical note into the research record to indicate compliance with an element of the protocol.

Examples of Falsification
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting/suppressing data or results such that the research is not accurately represented in the research record.

- Examples of Falsification : Alteration of data, falsification of dates and experimental procedures, misrepresenting the results from statistical analysis, The addition of false or misleading statements, misrepresenting the methods of an experiment and falsification of research accomplishments by publishing the same research results in multiple papers (self plagiarism)

Guidelines on Do's:
- Only one's original work to be submitted,
- Precise and accurate citation of others' work,
- Any downloaded information from internet to be appropriately created/referenced,
- Submitted material should not contain any artwork, pictures, and graphics from someone else's work and such materials should be authentic with no use of others' electronic storage media.

Guidelines on Don'ts:

The following must be avoided unless source of material/information is credited appropriately:
- Direct or indirect copying,
- Any act of translation without proper accreditation ,
- Paraphrasing others' work,
- Tweaking and piecing together work of others,
- Resubmission of one's own or someone else's work,
- Claim of a collaborative work without consent from the concerned collaborator(s) (includes unauthorized collaboration and claiming a collaborative work as an independent one or vice versa),
- Ghost writing – i.e. writing a document(s) on someone's behalf.

PH.D THESIS FORMAT

A Ph.D. degree is awarded mainly for making an original contribution to the knowledge in a research field. Every student enrolled for Ph.D. has to write a research proposal (synopsis) to justify the research idea and prove to be a suitable candidate for PhD studies. The synopsis should describe the research problem you plan to address (question/s or hypothesis), state why it is important and outline the research methods you plan to use and why they are appropriate and feasible. An extensive initial exercise should help in designing a sound research project, which is likely to add to the existing knowledge and make a significant contribution in successful completion of Ph.D.

The Layout of the Ph.D. Synopsis
- o Title Page
- o Introduction
- o Review of Literature
- o Justification of proposal
- o Aims and objectives
- o Methodology
- o Plan of work
- o Chapter scheme
- o Work already done
- o References / Bibliography / Literature Cited

THE LAYOUT OF THE Ph.D THESIS

The Ph.D thesis should comply with the following specifications
- o Title Page
- o Declaration
- o Certificate
- o Acknowledgements
- o Abbreviations if any
- o Contents
- o List of Tables (where applicable)
- o List of Figures (where applicable)
- o Text of thesis (Chapter scheme may vary depending upon the subject matter/ requirements)
    - Introduction
    - Review of Literature
    - Material and Methods
    - Results
    - Discussion (including Conclusion/s, Recommendation/s where applicable)
    - Summery
    - References / Bibliography / Literature Cited
    - Appendices (where applicable)
    - Any other (Reprint of published papers)

The Researcher would be required to adhere to the following standards for submission of Ph.D. thesis:

Paper: A4-size paper
Printing: A high-quality laser printer should be used, preferably on both sides**.**

Title and Inner first pages : Sample given below

Various Specifications are
  - ▪ Thesis title (18pt Bold, all CAP)
  - ▪ A THESIS presented to the Faculty of Life Sciences of the Punjabi University, Patiala in Fulfilment of the Requirements for the Degree of (14 pt)
  - ▪ DOCTOR OF PHILOSOPHY (14pt Bold)
  - ▪ IN (14pt Bold)
  - ▪ NAME OF SUBJECT (14pt Bold)
  - ▪ by (12pt)
  - ▪ NAME OF THE SCHOLAR (14pt Bold, all CAP)
  - ▪ University Emblem
  - ▪ NAME OF THE UNIVERSITY (14 pt CAP)
  - ▪ ADDRESS (14 pt CAP)
  - ▪ MONTH ………….. YEAR …….. (14pt CAP)

Thesis text: 12 pt, For Gurmukhi: Unicode, for English: Times New Roman / Arial; line 1.5 spacing

Headings:
- Chapter title: 18 – 24 pt size, bold
- Main Section Headings: 14 pt size, bold.
- Second Headings: 12 pt size, bold, cap
- Sub headings: 12 pt size, bold, sentence case.

Foot note: The footnote (if any) shall be typed 1.5 spaced with Font Size 10

Margins: Odd page: Left- 4 cm; top, bottom and right- 2.5 cm.
Even page: Right- 4 cm; top, bottom and left-2.5 cm. These are necessary to allow for binding and trimming.

Page Numbering: All pages of the thesis shall be on the **right bottom** of the page in format (Page 1 of 100) except the preliminary pages which shall be numbered in lower case Roman Numerical (ii, iii, iv ….).

Supervisor's CERTIFICATE

This   is   to   certify   that   this   thesis   entitled   " ……Title   of Thesis…………………………………." Embodied the work carries out by -----Name of student) ……….himself/herself under my supervision and that is worthy of consideration for the award of the Ph.D degree.

Joint-supervisor's signature,   Supervisor's signature,
(Name & Designation)   (Name & Designation)

CANDIDATE'S DECLARATION

I, …………………………………, certify that the work embodied in this Ph. D. thesis is my own bonafide work carried out by me under the supervision of …………………………….. and the joint-supervision of ……………………………. from ………... to ………... at Department of …………….., Punjabi University, Patiala and Department of ……………………………………………(if applicable). The matter embodied in this Ph. D. thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this Ph. D. thesis and cited as my own work. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the University.

Date: ………………..   Signature of the candidate

Place : Patiala   (Name of the candidate)

This is to certify that the above statement made by the candidate is correct to the best of my/our knowledge.

Joint-supervisor's signature,   Supervisor's signature,
(Name & Designation)   (Name & Designation)