

## **ARKA JAIN University, Jharkhand**

### **Ph.D REGULATION, 2018**

ARKA JAIN University offers Ph.D programmes and regulates these through its Academic Council, whose members are very eminent scholars in their respective fields. The research guide would be allocated by the research committee of each department following UGC guidelines in respect of the number of students that can be attached with a faculty member, her/his specialization and the research interest/preference of the student, as indicated at the time of interview. The University Research Coordinator facilitates research scholars to be on an active career path. The academic faculty provides support and guidance on identification of Research Topics as well as access to resources necessary to carry out research.

The rules about eligibility, entrance examination, interview, registration, supervision, submission and evaluation of dissertation/thesis, viva-voce, defense of thesis etc. are as follows:

#### **Eligibility criterion for admission to Ph.D Programme**

- 1.01. Candidates belonging to the General Category must have passed Post Graduate Degree (Master's Degree) or an Equivalent Examination with at least 55% marks or equivalent Grade Point Average (GPA) from an institution recognized by the UGC/AICTE/NCTE or any other statutory national body. However, candidates belonging to SC/ST/OBC categories shall get relaxation of 5% marks. That is, candidates belonging to reserved categories should have 50% marks in Post Graduate Degree (Master's Degree) or an Equivalent Grade Point Average (GPA) from an institution recognized by the UGC/AICTE/NCTE or such other national statutory body.
- 1.02. A Student whose M. Phil dissertation has been evaluated but the viva is pending may seek admission in the Ph.D programme of the University.
- 1.03. The foreign candidates (who have not obtained Master's degree from any recognized Indian University) should also have at least 55 % or equivalent GPA at Master's Degree level. Moreover, the foreign University must be recognized by AIU, New Delhi.

#### **DURATION OF THE PROGRAMME:**

- 1.04 The duration of the Ph.D programme shall be a minimum of three years (Full Time) or three years (Parttime) including course work and a maximum of 6 years. Extension beyond the maximum period will be governed by the relevant Statute/Ordinance of the University.
- 1.05 Female candidates and Persons with more than 40% disability will be eligible for a



relaxation up to one year for M. Phil. and two years for Ph.D in the maximum duration. In addition, the female candidates would be entitled to Maternity Leave/Child Care Leave once in the entire duration of M. Phil./Ph. D. for up to 240 days.

#### **PROCEDURE FOR ADMISSION:**

- 1.06 A candidate interested for Ph.D Programme has to appear for Entrance Examination by filling up the forms available at university website [www.arkajainuniversity.ac.in](http://www.arkajainuniversity.ac.in) or at admission office.
- 1.07 A candidate (Indian or Foreign) will be eligible for admission only after she/he qualifies an Entrance Examination conducted by the University.
- 1.08 **ENTRANCE EXAMINATION:** An Entrance Test shall be conducted with qualifying marks as 50%. The syllabus of the entrance test shall consist of 50% of research methodology and 50% shall be subject specific. An interview/viva-voce to be organized by the university when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.
- 1.09 Candidates whose overall score is 50% or more for General category & 45% or more for SC/ST/OBC will be eligible for interview.
- 1.10 Candidates holding M. Phil. degree or those who have cleared JEST of DAE or UGC-NET or GATE-IIT will be exempted from Entrance Examination as per UGC Guidelines but shall have to register with the University and be interviewed by the Committee constituted by the University for the purpose.
- 1.11 Entrance examination can be conducted only twice in case allotted seats are not filled up. (After the declaration of the final results and candidates confirmation for admission, if the seats are vacant then another examination will be conducted to fill the vacant seats of respective courses in Ph. D).
- 1.12 **INTERVIEW:** Every eligible candidate desirous of pursuing Ph.D programme will have to appear in the interview by the Committee constituted by the University for the purpose. All such candidates will apply to the University and register for interview. In the interview/viva-voce the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee. The interview/viva voce shall also consider the following aspects, viz. whether:
  - the candidate possesses the competence for the proposed research;
  - the research work can be suitably undertaken at the Institution /University;



- the proposed area of research can contribute to new/additional knowledge.

Ordinarily, candidates offered a fellowship by the University or any other agency will have to pursue the research programme on full-time basis. However, candidates employed in an educational or research organization may be permitted to register as Part-time students. Moreover, they will work and be present at the University Campus in Jamshedpur as and when needed for the purpose of their research.

#### **ADMISSION / REGISTRATION:**

- 1.13 The number of seats for Ph.D shall be decided on an annual basis well in advance and notified in the University website or advertisement. A pre-determined and manageable number of Ph.D scholars shall be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar-teacher ratio, laboratory, library and such other facilities.
- 1.14 After the interview, selected candidates as per merit list, shall apply for the admission in Ph.D Programme in prescribed form available at admission office within the given admission schedule. The admission form duly filled by candidate should be submitted along with required fee (as fixed by the University). These candidates shall be admitted provisionally as Ph.D Scholar of the University on payment of the prescribe fee. The fee deposited will not be refunded for any reason, whatsoever. If candidate fails to apply within scheduled admission timeline, his / her seats will be considered vacant and will be considered for 2<sup>nd</sup> round of Ph. D Entrance Test.
- 1.15 The application form for admission shall be accompanied by the prescribed fee, the original Master's degree / M. Phil. Degree (if any) for verification only and the original Migration Certificate of the University from which he took the last degree.
- 1.16 The University shall maintain the list of all the Ph.D registered scholars on its website on year wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.
- 1.17 No candidate will ordinarily be permitted to do research work for the degree of Ph.D in a Subject/Faculty different from the one in which he has obtained his/her Master's Degree. Permission to pursue Ph. D degree in a different Subject/Faculty may be granted in special cases on the recommendation of Departmental Research Committee.



## ALLOCATION OF RESEARCH SUPERVISOR:

The following persons will be ipso-facto eligible to act as research supervisors:

- 1.18 Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 1.19 Only a full time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the University or from other related institutions with the approval of the Department Research Committee.
- 1.20 Vice-Chancellor, Pro-Vice-Chancellor, Deans of the Schools/Faculties and persons holding any other academic position in the University, if they were recognized research guide in any other University prior to joining the ARKA JAIN University.
- 1.21 A teacher of the recognized University/college/Institution willing to act as a co-supervisor to guide Ph.D. scholars shall submit his/her request on prescribed application form available at University website along with the Bio-data giving teaching experience, research work, publications, etc. to the Registrar, ARKA JAIN University.
- 1.22 The University Central Research Council will consider the recommendation of the Departmental Research Council for allocation of teachers to research scholar and shall submit its recommendations to the Academic Council for its approval.
- 1.23 The allocation of Research Supervisor for a selected research scholar shall be decided by the Departmental Research Committee concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 1.24 A Research Supervisor/co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight Ph.D scholars. An Associate Professor as Research Supervisor can guide up to a maximum of Six Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to Four Ph.D scholars.



- 1.25 The allocation of seats to the supervisor will be as per number of seats available with him and also keeping in view the available laboratory/ infrastructure, specialization and the research interest of the student.
- 1.26 The supervisor is directly responsible for the supervision and mentoring the student. The supervisor is to provide counsel on all aspects of the programme and be involved in the scholar's research activities and progress.
- 1.27 Departmental Research Committee may initiate the process of registration of the candidates (exempted from course work) immediately after their admission as Ph.D. student.
- 1.28 In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- 1.29 If the Supervisor of a candidate leaves the University before the completion of the research work or is otherwise unable to see the work through, due to some valid reason(s), UCRC may allow the change of the Supervisor, on the recommendation of the Departmental Research committee.

#### **COURSE WORK**

- 1.30 The course work is compulsory for all students (except M. Phil. Candidates as exempted by the UGC) admitted to the Ph.D. course. Admitted candidates shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as prerequisite for Ph.D degree.
- 1.31 The credit assigned to the Ph.D. Programme course work shall be a minimum of 08 credits and a maximum of 16 credits. A minimum of four credits shall be assigned to one or more courses of Research Methodology, which could cover areas in the relevant field, training, field work, etc. Other course(s) shall be advanced level courses preparing the candidates for pursuing Ph. D programme.
- 1.32 Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the Academic Council on the recommendation of the Department Research Committee.



- 1.33 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 1.34 A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 5 - point scale (or an equivalent grade/CGPA in a point scale) in the course work in order to be eligible to continue in the programme and submit the thesis.
- 1.35 On qualifying course work examination, each eligible candidate shall submit his application for registration to Ph.D Programme on the prescribed form to the Head of the DRC, submitting a scheme or outline of the subject he proposes to investigate with a statement of work and any prior work and literature survey that he may have done on the subject within six months of completion of course work examination.
- 1.36 Department Research Committee shall examine these applications under the following conditions:
- (i) Whether the candidate is eligible for registration,
  - (ii) Whether the candidate is within the permissible quota of the supervisor,
  - (iii) Whether the candidate fulfills all conditions for registration. and shall test the applicant through seminar to probe his knowledge in the subject, determine his suitability, satisfy itself that the subject can be profitably pursued for research by the applicant under the superintendence of the Department and forward the application along with the name of Supervisor allotted to the candidate and the topic of research to UCRC for consideration
- 1.37 The UCRC shall decide the case of registration as it deems fit and shall approve the topic of research and the name of the supervisor/ co-supervisor (Intra-Departmental/ Inter Departmental/ External), if it considers it desirable in a particular case recommended by the Departmental Research Committee. The reason for recommendation of co-supervisor will be recorded in the proceedings.
- 1.38 In case, a student fails in the Ph.D course work, he shall be given one more chance to appear in the examination scheduled to be held by the University.
- 1.39 University Central Research Council (UCRC) shall have the power to cancel the admission of a student at any time, after the issue of a due show-cause notice, on disciplinary or any other grounds which are considered to be not in consonance with the dignity and behavior of a research scholar or non-payment of fees or any other dues.



### **Fellowship**

- 1.40 The Candidates enrolled for Ph.D may be awarded scholarship/ fellowship by any funding agency and their payment of scholarship shall be released after their cases are recommended by the Department Research Committee.
- 1.41 JRF students registered for Ph.D. research work will be paid their fellowship as and when received from funding agency by the university.
- 1.42 Candidates availing the fellowships are bound to follow all the rules of the funding agency.

### **Duration**

- 1.43 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 1.44 Every candidate shall submit his thesis after a period of minimum three years from the date of his enrollment in the Ph.D. Programme, but not before two years from the date of his registration, whichever is later.
- 1.45 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- 1.46 In case a Candidate does not submit his thesis within the above mentioned period he will not be permitted to submit the thesis on the same topic and will be required to apply for a fresh registration on a changed topic.
- 1.47 A candidate has been registered as a student for the degree of Ph.D. in another University and has worked on the approved subject for not less than a year from the date of admission, he may be permitted by the UCRC on the recommendation of Departmental Research Committee, to register himself as a research student of the University and to submit his thesis after the expiry of the remaining period subject to minimum of one year in this University. He shall be liable to pay the minimum fee of Ph.D course for two years.

### **PROGRESS REPORTS**

- 1.48 Every candidate registered in the Ph. D programme shall be required to submit, through his/her research guide, detailed progress report on the work done every six months. The six monthly progress reports shall be submitted by the



Departmental Research Committee to the University Central Research Council. If a candidate fails to submit two progress reports consecutively, his/her registration could be cancelled on the recommendation of the supervisor, and DRC.

1.49 In case the progress of the research scholar is unsatisfactory, the Departmental Research Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Departmental Research Committee may recommend to the University Central Research Council with specific reasons for cancellation of the registration of the research scholar. University Central Research Council will forward its final recommendation to Academic Council regarding cancellation of registration of research scholar. Decision of academic council in such cases will be final.

1.50 **Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:** Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in clause 1.34 above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within a reasonable time mentioned in clause 1.43

#### **Prerequisite of submission of Thesis**

1.51 The supervisor shall notify to the University Central Research Council (not earlier than six months of the date of submission of thesis) that the thesis is presentable in all its aspects and shall forward two copies of the brief summary of the thesis to the University for pre Ph.D presentation.

1.52 Prior to submission of thesis, the student shall make a pre Ph. D presentation in the Department concerned before the Departmental Research Committee, which will be open to all the faculty members and research scholars, for getting feedback and comments, which may be suitably incorporated into draft thesis under the advice of the Departmental Research Committee and the same be submitted within three months along with the deceleration. Only in extraordinary cases the Vice Chancellor may extend the time.

1.53 The student shall publish at least one research paper in refereed journal and make two paper presentations in conferences/seminars for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints at the time of pre Ph.D. presentation.

1.54 Every Ph.D. Scholar shall get a plagiarism check on the well-developed plagiarism checking software and gadgets of his draft thesis to detect plagiarism and other



forms of academic dishonesty and shall submit the report generated on the plagiarism checking software of his draft thesis along with a soft copy of the draft thesis and declarations about the plagiarism on the prescribed format (policy on plagiarism is available on the website of university) for the consideration of Departmental Research Committee.

- 1.55 The UCRC may allow a topic of research be modified on recommendation of Department Research Committee.

### **FINAL THESIS**

- 1.56 The literary presentation of the thesis should be of a high standard i.e. concise, laid out logically and in proper sequence, far from grammatical and typographical errors and referenced properly.
- 1.57 The thesis shall comply with the following conditions to merit the award for the Ph.D. degree:
- (i) It should be a piece of research work characterized either by the finding of new facts or by a fresh approach towards interpretation of facts and theories.
  - (ii) It should reflect the candidate capacity for critical examination and judgment.
  - (iii) It should be satisfactory in its literary presentation.
- 1.58 The thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that: (i) there is no plagiarism, (ii) and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution on the prescribed format (Annexure – II).

### **SUBMISSION OF THESIS**

- 1.59 After the thesis is complete, the candidate shall supply eight printed or type written copies of the thesis along with two soft copies (CD / Pen drive) of his thesis in the prescribed color & format.
- 1.60 The thesis should be in English.
- 1.61 All the fee, dues, fines, etc. of the University must have been paid at the time of submission of the thesis. The student should also produce 'No Dues Certificate' from all the concerned departments of the University.



## PANEL OF EXAMINERS

- 1.62 The supervisor of the candidate will suggest a panel of eight names of external experts not below the rank of Associate Professors, preferably Professors giving their official and residential address, mobile number and email address. The supervisor shall give a certificate to the effect that the names suggested in the panel are not relatives of the supervisor or candidate. If the supervisor fails to supply the panel of Examiners within one month after the submission of thesis to the controller of examination in the University, the Vice Chancellor may draw the panel in consultation with respective Dean / HoD.
- 1.63 The panel prepared by the supervisor will be sent through the Chairman, Departmental Research Committee concerned to Controller of Examination in a sealed cover. The Vice-Chancellor will appoint from the panel, two examiners who are not in employment of the university out of which at least one shall be from outside the state/country. The Vice Chancellor may add more names of the subject experts in the panel.
- 1.64 The thesis when received shall be referred for evaluation to the supervisor and two external examiners appointed by Vice-Chancellor. If the Supervisor is not sending the report of evaluation within four months, the Vice Chancellor may, if need be, send the thesis for evaluation to another examiner from the panel.

## EVALUATION

- 1.65 The examiners shall send their reports normally within two months to the "Controller of Examination" by name marked 'Confidential'. If, the reports are not received within four months, the Vice Chancellor may, if need be, send the thesis for evaluation to another examiner from the panel.
- 1.66 The examiners shall send their reports on the prescribed proforma normally within two months of the receipt of the thesis. The examiners will state categorically whether in his opinion: (i) Thesis should be accepted for the award of Ph.D Degree; OR (ii) It should be referred back to candidate for presenting it again in revised form; OR (iii) It should be rejected. The examiners shall state reasons for approval or rejection of the thesis. If the examiner recommends resubmission of the thesis, he shall specifically indicate what modifications he wants that candidate to effect and incorporate in the thesis.
- 1.67 If in the first instance, all the examiners evaluating the thesis, as well as those conducting the viva-voce examination recommend the award of degree to the candidate, the degree shall be awarded. (d) If the majority of the examiners



recommend rejection of the thesis, the thesis shall be rejected.

1.68 In case of divergence of opinion among the three examiners not covered under clause(s) above, the following procedure shall be followed:

- one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
- If two examiners have accepted the thesis, while the third has asked for its revision, the extracts of reports of the external examiners be referred to the supervisor of the candidate and his opinion be obtained whether he would like to get the thesis revised by the candidate or would recommend the appointment of a fourth examiner. Opinion of the fourth examiner shall be final.
- If two examiners have accepted the thesis and the third has rejected it, the thesis shall be sent for evaluation to a fourth examiner, whose opinion shall be final.
- If one of the three examiners has accepted the thesis another has rejected it, while the third has asked for its revision, the thesis shall be rejected. When the thesis is rejected under such circumstance, the candidate can get himself registered afresh on the same subject.

1.69 If a candidate is permitted to improve and re-submit his thesis, he shall be required to submit it not earlier than six months and not later than one year from the date of such permission along with the prescribed fee. The thesis so re-submitted shall be sent to the same panel of examiners including the fourth examiner, if any, who evaluated the original one, for adjudication unless they or any one of them expresses inability to adjudicate. The Vice-Chancellor shall in such contingency appoint another external examiner or examiners, as the case may be, from the original panel. The thesis shall be accepted if at least three examiners recommend its acceptance.

1.70 A Candidate shall not be allowed to re-submit his thesis more than once.

1.71 A student whose thesis is rejected shall not be registered again for Ph.D. degree with same topic.



## **VIVA – VOCE**

- 1.72 The public viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation reports of the external examiners on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination.
- 1.73 The reports of all examiners shall be placed before the Vice-Chancellor. If both of two external examiners recommend award of the degree, the student shall be examined through viva- voce examination by one of the external examiner (to be nominated by the Vice-Chancellor) and the supervisor. If both examiners are unable or unwilling to conduct the viva-voce examination, another name will be picked up for the purpose by the Vice-Chancellor from the panel.
- 1.74 A Viva-Voce examination to be conducted by one of the external examiner and the supervisor, the date of which is to be fixed by the Controller of Examination. It shall be open to be attended by Members of the Departmental Research Committee, all faculty members of the Department, research scholars and other interested experts/researchers, but they shall not be entitled to ask any question. However, if the Supervisor is unable to attend the viva-voce, it may be conducted by External Examiner.
- 1.75 The reports of all the examiners (including those of the viva-voce) shall be placed before the University Central Research Council, and on acceptance, it will be recommended to academic council for award of degree.

### **Treatment of Ph.D. / M.Phil. through Distance Mode/Part-time:**

- 1.76 University shall not conduct Ph.D Programmes through distance education mode. Part-time Ph. D will be allowed provided all the conditions mentioned in the extant Ph. D Regulations are met.

### **Depository with INFLIBNET:**

- 1.77 On the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph. D thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- 1.78 Prior to the actual award of the degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the UGC Regulations, 2016.



### **Publications of thesis**

- 1.79 No Thesis shall be published without the prior permission of the University. The research scholar may apply to the Registrar for permission to publish his Thesis within two years from the date of award of the Ph.D. Degree.

### **With-drawl of degree**

- 1.80 The Academic Council shall have the right to withdraw the degree as per the statutes of the University.

### **Fee**

- 1.81 Fee to be paid by the candidate at the time of admission or annually or for extension or for evaluation etc., will be as laid down from time to time by the University.

### **Jurisdiction**

- 1.82 Once registered, the student and his work shall be under the general disciplinary control of the Department. Any legal dispute relating to Ph.D. admission of students will be subject to Courts at District – Seraikela - Kharsawan, Jharkhand.

Registrar  
  
ARKA JAIN University, Jharkhand

**Campus:** Mohanpur, Gamharia  
Distt.: Seraikela-Kharsawan, Jharkhand

**Admission Office:** D-28, Danish Arcade, Opp. Asian Inn Hotel, Dhatkidih, Jamshedpur  
For any queries, please visit:

Website: [www.arkajainuniversity.ac.in](http://www.arkajainuniversity.ac.in)

Email: [registrar@arkajainuniversity.ac.in](mailto:registrar@arkajainuniversity.ac.in)

**Ph.D Regulation, 2018 was approved by all members by University Central Research Council (UCRC).**



