

# Central University of Jharkhand

## Ordinances on the Doctor of Philosophy Program 2016

[Under Section 28 (d) of Central Universities Act, 2009 read with Statutes 16(3)]

<b>1</b>	<b>INTRODUCTION</b>
1.1	These ordinances shall be called the Doctor of Philosophy (Ph.D.) ordinances of Central University of Jharkhand.
1.2	The degree of Doctor of Philosophy of Central University of Jharkhand (herein after referred to as the Ph.D. degree) shall be awarded to those fulfilling the conditions as laid down in these ordinances.
<b>2</b>	<b>ADMISSION TO Ph.D. PROGRAMME:</b>
	Subject to the conditions stipulated in these ordinances, the following persons are eligible to seek admission to the Ph.D. programme:
2.1	Candidates for admission to the Ph. D. programme shall have a Master's Degree or a Professional Degree in a relevant area declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
2.2	A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19 <sup>th</sup> September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
2.3	Candidates possessing a degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
<b>3</b>	<b>ADMISSION PROCEDURE</b>
3.1	Provisional admission to the Ph. D. program shall be either through a Research Entrance Test or through exemption from entrance test as per Clause laid down below in these ordinances.
3.2	The University shall adhere to the National Reservation Policy, as applicable.

	3.3	The University shall maintain the list of all the M.Phil. / Ph.D. registered students 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.
<b>4 ENTRANCE TEST (MAIN/CUCET):</b>		
	4.1	The admission notification well in advance shall be widely circulated by displaying it on the University website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, mentioning the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s), where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
	4.2	The interested candidates shall be admitted to the Ph.D. programme through a main/CUCET entrance test (excluding exempted candidates as in clause 5) followed by an interview. Candidates exempted from the main/CUCET entrance test as in clause 5 will directly appear in the interview.
	4.3	The main/CUCET Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the Centre(s) notified well in advance.
	4.4	The candidates shall discuss in the interview, their research interest/area through a presentation before a duly constituted Department Research Committee (which may be called as Admission Committee of the Department/Centre).
	4.5	The Merit List of candidates shall be prepared on the basis of the following criteria:
		<ul style="list-style-type: none"> <li>• 50% weightage for percentage of marks obtained in the PG Degree of concerned/relevant subject.</li> <li>• 50 % weightage shall be given to personal interview.</li> </ul>
	4.6	The interview/viva voce shall also consider the following aspects, viz.
		<ul style="list-style-type: none"> <li>• Competence of the candidate for the proposed research;</li> <li>• Suitability of the research work to be undertaken at the University.</li> <li>• Whether the proposed area of research can contribute to new/additional to knowledge.</li> </ul>
<b>5 EXEMPTION FROM THE MAIN/CUCET ENTRANCE TEST</b>		
		<p>A candidate who fulfils one of the following requirements are exempted from the main/CUCET entrance test and may be considered for provisional admission to the Ph. D. program without appearing in the written test:</p> <p>(However, the University, if required, may conduct separate Entrance Test (within the centre) for those students who are exempted from the main/CUCET entrance test ).</p>
	5.1	A candidate who is qualified in a national level test such as UGC-NET (with JRF)/UGC-CSIR NET (with JRF).

	5.2	UGC-NET/UGC-CSIR NET/SLET/GATE/teacher fellowship holder or have passed M.Phil programme.
	5.3	A NET qualified person, employed in other university/ institution/ college, who is sponsored as a full-time candidate by the said organization, with at least two years of experience and is relieved on study leave for a period of not less than two years for pursuing Ph.D. program in a Department/Centre/ School of the University. The number of seats under this category shall not exceed 15% of the total seats available in a Department/Centre.
	5.3	A NET qualified regular teacher of this University (CUJ) should have been relieved on study leave for a period of at least two years. The number of seats under this category shall not exceed 15% of the total seats available in a Department/Centre.
	5.4	<p>Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.</p> <p>A foreign national who is a recipient of fellowship by agencies of government of India and or who is sponsored by foreign government/agencies.</p> <p>Foreign candidates shall be governed by the rules and regulations formed for foreign students as in Appendix-I.</p>
	5.5	All admissions of fellowship holder applicants shall be over and above the approved seats.
<b>6</b>	<b>CANDIDATES WORKING IN AN EXTRA MURAL RESEARCH PROJECTS.</b>	
	6.1	<p>A candidate, working in an extra mural research project in the University as research personnel, may be allowed to register for Ph.D. in the University provided s/he gets short-listed in the main entrance test and then selected in the interview;</p> <p>Provided further that in such cases, the consent of the PI and the supervisor (in case PI is not the supervisor) is available to the effect that the research work of the Project and that of the Ph.D. are overlapping and/or working in both simultaneously will not hamper the interest of either.</p>
<b>7</b>	<b>THE DATE OF REGISTRATION:</b>	
	7.1	The date of admission (date of first fees submission) shall be considered as the date of registration on provisional basis. After successful completion of the course work, as prescribed by UGC, the Research Advisory Committee (RAC) shall confirm the date of registration as in the provisional registration.
	7.2	After admission, the details of admitted students along with all necessary documents must be submitted to the Examination Section of the University within one month from the last date of admission. It shall be the responsibility of the concerned Head.

	7.3	Every admitted Ph.D. student shall be provided a Letter of Registration (within Ninety days from the date of admission), from Examination/DRC section, confirming his/her provisional admission in the Ph.D. programme.
	7.4	Record (in the form of photocopies) of all the documents related to the entire Ph.D. admission process, including merit list and application forms of the applicants may be maintained in the Department/Centre for future reference.
	7.5	For maintaining transparency, the entire merit list along with the name of the selected candidates shall be made public on the Department/Centre's notice board as well as the University website.
	7.6	An admitted Ph.D. candidate shall not be permitted to join any other regular degree course. The candidate should not join any full time or part time job during his/her Ph.D. If found so, the candidature shall be terminated with immediate effect.
<b>8</b>	<b>FELLOWSHIP AND FINANCIAL ASSISTANCE</b>	
	8.1	Subject to the availability of fellowships, selected full-time Ph.D. candidates who are not in receipt of financial assistance from any external source shall be entitled for UGC Research fellowship (tenure and amount of fellowship shall be governed by the rules of the University and as directed by the UGC/MHRD/Government of India from time to time). In addition to the UGC Research Fellowship, such Ph.D. students may also be entitled for contingency grant in accordance with the decisions of the University.
	8.2	The award of UGC Research Fellowship shall be on year-to-year basis for maximum six years subject to the satisfactory six monthly progress report of the candidate approved by the RAC(as in clause 10 below). The period of temporary withdrawal as in clause 18 will be counted for the total period of six years.
	8.3	A Ph.D. candidate, if gets selected or is already working, in an extra mural research project, shall get financial support in the form of project fellowship, i.e., from the JRF/SRF salary head of the project. If the project gets completed before the student completes his/her PhD Programme, on recommendation of the RAC, his/her category shall be converted to UGC fellowship, if any (vacant seats for the next admissions shall be recounted accordingly). UGC fellowship period plus project fellowship period of a candidate in such cases shall not be more than for six years. A Ph. D. candidate, with the consent of his/her guide, can apply and become a Project Fellow. Admission/Examination and Finance office shall be intimated by the Department/Centre about such conversions so that candidate gets fellowship only from one source at a time.
	8.4	Candidates, in any circumstances, shall not be allowed to draw financial assistance from more than one source at any point of time during the entire Ph.D. tenure. However, the candidate may join a full/part time job after the date of his/her thesis submission or during temporary withdrawal from the Ph.D. Program (as in clause 18.3.3).
<b>9</b>	<b>DEPARTMENT/CENTRE RESEARCH COMMITTEE (DRC) AND ITS FUNCTIONS</b>	
	9.1	Every Department/Centre offering Ph.D. will have a DRC which shall be coordinating below mentioned activities relating to Ph.D. in the concerned Department/Centre.
	9.2	Apart from the regular chores as mentioned in the Ph.D. ordinances, the DRC shall be

	responsible for the allotment of supervisor/s to the admitted Ph.D. students and addressing the issues as and when felt necessary, however the eligible supervisors shall be appointed by the School Board on the recommendation of Board of Studies (BoS).
9.3	The DRC shall have the Department/Centre Head/ as its Chairman (ex-officio) and all eligible research supervisors of the Department/Centre as its members.
9.4	The meetings of the DRC shall be called by the Department/Centre Head. The decisions/recommendations of the same shall be conveyed by him/her to the Dean of the concerned school within a week after the meeting.
9.5	In case of any dispute in DRC, the matter shall be forwarded to the Dean of the School which he may forward it to the Vice-Chancellor for final decision if the matter remains unresolved at Dean's level.
<b>10 RESEARCH ADVISORY COMMITTEE (RAC) AND ITS FUNCTIONS:</b>	
10.1	There shall be a RAC for each Ph.D. scholar. When the Ph.D. student is accepted for admission, a RAC will be constituted by DRC for every student within two months from the date of admission of the Ph.D. student.
10.2	The DRC Chairman would initiate steps for the formation of the RAC and get it duly approved by the Dean of the concerned School. Once the RAC is formed, Chairman RAC shall call RAC meetings of each candidates on request of the respective supervisors. It is the responsibility of the supervisor to ensure the regular/timely meetings of the RAC.
10.3	The RAC shall consist of the following: <ul style="list-style-type: none"> <li>• Department/Centre Head - Chairman (ex-officio)</li> <li>• Supervisor - Convener</li> <li>• Co-supervisor, if applicable - Member</li> <li>• One eligible supervisor of the Department/Centre - Member</li> <li>• One eligible supervisor from outside the Department/Centre within the University belonging to the related research field of the concerned student nominated by the supervisor in consultation with RAC chairman, as member.</li> </ul>
10.4	However, the number of members in the RAC shall not be less than three or more than five under any circumstance. All the members of the RAC as well as the concerned Ph.D. student shall be given written communication about the same.
10.5	This RAC shall have the following responsibilities: <ul style="list-style-type: none"> <li>• To review the research proposal and finalize the topic of research;</li> <li>• To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.</li> <li>• To periodically review and assist in the progress of the research work of the research scholar.</li> </ul>
10.6	The first meeting of RAC shall be convened immediately after its constitution for recommendation of course-work for the concerned Ph.D. student. The committee thereafter shall meet along with the concerned Ph.D. student at the end of every semester (six months, preferably in January and June) to monitor the progress of the student till the

	submission of thesis. If the circumstances so warrant, the RAC meetings can be convened as and when required. The six monthly progress reports shall be submitted by the RAC to the Examination section with a copy to the research scholar.
10.7	Any recommendation regarding change of member/s of the RAC must be initiated by the supervisor of the concerned Ph.D. student stating proper reasoning for the same. If the reasons are found to be genuine by the Department/Centre Head as well as the Dean of the concerned school, then the list of newly recommended RAC members must be forwarded by the Department/Centre Head and thereafter approved by the Dean of the concerned School.
10.8	The concerned Ph.D. student, new member/s, replaced member/s, Dean of the School as well as the Controller of Examinations, should be communicated accordingly in this regard. The responsibility for conducting the official formalities and communication relating to this process shall be of the concerned supervisor through Head of the Department/Centre.
10.9	If there is a need for modification of the title/topic of research for any Ph.D. student, he/she shall submit an application to the Department/Centre Head through the supervisor stating reasons for the same. The matter shall be put in the RAC for consideration and if approved by committee, the change may be allowed with approval of the competent authority.
10.10	The RAC shall also recommend a panel of examiners for thesis evaluation of the concerned student. The panel shall have to have the approval of competent authority and should be placed in the next Board of Studies (BoS) for rectification.
10.11	In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the RAC may recommend to the University with specific reasons for cancellation of the registration of the research scholar.
10.12	In case of any dispute in RAC, the matter shall be forwarded to the Dean of the School which he may forward it to the Vice-Chancellor for final decision if the matter remains unresolved at Deans' level.
<b>11</b>	<b>RESEARCH SUPERVISOR AND GUIDANCE (Allocation of Research Supervisor)</b>
11.1	A Ph.D. candidate shall work for his/her doctoral degree under the guidance of a supervisor.
11.2	The allocation of the supervisor for a selected candidate shall be decided by the DRC in a formal manner depending on the available specialization among the eligible supervisors and the research interest of the candidate as indicated during interview by the candidate. The same shall not be left to the individual candidate or any supervisor.
11.3	Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals can become a supervisor; Provided that in areas/disciplines where there is no or only a limited number of refereed

	<p>journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing by the DRC and forwarded by the Dean of the school to the Vice-chancellor.</p>
11.4	<p>Only a full time regular teacher of the University can act as a supervisor. External supervisors shall not be allowed. However, Co-Supervisor may be allowed in inter-disciplinary areas from other Departments/Centers of the University with the approval of the RAC/DRC</p>
11.5	<p>In case of topics which are of inter-disciplinary nature where the DRC concerned feels that the expertise in the Department/Centre has to be supplemented from outside, the DRC may appoint a Research Supervisor from the Department/Centre itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.</p> <p>Similarly, The eligible supervisors of the University can also act as co-supervisor for Ph.D. students admitted in other Universities, provided that</p> <ul style="list-style-type: none"> <li>• There is a vacancy with the supervisor under whom the student intends to work.</li> <li>• The concerned DRC approves it.</li> </ul> <p>The details of such external Ph.D. supervision must be given by supervisors to the Dean of the School through Head of the Department/Centre. Such supervisors must take care of the limit of maximum number of Ph.D. students under them as in clause 11.6.</p>
11.6	<p>Any supervisor, who is a Professor, in the capacity of either (supervisor and/or Co-supervisor), shall not have, at any given point of time, more than three (3) M.Phil and Eight (08) Ph.D. students working under him/her for the award of Ph.D. Degree. Similarly, An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.</p>
11.7	<p>An eligible faculty member cannot become the supervisor of a newly admitted Ph.D. student if time left for his/her superannuation/retirement is less than three years.</p>
11.8	<p>Cases of dispute and/or requests for change of supervisor/s by the student shall be considered by the DRC. If the matter remains unresolved, the DRC shall forward it to the Dean of the concerned School and thereafter if required, Dean may forward it to the Vice-Chancellor for final decision.</p>
11.9	<p>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;</p> <p>provided all the other conditions as per UGC regulations 2016 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.</p>
<b>12</b>	<b>APPOINTMENT OF NEW SUPERVISOR</b>

12.1	If the supervisor of a candidate proceeds on leave for a period of more than twelve months, or he/she proceeds on leave for a period of less than twelve months, but later extends his/her leave beyond twelve months, then, he/she shall cease to be the supervisor. A new supervisor shall be allotted to the candidate by the DRC. However, he can act as a co-supervisor. The existing supervisor, however, shall continue to be the supervisor if candidate submits the thesis before the supervisor proceeds on leave.
12.2	If the candidate completes the minimum residential requirement before the supervisor proceeds on leave (or leaves the University), the existing supervisor may become co-supervisor and a new supervisor shall be inducted by the DRC in consultation with the existing and proposed supervisors and the student.
12.3	In all the cases, where the existing supervisor of a candidate ceases to be the supervisor, the DRC in consultation with RAC may appoint (i) co-supervisor, as the supervisor of the candidate, provided the co-supervisor is from the relevant discipline (ii) a new supervisor from the available eligible supervisors.
12.4	The DRC may consider the request of a student as in clause 11.10 and may appoint a new supervisor for a student if the request is found justified. The appointment of new supervisor must be notified to the Dean of the school, Examination section and all the concerned (student, old/new supervisor and co-supervisors).
<b>13 COURSE WORK</b>	
13.1	After admission, every Ph.D. student shall be mandatorily required to undertake Course Work.
13.2	The entire course work shall be of a minimum of 08 credits and a maximum of 16 credits (one paper of maximum of four credits). The coursework shall be treated as Ph.D. preparation and should include research methodology (quantitative and qualitative). The course shall also include other relevant content (at least of PG level) as deemed fit for the research work. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
13.3	All courses prescribed for 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 authorized academic bodies.
13.4	A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis. A candidate, who has cleared a paper in the coursework, shall not be allowed to re-appear for improvement.
13.4	If found necessary, after seeking approval from the RAC, a Ph.D. student may study some or all of his/her course work papers in any of the cognate Departments/Centres within or outside of the University.



	13.5	After successful completion of the course work (duly checked/verified by the RAC and DRC), the Ph.D. student shall be notified of the same by the competent authority of the University.
	13.6	All candidates admitted to the Ph.D. programme shall be required to complete the course work during the initial one or two semesters from the date of admission, failing which the admission shall be cancelled.
	13.7	Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, shall be exempted by the Department from the Ph.D. course work.
	13.7	Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Examination section/RAC and the final grades shall be communicated to all concerned.
	13.8	The concerned Department/Centre Head along with the supervisor shall be responsible for conducting and coordinating all the formalities of the course-work classes as well as evaluation/examination.
<b>14 Ph. D. DURATION</b>		
	14.1	Full-time candidates shall be permitted to submit the thesis for Ph.D. degree only after completion of at least three years from the date of admission.
	14.2	The name of a candidate shall be removed from the rolls of the University if she/he fails to submit her/his thesis within six years (the period of the temporary withdrawal as in 18 will not be counted in the six years) from the date of his/her admission, provided in exceptional circumstances, the Board of Studies (BoS) of the Department/Centre, on the recommendation of the RAC and DRC can extend the time-limit for a maximum period of one more year. During this extension period no financial assistance/fellowship shall be provided from the University. If the candidate fails to submit her/his thesis even within the extended period her/his registration as well as admission shall be cancelled automatically
	14.3	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.
<b>15 COURSE FEE</b>		
	15.1	Students are required to submit the fees regularly, as applicable in the University, till the submission of Ph.D. thesis.
	15.2	A fine as decided by appropriate authorities shall be charged in addition to the existing fees, if the fees are not submitted within the notified period.
	15.3	Failure in deposition of fees for three consecutive semesters in a row shall lead to cancellation of the admission as well as registration.
	15.4	Fees once paid to the University shall not be refunded except the amount under refundable category. It shall be refunded to the Ph.D. student within one year from the date of award of the Ph.D. degree or cancellation of admission.

	15.5	Revision in fees, if any shall be applicable from the date of notification by the University.
<b>16 LEAVE RULES</b>		
		All the leaves shall be sanctioned by the Department/Centre Head on recommendation of the Supervisor of the concerned student. All the students need to sign in attendance register daily. Respective Head shall be responsible to maintain the attendance record of student. Every student shall be entitled to avail leave according to the rules of agencies providing financial assistance/ fellowship and it shall be applicable <i>mutatis mutandis</i> .
		The women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
<b>17 CANCELLATION OF ADMISSION</b>		
		The admission of a Ph.D. candidate shall be cancelled in any one of the following eventualities after recommendation of the DRC through RAC:
	17.1	If the candidate is absent for a continuous period of four weeks without prior sanction of leave.
	17.2	Recommendation of the RAC based on the lack of satisfactory progress for two consecutive duration of six months as reported by the supervisor.
	17.3	If the candidate fails to submit the thesis within the maximum stipulated time as provided in these ordinances.
	17.4	If the candidate voluntarily withdraws his admission from the Ph.D. programme and his withdrawal is approved by supervisor.
	17.5	If the candidate does not submit the progress report to the RAC for two consecutive periods of six months.
	17.6	If the candidate is found involved in an act of misconduct and/or indiscipline and his/her termination has been recommended by the competent authority.
<b>18 TEMPORARY WITHDRAWAL FROM THE PROGRAMME</b>		
	18.1	A candidate admitted to the Ph. D. programme may be permitted by the Dean of the concerned school, on the recommendation of the DRC, to temporarily withdraw from the programme for a maximum period of two years on some specific reasons, and later allowed to join back to complete the research and submit the thesis.
	18.2	In any circumstance a student need to complete minimum residential period of two years and completion of the course work.
	18.3	Temporary withdrawal may be permitted on any one of the following reasons :
	18.3.1	If the candidate is suffering due to prolonged illness, supported by medical certificates.

		18.3.2	On the event of illness/death of candidate's parents/guardians/spouse.
		18.3.3	If the candidate gets a professional employment.
		18.3.4	Any other event, in which the Vice-Chancellor is convinced that the situation faced by the research scholar warrants his/her temporary withdrawal from the programme without exceeding the maximum time-limit provided in these Ordinances for submission of Ph.D. thesis.
	18.4		The concerned candidate shall have to pay the requisite fee of the programme for the withdrawal-period. The due fee must be deposited within 60 days of joining back, failing which fine per semester shall be levied upon the student.
	18.5		During the period of withdrawal, the candidate shall not be entitled for any financial assistance or fellowship.
	*8.2 and 14.2 may also be referred here		
<b>19 REVIEW OF PROGRESS AND SUBMISSION OF THESIS</b>			
	19.1		Every Ph.D. student shall undertake research under the mentorship of the supervisor allotted to him/her by the DRC for production of Ph.D. thesis.
	19.2		He/she shall come up with a research proposal within six months from the date of completion of the course work. The presentation shall be made in RAC for getting feedback and comments, which thereafter may be suitably incorporated in proposal and approved by RAC.
	19.3		Upon satisfactory progress as indicated by the RAC meetings, the draft thesis shall be presented by the student in the form of a Pre-Ph.D. submission seminar in front of the RAC. The seminar shall be open to all. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the RAC.
	19.4		Within six months of the Pre-Ph.D. submission seminar, the candidate shall submit the thesis and a synopsis of the thesis (one hard copy with a soft copy) to the Controller of examinations duly forwarded by the supervisor and Head of the Department/Centre.
	19.5		Before submission every candidate must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
	19.6		Every thesis shall mandatorily have a plagiarism check certificate (see 24 also) and a certificate from the supervisor stating that it is a record of original research work done by the candidate during the period of study under his / her supervision and that the thesis has not previously formed the basis for the award to the candidate of any Degree, Diploma, Associate ship, Fellowship or other similar titles and that the thesis represents independent work on the part of the candidate.
	19.7		Consequent upon submission of thesis along with the requisite Ph.D. Thesis Processing

		Fee, the student shall receive a written acknowledgement of thesis submission by the Controller of Examination.
<b>20</b>	<b>EVALUATION OF THESIS</b>	
20.1	A panel of not less than six external examiners (not below the rank of Associate Professor and who are not in employment of the University, of whom one examiner may be from outside the country) shall be recommended by the RAC for evaluating the thesis and for conducting the public viva-voce examination to be held later. The examiner shall be requested to submit their individual reports within two months of the receipt of the thesis.	
20.2	The thesis submitted by the candidate for the Ph.D. Degree shall be examined by three examiners appointed by the University. Out of the three examiners, one shall be the supervisor, whereas the other two shall be external experts (one of whom may be from abroad).	
20.3	The two external experts shall be decided by the Vice-Chancellor from the recommended panel.	
20.4	The controller of examinations shall get in touch with the two examiners decided by the Vice-Chancellor with a copy of the abstract to secure their acceptance of the examiner ship. For this purpose, if e-mail address of the examiner is available, he/she shall be contacted through e-mail to get his/her consent at the earliest. If however, no information is received from an examiner within four week period from first communication to the examiner, his/her appointment shall be cancelled and a new examiner shall be appointed by the Vice-Chancellor from the existing panel of examiners. Controller of examination should also convey the name of examiners who had agreed to evaluate the thesis to the Vice-chancellor as the case may be.	
20.5	A person/ Supervisor shall not serve as an examiner for the first consanguine and affine kin [i.e., where a candidate is a wife or husband, son (including step-son), daughter (including step-daughter), brother (including step-brother), brother's wife, wife's brother/sister, husband's brother/sister, sister (including step sister), sister's husband, son's wife or daughter's husband ].	
20.6	In case, an examiner after receipt of thesis does not send his/her report within the two months period, a reminder shall be sent to him/her. This shall be followed by a subsequent reminder after a fortnight.	
20.7	In the event of the report not being received from the examiner within twelve weeks, his/her examiner ship shall be cancelled and a new examiner shall be appointed, from the existing panel of examiners.	
20.8	The examiners shall examine the thesis specifically with a view to judge whether the thesis is a piece of research work characterized by:	
	I	Discovery of new facts, or
	II	A fresh approach towards interpretation of facts or theories, or

	III	A distinct advancement in the subject.
<b>21</b>	<b>EXAMINEE'S REPORT AND VIVAVOCE</b>	
21.1	Each examiner shall, after examining the thesis submitted by the candidate for the award of the Ph.D. Degree, submit a report in a prescribed proforma to the University. (proforma as at Template - 7).	
21.1	<p>Once positive reports of examiners reach the office of the Controller of Examinations, he/she shall request the vice-chancellor to choose either or any of the two external examiners for final (public) viva-voce. He/she also forward the reports to RAC in a sealed cover. The RAC thereafter fix the date of public viva-voce in consultation with the external examiner/s chosen by the Vice-chancellor and inform about it to the Controller of Examinations.</p> <p>public viva-voce shall be open to be attended by Members of the RAC, all faculty members of the Department, other research scholars and other interested experts/researchers. The public viva-voce of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination.</p>	
21.2	If the thesis is approved, each examiner may seek clarification questions, if any, to be answered at the time of public viva-voce.	
21.3	<b>Difference in opinion while evaluating the thesis :</b>	
21.3.1	In case, both the external examiners do not commend, the thesis shall be rejected and the registration cancelled.	
21.3.2	<p>In case, one of them has not commended, then the thesis shall be referred to another examiner out of the panel already approved He/she shall be selected from the recommended panel by the Vice-Chancellor.</p> <p>If one of the evaluation reports of the external examiner of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners(selected from the recommended panel by the Vice-Chancellor).If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.</p>	
21.3.3	The viva-voce examination shall be held only if the report of the latest examiner is satisfactory.	
21.3.4	If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.	
21.3.5	If the external examiner/s insists on any correction / revision to be made in the thesis, the same shall be made by the candidate before the viva-voce examination and certified by the Supervisor and the RAC.	
21.3.6	If one or both the examiners explicitly report that the thesis needs to be revised and resubmitted for evaluation, then the revised thesis duly certified by the	

		supervisor as well as the RAC shall be sent to the same examiner/s for re-evaluation within one year from the date of such a communication from the University. If the examiner concerned specifically instructs that the revised thesis need not be sent back to him/her, the revised thesis duly certified by the Supervisor, RAC and the Dean of the concerned school shall be accepted and the candidate shall be allowed for viva-voce.
	21.3.7	In case the candidate fails to submit the revised form of the thesis within one year, the process of thesis evaluation gets cancelled. Then, the candidate shall once again go for Pre-Submission seminar to start the process of thesis evaluation.
<b>22</b>	<b>OPEN DEFENCE OF THE Ph. D. THESIS</b>	
	22.1	In cases where the thesis has been approved by the examiners, the Head shall coordinate the conducting of open (public) defence for the candidate.
	22.2	The maximum time limit for conducting the open defence shall be, in general, three months from the date of obtaining consent from the Controller of Examinations.
	22.3	At least one external examiner who had earlier evaluated the thesis along with the RAC members of the concerned candidate shall conduct the open defence.
	22.4	In case of unavailability of both the external examiners who evaluated the thesis, the Vice-Chancellor/ Pro Vice-Chancellor shall appoint an alternative examiner, preferably from the panel previously submitted, for conducting the open defence.
	22.5	The head shall fix the date and time of the open defence in consultation with the examiner/s, RAC members and the COE.
	22.6	In the open defence, the Supervisor shall introduce the external examiner/s and thereafter the candidate will be required to make a presentation of the thesis. After the presentation, the student shall defend his/her thesis by replying to the points/observations raised by the examiner/s, RAC members, faculty present.
	22.7	If the candidate fails to perform satisfactorily in the open defence, a second chance may be given to him/her on recommendation of the RAC and approval of the Dean of the concerned school. If the candidate fails to perform again for the second time, his/her registration shall be referred to the Board of studies.
	22.8	Consequent upon the open defence, the consolidated recommendations as mentioned below shall be submitted by the Head to the Controller of Examinations through the Dean of the concerned school.
	22.8.1	The reports of the examiners who evaluated the thesis
	22.8.2	The evaluation report of the candidate's performance in the open defence, as endorsed by the examiners.
	22.9	A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D. Degree within one year of the intimation of the decision of the University. A thesis which has been re-submitted shall be examined by the same external

	examiner(s). In case the examiner(s) is/are unwilling/unavailable to act as such, other examiner(s) may be appointed by the Vice- Chancellor from the panel of examiners approved earlier.
<b>23</b>	<b>AWARD OF DEGREE</b>
23.1	Based on the reports of the examiners and the Viva- Voce of the student, the Controller of Examinations shall recommend to the BRS for the award of the degree or otherwise.
23.2	After the approval of the BRS, the candidate shall be declared to have passed for the Ph.D. or failed, as the case may be.
23.3	Following the successful completion of the evaluation process and announcement of the award of Ph.D. Degree, the candidate shall submit a soft copy of his final thesis in the form of a single PDF (Portable Document Format) file to the Librarian of the University.
23.4	Simultaneously, the University shall issue a Provisional Certificate certifying to the effect that the student has completed all the requirements for the award of Ph.D. degree (as on the date of viva voce) in accordance with the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation 2009 or any other guidelines as in force. NRI candidates (who got admission without the entrance test) will get Provisional Certificates without any mention of UGC 2009 regulation.
23.5	Simultaneously, a certificate shall be provided to the concerned supervisor by the COE to the effect that the concerned student has completed all the requirements for the award of Ph.D. degree (as on the date of viva voce). Degree has been awarded to the student in accordance with the provisions of the UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree) Regulation 2009 or any other guidelines as in force.
23.6	Candidates, who qualify for the Ph.D. Degree, shall be awarded the Degree in the discipline of the respective Department/Centre.
23.7	The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.
<b>24</b>	<b>PLAGIARISM AND UNFAIR MEANS</b>
24.1	Plagiarism in any form would be viewed seriously and suitable disciplinary actions shall be taken by the University to uphold the sanctity and the integrity of the examination system/research work, and the credibility of the University.
24.2	The Ph.D thesis must undergo a Plagiarism Check by either Turnitin or other authentic software. The scholars have to certify that a standard software / platform software was used for checking against Plagiarism.
24.3	The guide has to ensure checking against plagiarism through any standard software before submission of PhD thesis and endorse the undertaking of the scholar.
24.4	Regarding Self Plagiarism or cases where published work of the student is shown as Plagiarism in the check, a certificate has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these

		articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check.
	24.5	The plagiarism check shall be applied from first chapter to the end of the thesis
	24.6	The difference of the % mentioned in the Similarity index and percentage corresponding to the published papers (if any, by the candidate himself or herself either independently or along with supervisor or co-supervisor, being used as a part of the thesis work and have not been used for any other degree elsewhere) should not exceed beyond 30%. The candidate and the supervisor shall have to sign a declaration mentioning that “the published papers is a part of the thesis work and has not been used for any other degree elsewhere”
<b>25</b>	<b>TREATMENT OF PH.D. THROUGH DISTANCE MODE/PART-TIME</b>	
	25.1	University will not conduct Ph.D. Programmes through distance education mode
	25.2	Part-time Ph.D will be allowed provided all the conditions mentioned in the extant UGC Regulations 2016 are met.
<b>26</b>	<b>AWARD OF PH.D. DEGREES PRIOR TO NOTIFICATION OF UGC REGULATIONS-2016 OR DEGREES AWARDED BY FOREIGN UNIVERSITIES</b>	
	26.1	Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of UGC Regulations 2016 shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.
	26.2	If the Ph.D. degree is awarded by a Foreign University, the University considering such a degree shall refer the issue to a Standing Committee constituted by the Vice Chancellor for the purpose of determining the equivalence of the degree awarded by the foreign University.
<b>27</b>	<b>DEPOSITORY WITH INFLIBNET</b>	
	27.1	Following 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.
	27.2	Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of UGC Regulations, 2016
<b>28</b>	<b>ACADEMIC, ADMINISTRATIVE AND INFRASTRUCTURE REQUIREMENT TO BE FULFILLED BY DEPARTMENTS/CENTRES FOR OFFERING PH.D. PROGRAMMES</b>	
	28.1	Departments/Centres with at least two Ph.D. qualified teachers/scientists/other academic staff along with required infrastructure, supporting administrative and research promotion facilities, stipulated under sub-clause, shall be considered eligible to offer Ph.D. programmes.
	28.1.1	In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment with provision for adequate space per



		research scholar along with computer facilities and essential software, and uninterrupted power and water supply.
	28.1.2	Earmarked library resources including latest books, Indian and International journals, e- journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.
	28.1.3	Department/Centres may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.
<b>29 REMOVAL OF DIFFICULTIES</b>		
	29.1	Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice-Chancellor, whose decision, in his capacity as the Chairman, Academic Council, shall be final and binding.
	29.2	The Vice-Chancellor is authorized to :
	29.2.1	Modify, amend and/or delete any of the clauses given in the Ordinances or add any clause(s) to these Ordinances, which shall be reported to the Academic Council at its next meeting for approval.
	29.2.2	Order a special procedure for the evaluation of a Ph.D. thesis to deal/protect the work of classified nature involving national security, sovereignty and/or to protect the intellectual property rights of the candidate, the supervisor and the University.
	29.2.3	Add provisions in these Ordinances for handling circumstances not covered by these Ordinances.
	29.3	Notwithstanding anything contained in these Ph.D. Ordinances, the Vice- Chancellor may take such measures as may be necessary for removal of difficulties.
	29.4	These Ph.D. ordinances shall revoke the existing Ph.D. ordinances and shall be implemented from the date of notification by the University. However, this revocation shall not affect anything done under any previous Ordinances or affect any right, privilege, obligation or liability acquired, arrived or incurred due to the revoked ordinances.
<b>30 LEGAL AND OTHER MATTERS</b>		
	30.1	All other cases, not covered by the above, shall be referred to the BRS.
	30.2	Any legal matter relating to Rules and Regulation under the ordinance shall be subjected to jurisdictions of Court(s) in Ranchi only.
	30.3	This is only a guideline and subject to change from time to time as per the recommendations and advice of the statutory Bodies of the Central University of Jhrakhand.

Head shall form and request the approval of the DRC through COE

[for official use]

## CENTRAL UNIVERSITY OF JHARKHAND

Ref No: CUJ/ACD/PGR/F-I/2013/CNT/Roll No

Date: ...../...../.....

### Office Order for Department/Centre Research Committee (DRC)

The undersigned is directed to convey the approval of the competent authorities, on the recommendation of the Head, **Centre for Nanotechnology** for constitution of the Department/Centre Research Committee (DRC) to consider regular chores as mentioned in the Ph.D. ordinances, the allotment of supervisor/s to the admitted Ph.D. students, addressing issues as and when felt necessary. The committee is as follows:

- |                              |     |                       |
|------------------------------|-----|-----------------------|
| 1. Head of Department/Centre | CNT | Chairman (Ex-officio) |
| 2. Dr. XYZ                   | CNT | Supervisor            |
| 3. Dr. XYZ                   | CNT | Member                |
| 4. Dr. Xyz                   | CNT | Member                |

(XYZ)

Dy. Registrar (Examination)

To

The Head, .....

CUJ

Copy to:

1. Dean of the School
2. All members of the DRC
3. Office file

## CENTRAL UNIVERSITY OF JHARKHAND

Ref No: CUJ/ACD/PGR/F-I/2013/CNT/Roll No

Date: ...../...../.....

### Office Order for Research Advisory Committee (RAC)

The undersigned is directed to convey the approval of the competent authorities, on the recommendation of the Head, **Centre for Nanotechnology** for constitution of the RAC to consider and deal with the application of **Mr. XYZ, Roll No. 13CNT9401**, University Scholar in the Department/Centre for enrolment and registration for Ph. D. degree of the University as follows:

1. Head of Department/Centre	CNT	Chairman (Ex-officio)
2. Dr. XYZ	CNT	Supervisor
3. Dr. XYZ	CNT	Member
4. Dr. Xyz	CNT	Member

The candidate is required to submit the prescribed enrolment form duly filled. The RAC may submit its Recommendation in the appropriate part of the enrolment form. The enrolment form together with the recommendations of the RAC may be sent to the undersigned for necessary office order

(XYZ)

Dy. Registrar (Examination)

To

The Head, .....

CUJ

Copy to:

1. Dean
2. Supervisor
3. PhD Scholar
4. Personal file of Scholar

Candidate is required to submit the prescribed enrolment form duly filled to COE [for official use]

University logo

## ENROLLMENT FORM

1. Candidate Name (Hindi): .....  
(English): .....

2. Department/Centre Name: .....

3. Date of Registration (date of admission fees submission):  
.....

4. Supervisor and co-supervisors:  
5. ....

.....

Members(RAC): .....

.....

6. Course work papers:

Sl. No.	Paper	Credit
1.		
2.		
3.		
4.		
5.		

Supervisor

Member

Member

Chairman

Dean

Examination section shall issue it on receipt of the enrolment form duly filled [for official use]

(Provisional/confirmed) Enrolment for the Ph. D. Degree

On University letter head,

Template

## CENTRAL UNIVERSITY OF JHARKHAND

Ref No: CUJ/ACD/PGR/F-I/2013/CNT/Roll No

Date: ..../..../....

### Office Order

Subject: (Provisional/confirmed) Enrolment for the Ph. D. Degree

On the recommendations of the DRC, the Research Scholar named below has been provisionally enrolled for the degree of Doctor of Philosophy (Ph. D.) of the University with the particulars mentioned herein after:

- a) Name of the Scholar:
- b) Department/Centre:
- c) Roll No.: 13CNT9401
- d) Date of Registration: Same as the date of Fee submission/Date of Admission
- e) Supervisor:
- f) Co-supervisor(s):
- g) Financial Assistance: University fellowship/Other source (Brief description of other source)
- h) Course Work to be done:

S. No.	Course name	Credits

- i) In case of University Scholars only, the assistantship to be paid per month, until further orders, at the rate of Rs.----- w.e.f----- for one year
- j) The award of the assistantship is subject to all conditions prescribed by the rules and regulation of the university
- k) This provisional enrolment is made in order to allow the candidate to start attending classes/doing research work. However, this is subject to the approval of the Board of research studies (BRS) and can be cancelled or modified at any stage in the event of any discrepancy being found out.

Dy. Registrar (Examination)

Copy to

1. Head, CNT
2. Supervisor
3. Finance officer
4. Library
5. Personal file
6. Hostel warden
7. Student



## CENTRAL UNIVERSITY OF JHARKHAND

### Provisional Certificate

*for the Degree of*

**Doctor of Philosophy (Ph.D.)**

Certified that **Mr. XYZ** in the **Centre for Applied Physics** has completed all prescribed requirements (as per UGC Ph.D. regulations 2009/2016) for the degree of Doctor of Philosophy (Ph.D.) of the University.

Date of thesis submission : .....

Date of viva voce : .....

Title of the thesis submitted: .....

Name of supervisor(s) .....

This certificate is issued on .....with the approval of the competent authorities.

**Controller of Examination**

Note: Validity of this certificate will expire on the award of the degree ~~in the next convocation~~

On University letter head, (for foreign/NRI students) [for official use]



## CENTRAL UNIVERSITY OF JHARKHAND

### Provisional Certificate

*for the Degree of*

**Doctor of Philosophy (Ph.D.)**

Certified that Mr. XYZ in the **Centre for Applied Physics** has completed all prescribed requirements (as per University regulations) for the degree of Doctor of Philosophy (Ph.D.) of the University.

Date of thesis submission :.....

Title of the thesis submitted:.....

Name of supervisor(s) .....

This certificate is issued on .....with the approval of the competent authorities.

**Controller of Examination**

Note: Validity of this certificate will expire on the award of the degree in the next convocation



## CENTRAL UNIVERSITY OF JHARKHAND

Upon the recommendation of the ~~Board of Research Studies (BRS)~~ Academic Council hereby confers the degree of Doctor of Philosophy (Ph. D.) to Mr/Ms ..... in (Discipline name) from the (Department/Centre..... name) for his/her thesis entitled..... after his/her successful completion of all prescribed requirements (as per UGC Ph.D. regulations 2009).

Given under the seal of the Central University of Jharkhand on the eighth day of August, Two thousand thirteen.

**Vice-Chancellor**

Note: Copy of this certificate should be issued to Supervisor(s)



(for foreign/NRI students) [for official use]



## CENTRAL UNIVERSITY OF JHARKHAND

Upon the recommendation of the Board of Research Studies(BRS) hereby confers the degree of Doctor of Philosophy (Ph. D.) to Mr/Ms ..... in (Discipline name) from the (Department/Centre..... name) for his/her thesis entitled..... after his/her successful completion of all prescribed requirements.

Given under the seal of the Central University of Jharkhand on the eighth day of August, Two thousand thirteen.

**Vice-Chancellor**

Note: Copy of this certificate should be issued to Supervisor(s)

## **Guidelines for the preparation of Ph. D. thesis**

### **Objective:**

The objective of this guideline is to give an idea to the research scholar about the format of writing the thesis that should be presented on completion of the research work.

### **Features:**

1. The thesis is formatted report of the research scholar's own research work. Hence, the utmost care is to be taken to make the work presentable to the outsider's absolutely error free.
2. The thesis should be of standard to merit publication in whole or in parts.
3. The contribution of the researcher must be highlighted.
4. Total number of pages is to be decided by the individual centers.
5. The thesis shall be preferably printed on A4 size paper with 1.5 inch margin on the binding edge and 1.0 inch margin on other side.
6. The thesis shall be typed in "Time New Roman" font with a size of 12-point.
7. The thesis shall be printed on both side of A4 size paper. However, photocopy shall be done on either side of a paper for initial submission; photographs shall be in appropriate colour. Initial submission copy of thesis shall be in soft bound. The final approved thesis after the incorporation of Examiner's comment/suggestion, if required, shall be printed on one side/both side with hard bound.

### **Thesis components:**

#### **A. Cover pages**

- i. The format of the cover pages shall be as per template-I. The thesis title should be embossed in white colour on light green cloth. No abbreviation should be used in the title.
- ii. The spine of the thesis should be provided with logo, abbreviated title/full title, Research scholar's name and year of completion.

#### **B. First inner pages**

- i. This page should be similar to the template-2.

#### **C. Certificate of approval**

- i. This page should be similar to the template-3 printed on University Letter head.

#### **D. Declaration**

- i. This page should be similar to the template-4.

#### **E. Certificate**

- i. This page should be similar to the template-5 printed on University Letter head.

#### **F. Certificate (plagiarism)**

This page should be similar to the template-6

## **G. Acknowledgment**

## **H. List of symbols**

## **I. List of abbreviate**

## **J. List of figure captions**

## **K. List of tables**

## **L. Abstract**

- i. The abstract shall be preferably within one page of A4 size with the margin indicated earlier  
The abstract shall be the concise summery of the thesis..
- ii. A list of Keywords should be given.

## **M. Contents**

## **N. Body of thesis**

1. Thesis shall be written in English except for the case of Languages.
2. The text shall be typed in “Times New Roman” font with size of 12-point, with 1.5 spacing between the lines. The equation must be typed in single spacing in italics.
3. The chapter should have number in Arabic numeral and shall be written as Chapter 1, Chapter 2 etc. This shall be followed by the title of the chapter, e.g. Introduction, etc. The font size shall be 14-point bold.
4. The numbering of page of the body of the text shall be in Arabic numerals centered at the bottom of the page. The numbering of page shall start with the first page of chapter-1 and continues throughout the rest of the text. Pages with Appendices, tables, maps, photographs, etc, are to be numbered as well.
5. Figures, tables, graphs, shall be positioned within the body of the text immediately after the citation and should not be positioned separately.
6. Additional materials such as CD may be included in the thesis. For this a folder containing the CD is to be created and shall be attached to the thesis.

## **O. References**

- References should be typed as given below;
- 1. H. Kurt, D. Yilmaz, A. E. Akosman and E. Ozbay, "Asymmetric light propagation in chirped photonic crystal waveguides", *Opt. Exp.*, 20, 20635-20646 (2012).
- 2. Taflove, and S. C. Hagness, *Computatinal Electrodynamics: The Finite-Difference Time-Domain Method* (Artech House, Norwood, MA, 1995).
- 3. Web link “copy paste URL”
- A list of Keywords should be given.

## **P. Appendices**

# **THE TITLE OF THESIS**

(The title is in Times New Roman font with 16-point size, Bold, one and a half line spacing)

***Candidate Name***

(Candidate's Name in Times New Roman font with 12-point size in Bold Italics)

## **THE TITLE OF THESIS**

(The title is in Times New Roman font with 16-point size, Bold, one and a half line spacing)

(4 line gap-Times New Roman-12 point size-Bold-Italics-Centered)

*Thesis submitted to the  
Central University of Jharkhand  
For the award of the degree*

(1 line gap-Times New Roman-12 point size-Bold -Centered)

*Of*

(1 line gap-Times New Roman-14 point size-Bold-Italics-Centered)

**Doctor of Philosophy**

(1 line gap-Times New Roman-12 point size-Bold-Italics-Centered)

*By*

(1line gap-Times New Roman-14 point size-Bold -Centered)

**Candidate Name**

(1 line gap-Times New Roman-12 point size-Bold-Italics-Centered)

*Under the Guidance of*

(1 line gap-Times New Roman-14 point size-Bold-Italics-Centered)

**Supervisor Name**

(2 line gap)

(LOGO)

(1 line gap-Times New Roman-14 point size-Bold -Centered)

**CENTRE FOR APPLIED PHYSICS  
CENTRAL UNIVERSITY OF JHARKHAND  
NOVEMBER 2013**

© year, CUJ reserves all rights.



## CERTIFICATE OF APPROVAL

Date: .../.../....

Certified that the thesis entitled “-----”, submitted by **Mr/Ms.** ----- to Central University of Jharkhand, Ranchi, for the award of the degree of Doctor of Philosophy has been accepted by the external examiners and that the student has successfully defended the thesis in the viva-voce examination held today.

Signature

Name:

(Member of the RAC)

Signature

Name:

(Member of the RAC)

Signature

Name:

(Supervisor)

Signature

Name:

(External Examiner)

Signature

Name:

(Chairman)

## DECLARATION

I certify that

- a. the work contained in this thesis is original and has been done by me under the guidance of my supervisor.
- b. the work has not been submitted to any other University/Institute for any degree or diploma.
- c. I have followed the guidelines provided by the University/Institute in preparing the thesis.
- d. I have conformed to the norms and guidelines given in the Ethical Code of Conduct of the University.
- e. wherever I have used materials (data, theoretical analysis, figures, and text) from other sources, I have given due credit to them by citing them in the text of the thesis and giving their details in the references. Further, I have taken permission from the copyright owners of the sources, wherever necessary.

Date:

Signature of the Student

**CERTIFICATE**

This is to certify that the thesis entitled “.....”,  
submitted by **Mr/Ms**..... to Central University of Jharkhand, Ranchi, for the partial  
fulfillment of award of the degree Doctor of Philosophy, is a record of bonafide research work carried out by  
him/her under my(our) supervision and guidance. The thesis in my(our) opinion, is worthy of consideration for  
award of the degree of Doctor of Philosophy in accordance with the regulation of the University.

Date:

(Supervisor)



**PLAGIARISM CHECK CERTIFICATE**

FRMAT SHALL BE GIVEN LATER



**THESIS EVALUATION/RECOMMENDATION FORMAT**

- 1. Name of the Scholar:**
- 2. Registration No.**
- 3. Title of the thesis:**
- 4. Specific Recommendations (Important, Please tick any one and strike-off all other):**
  1. Viva-voce examination may be conducted for the award of Ph.D. degree.
  2. The thesis is acceptable subject to clarification of certain points at the time of viva-voce (please enclose the list of the points in the comments below)
  3. The thesis is acceptable subject to modification/clarification/revision (please enclose your suggestions for the modification etc. in the comments below). After modification the **thesis should not be referred back to me.**
  4. The thesis is acceptable subject to modification/clarification/revision (please enclose your suggestions for the modification etc. in the comments below). After modification the **thesis should be referred back to me for final assessment.**
  5. The thesis is rejected (Please enclose your detailed comments below)
- 5. Comments (Please enclose separate sheet if needed):**
- 6. Other remarks, if any (Please enclose separate sheet if needed):**

Place & date:.....

Name:

Signature of the examiner on each page

On the letterhead

Date:

Reference No.

***Thesis Submission Certificate***

Certified that ..... of the Centre for ..... has submitted thesis for the degree of Doctor of Philosophy (Ph.D.) of the University. The details are as under

**Registration No:**

**Title of the thesis submitted:**

**Name of supervisor(s) :**

**Date of Pre-Ph. D. Thesis submission seminar (open) :**

**Date of thesis submission:**

This certificate is issued on .....with the approval of the competent authorities.

**Deputy Registrar**

## Appendix-1

### ADMISSION PROCESS OF FOREIGN STUDENTS IN CUJ

#### STEPS TO BE FOLLOWED FOR ADMISSION;

1. Any foreign application received by any Department/Centre or Administration Office shall be straightway forwarded to International Students and Research Cell (ISRC).
2. The ISRC will check the received applications in accordance with (i) CUJ rules and regulations for foreign students and (ii) Ph. D. Rules and regulations of CUJ and will forward it to the concerned Department/Centre giving appropriate comments for necessary action.
3. The Department/Centre will ensure the eligibility of the applicant for the Department/Centres Ph. D. Program and will convey eligibility/ineligibility to the applicant, ISRC cell.
4. The Department/Centre will keep the applications of eligible applicants. The concerned Department/Centre will carry out the process of selection/admission of foreign PhD/PG/UG applicants along with the selection/admission of the Indian (regular) PhD/PG/UG students.
5. Once the students selected, the Department/Centre will carry out further processing for his/her provisional admission. The admission shall be confirmed only if the candidate fulfils all requirements as per (i) CUJ rules and regulations for foreign students and (ii) Ph. D. Rules and regulations of CUJ.
6. The information of rejection and selection/admission shall be conveyed by the Department/Centre to ISRC cell and Deputy Registrar (Academics) as soon as possible for their information and record.
7. Department/Centre will submit all relevant documents of the selected and rejected candidates to the ISRC.

#### PH.D. REGULATIONS FOR FOREIGN STUDENTS

1. **International students and research cell (ISRC)** will process the applications and admission of **International Ph.D. Students**. The **ISRC** shall counsel the students before their admission and during their stay in CUJ. All letters relating to **International Ph.D. Students** shall have to be addressed to **International students and research cell (ISRC)**.
2. **International Student means:**
  - I. **Foreign students:** Students holding passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries.
  - II. **Non Resident Indians (NRI):** Only those Non Resident Indian students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as international students. This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary, Higher Secondary Education or Universities located in India, but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary, Higher Secondary Education or Universities of foreign countries. Students passing the qualifying examinations from Boards or Universities located in foreign countries as external students and Dependents of NRI studying in India will not merit the status of international students.

- III. Entry level status of **International Students** on entry to the country will be maintained.

### 3. Documents required for admission of foreign students for Ph.D.:

In the event of selection, the following documents are to be produced, in original, as well as one copy of each document, for verification at the time of registration

- I. **Visa:** All the **International Students** will require a valid research visa endorsed to this Institution for joining full time research work or join a Ph.D. programme. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course. Visa is not required for NRI students.
- II. All **International Students** wishing to undertake any research work or join a Ph.D. programme will have to obtain prior **security clearance** from the Ministry of Home Affairs and the approval of Department of Secondary & Higher Education, Ministry of Human Resource Development Government of India.
- III. All relevant certificates/degrees/marksheets of the qualifying examination in support of the eligibility conditions as prescribed by the University for Admission.
- IV. In case the certificates/degrees/marksheets of the qualifying examination are in a language other than English, the same should be translated into English language and produced at the time of registration.
- V. Health Certificate (Medical Fitness Certificate) and Health Insurance Documents.
- VI. Passport size photographs.
- VII. Bank Statement indicating sufficient fund in his/her account or Bank Statement of parent(s) with a letter indicating that they will financially support during the study in Central University of Jharkhand.
- VIII. In case candidate is in service, a permission letter/leave sanction order from employer for the duration of programme of study applied for.

### 4. Eligibility requirement for Ph.D. programme:

- I. A candidate who has obtained a Master's degree or equivalent in relevant subject from any recognized University in abroad securing not less than 55% marks or 6.0/10 CGPA in aggregate at the master's Degree Course shall be eligible to register for the Ph. D Programme.
- II. All the foreign candidates shall get equivalence certificate from the Association of Indian University (AIU), New Delhi.

- III. The admission of foreign national candidate is subject to fulfilling minimum eligibility requirement as prescribed for Indian candidate and subject to equivalence of qualification at par with Indian standard. In case at a late stage, it is found that the eligibility conditions are not fulfilled, the offer of admission is treated as cancelled ipso facto.

## 5. Admission Procedure:

- I. Foreign students shall be **exempted from the entrance test** for Ph. D. The application of foreign nationals shall be accepted on the basis of their synopsis submitted with the application form. If the synopsis is not found suitable by the Department/Centre concerned, the application shall be rejected.
- II. Based on previous academic records and the area of research which is submitted in the form of synopsis of the candidate, the selection committee for each faculty will recommend the names of the candidates found suitable for admission to Ph.D. programme.
- III. All the selected candidates, as approved by the Research and Recognition Committee, shall be registered and given a provisional admission to Ph.D. programme after payment of prescribed fees and submission of necessary documents. Admission of all the **International Students** will be done through the **Admissions (International Students)**. The Cell will then check the eligibility and issue the provisional admission letter. The provisional admission letter is required to get the visa and to complete other formalities.
- IV. After getting provisional admission, the student should get the research visa and complete all other formalities.
- V. The student should then report for final admission, fill up the admission form and pay the required fees. The student should undergo the medical examination. At the time of admission, the student is also required to have adequate reading and writing skills in English language as the language of his/her thesis would be English only. The final admission will be considered only if all the mentioned criteria (finalized by CUJ's competent authority) is fulfilled.
- VI. In case a student is not considered for admission to the course after obtaining provisional admission, the administrative fees will be refunded after deducting the bank commission and postage and application processing charges.

- VII. Every registered student will be required to renew his/her registration every semester by paying prescribed fees till the submission of the thesis. The renewal of registration every semester shall be subject to the completion of the specified number of credits/courses and/or satisfactory progress of a student in his/her research work duly certified by the supervisor and recommended by the Deans of the respective faculties.
- VIII. The case of re-registration of the candidate for Ph.D. programme, after cancellation of his/her earlier registration for any reason, is generally not allowed. However, depending on the merits and any special consideration or circumstance of an individual case, a candidate may be considered for re-registration at the discretion of the Vice Chancellor of the University.
- IX. Within a week of arrival in India, students should registered with the police in the Foreigner Regional Registration Office (FRRO) of the local Police.

## **6. Course Work**

Foreign students admitted to the Ph.D. Programme shall have to complete the course work offered by the concerned Faculty/Department/Centre of Central University of Jharkhand. They shall have to join the course work in the semester that follows the completion of their admission formalities.

## **7. Fees**

- I. A fee of (as decided by the University time to time) per annum shall be charged from foreign nationals. The fee shall be payable in lump sum at the time of admission and no part payment shall be allowed.

## **8. Change of Course**

An **International Student**, who has been granted admission to a particular Ph.D. programme shall not be allowed to change the course. Transfer from one institution in India to another is also not allowed.

## **9. Examination and Award of Ph.D. Degree**

- I. The procedure for examination, mark list, passing certificates and award of degrees will be same as for the Indian Ph.D. scholar. (however, University will not issue the certificate of "compliance of 2009 UGC regulation for award of Ph. D. degree" to Foreign and NRI students. If an NRI student wants such a certificate, he/she should appear and qualify NET/University entrance test for his/her admission.

