



Eligibility Criteria and Procedure for Registration of Candidates, Allotment of Supervisors /Guides and Research Topics, Submission of Thesis and its Evaluation for the Award of the Degree of Doctor of Philosophy(P.hd) in all the Faculties, Conditions for Conducting Online P.hd Entrance Test (PET) Ordinance, 2017.

Whereas, it is expedient to provide Ordinance for eligibility criteria and procedure for Registration of candidates, Allotment of supervisors/ Guides and Research topics, submission of thesis and its evaluation for the award of the Degree of Doctor of Philosophy (Ph.D.) in all faculties, for the purposes hereinafter appearing, in the management Council is hereby pleased to make the following, Ordinance :-

- 1 This Ordinance may be called “Eligibility criteria and procedure for registration of candidates, allotment of supervisors / guides and research topics, submission of thesis and its evaluation for the award of the Degree of Doctor of Philosophy (Ph.D.) in all the Faculties & conditions for conducting ONLINE Ph.D. Entrance Test (PET) Ordinance, 2017.”
- 2 This Ordinance shall come into force from the date of its making by the Management Council.
- 3 **Scope:** This Ordinance shall apply to Ph.D. courses offered in all the Faculties of in the University.

4 Definitions:

In this Ordinance, unless the context otherwise requires:-

- a. “Act” means the Maharashtra Universities Act, 1994 (Maharashtra Act No. xxxv of 1994).
- b. “Board of Studies” means a Board for a particular subject or a group of subjects constituted as per provisions of Section 37(2) of the Act.
- c. “Faculty” means a Faculty constituted as per the provision of Section 33(5) of the Act and provided under original Statute 18.
- d. “Head, Place of Research” means the Head of the place of research, designated by the University/Principal of the College/ Director of the Institute.
- e. “Place of Research” means all the post-graduate teaching Departments of the University and also any other place which is recognized as the place of research by the University.
- f. “Ph.D. Entrance Test (PET)” means the test conducted by the Gondwana University, Gadchiroli in accordance with the applicable conditions provided under Annexure-VIII appended with this ordinance.
- g. “Research & Recognition Committee” means a committee for the particular Board of Studies constituted as per provision of Section 36(A)(5) of the Maharashtra Universities Act, 1994.
- h. “Senior Citizen” means a citizen of India who has attained the age of 60 years.
- i. “University” means the Gondwana University, MIDC Road, Gadchiroli, Maharashtra State –442 605.

- 5 Subject to compliance with the requirements of this Ordinance, an applicant fulfilling the following criteria shall be eligible for Registration for the Ph.D. Degree in the faculties of this University:
Has passed Post Graduate Degree (Master’s Degree) Examination of the any Indian University or an equivalent degree of any other/foreign university recognized thereto;
in the concerned subject, with at least 55% marks or an equivalent Grade B in the seven point scale with letter grades O, A, B, C, D, E and F. The candidate should have good academic record i.e. he/she should have atleast II division at degree level or at HSSC/SSC examinations.

OR

Is having a Post Graduate Degree and is holding a post in the rank of Assistant Director or its equivalent post or above and working in National Laboratories/ Institutes /Government and nominated /sponsored by the respective employer.

Explanation: Person who has obtained a Master’s Degree of any Statutory Indian University and working outside India and holding a post equivalent to Assistant Director or above shall also be included in this category;

OR

Has passed graduate degree examination with 55% of marks and is having minimum 15 years experience after graduation in the related field with exceptional research abilities/ contribution to be judged by an expert in respective field appointed by the Research and Recognition Committee;

OR

Is a graduate in any faculty with at least 55% of marks and having minimum 3 years of experience after graduation and has developed important new techniques (new for the country) or designed and fabricated special instruments or apparatuses which are judged by competent judge in respective field appointed by Research and Recognition Committee to be a valuable contribution.

OR

Is a fellow member of the Institute of Chartered Accountants, Institute of Cost and Works Accountants, Institute of Chartered Secretaries, with a Bachelor's degree from any statutory university of India and has at least 5 years of professional experience. However, such a person shall be held eligible only for the subject comprised in the Boards of Studies in the Faculty of Commerce;

Relaxation in Educational Qualifications:

- (i) Relaxation of 5% of the marks i.e. 55% to 50% at Master's Degree may be provided to all the candidates belonging to reserved category in the state of Maharashtra.
- (ii) Relaxation of 5% of the marks i.e. 55% to 50% at Master's Degree may be provided to the Ph. D. Degree holders in other subject who have passed their Master's Degree prior to 1^{9th} Sept' 1991
- (iii) Relaxation of 5% of the marks i.e. 55% to 50% at Master's Degree may be provided to the physically and visually handicapped candidates.

B

Has a valid score in Ph.D. Entrance Test (PET) conducted by the University as per the relevant conditions provided under (**Annexure-VIII**).

However, persons fulfilling one of the following conditions shall be exempted from this requirement;

- (i) Has qualified in GATE/SET/NET/JRF examination of the apex bodies such as IIT/ CSIR / UGC /ICAR/CMR/DBT etc.;
- (ii) Has secured M.Phil. degree in the concerned subject from Gondwana University, Gadchiroli. In the event of securing aforesaid degree from R.T.M. Nagpur University, Nagpur, such candidates shall get exemption upto academic session 2018-19. However candidates having M.Phil. degree from other non-agricultural universities in Maharashtra State will be required to appear in PET.
- (iii) Possesses Ph.D. degree in any of the faculty;
- (iv) Is a full time teacher with 7 years of teaching experience or an officer of any Statutory University, not below the class II rank, with 7 years administrative experience;
- (v) Is a Scientist / Officer working in Government Department, Organizations, National Laboratories and Research Institutions having 7 years research experience;
- (vi) Is a full time approved teacher in a junior college (10+2), or is an approved full time teacher teaching to the Diploma courses of 2/3 years duration polytechnic or pharmacy courses and is having minimum 10 years teaching experience;
- (vii) Is a fellow member of the Institute of Chartered Accountant, Cost & Works Accountants or Chartered Secretaries or is an advocate, a Judge, or an architect having P.G. Degree with minimum 5 years of professional experience and/or service experience, and registered with their respective councils.
- (viii) Is a senior citizen;
- (ix) Is a foreign national, desirous of pursuing research for Ph.D. degree in India.

6 INTER DISCIPLINARY RESEARCH

Application for research in inter-disciplinary areas from applicants belonging to a faculty or subject other than the faculty or subject in which research is proposed to be done shall be permissible on the basis of the proven ability and aptitude of the researcher for such kind of research. Such proposal shall be referred to the Joint-committee of R.R.C. of the two or more subjects. On examination, the Joint-committee shall decide and finalize and shall forward the proposal to the concerned faculty or subject, depending on the major component of the research, for further processing viz Registration.

7 VALIDITY OF RESULT OF PET

The candidate who has been declared to be successful in the Ph.D. Entrance Test of the university shall be eligible to submit his application for registration for Ph.D. Degree within a period of **60 months** from the date of result of his Ph.D. Entrance Test.

8 ALLOTMENT OF PLACE OF RESEARCH & GUIDE/CO-GUIDE :

An eligible candidate shall approach the Place of Research where he intends to do the research work. On the basis of number of seats available with the approved Ph.D. Guides, the available specialization amongst the Ph.D.

Guides and the research interest of the candidate, the guide shall be allotted by the Committee consisting of Head, Place of Research and 2 senior teachers, who are recognized Ph.D. supervisors, nominated by the Vice-Chancellor.

The modality regarding conduct of meetings of the committee, preparation of list of guides, vacancies with individual guides, their specialization and any other matter shall be such as laid down by the University.

While granting admission to candidates for Ph.D. programme, due attention shall be paid to the State Reservation Policy.

The application of the candidate for Registration of Ph.D. will be considered if the application is submitted through the Principal / Director / Head of the Institute/Department/P.G. Department, which is recognized as a 'Centre of Higher Learning and Research' by the Gondwana University, Gadchiroli or any other Non-Agricultural University in Maharashtra State.

In case certain facilities of research do not exist in the jurisdiction of the University, the candidate may be permitted by the Guide and Head of the Place of Research to carry out his research work at an Institution approved by any Statutory University or Central/State Government, outside the jurisdiction of the University for such period as may be approved by the Research and Recognition Committee.

9 PROCEDURE FOR ADMISSION/ REGISTRATION

- (i) After allotment of guide, an eligible applicant seeking admission to the Ph.D. programme shall apply for registration to the Controller of Examinations, through his guide and the Head of the Place of Research, in the prescribed form provided under **Annexure-I** along with the registration and other fees, as may be prescribed from time to time and also relevant supporting documents on any working day of the University. The date of submission of the application form shall be considered as the date of registration subject to the approval of Research and Recognition committee.
- (ii) The applicant shall submit the application for registration alongwith eight copies of synopsis of his proposed research work.
- (iii) Every application for registration shall be placed for consideration before the Research and Recognition Committee of the concerned subject, constituted as per section 36(A)(5) of the Act. The Research and Recognition Committee (RRC) shall take decision either to accept or reject the research topic on the basis of the submitted synopsis and also the personal interview/presentation by the candidate. The RRC may accept the research topic subject to suitable modifications. The decision of Research and Recognition Committee shall be final. After acceptance of the application by the RRC, the candidate shall be treated as a registered for Ph.D. Degree. The concerned guide may be invited during the interview/ presentation by the candidate, if deemed fit by the RRC.
- (iv) The last date for submission of application for Ph.D. registration shall be 15th January and 15th July of every calendar year. All the applications received on or before these dates shall be placed before the Research & Recognition Committee and the meeting of the Research & Recognition Committee shall be called as far as possible, within 60 days from the last date of application for registration for Ph.D.
- (v) After approval of application by Research and Recognition Committee, the particulars of the candidate, title of research work, research guide and place of work shall be displayed on the website of the University, within the given stipulated time frame.
- (vi) Once a candidate has been registered for any Ph.D. programme of the University, he shall not be allowed to be registered simultaneously for any other research degree programme of this or any other University in India or abroad. The breach of this condition shall result in automatic cancellation of registration in this University.
- (vii) If a candidate desires, he may be permitted to partially modify the title and/ or the plan of the approved research work by the concerned Research and Recognition Committee. The proposal for partial modification, however, should be recommended by the guide and Head of the Place of Research.

10 TENURE OF REGISTRATION

The registration of a candidate shall be valid and shall remain in force for a period of 5 years from the date of registration and shall stand cancelled automatically on expiry of the said period of 5 years.

Provided that on recommendation of the guide and also the head of the place of research an extension upto maximum period of 12 months may be permitted. The decision for extension, however, shall be taken by the relevant Research and Recognition Committee. In case Research & Recognition Committee is not in existence for any reason, the powers may be exercised by the Vice-Chancellor. The application for extension of the period of registration under this para shall be submitted at least 3 months prior to the date of expiry of registration. The decision to extend the period as above shall be taken and communicated within the period of 60 days. On failure to take decision and communicate it by the university it shall be deemed that the extension has been granted. In no circumstances, however, second extension shall be permitted. Therefore, on expiry of the extended period of registration, the candidate shall be required to apply for registration afresh following the procedural requirement.

11 CANCELLATION OF REGISTRATION AND ITS CONSEQUENCE

- A. Cancellation of registration: The registration of a candidate for the Ph.D. programme may be cancelled in the following manner;

Ⓐ **Voluntary Cancellation:**

The candidate can opt for voluntary cancellation of his Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the Guide and Head of Place of Research shall be submitted to the Controller of Examinations. The candidate shall personally appear before the Controller of Examinations and shall submit a declaration of cancellation under his signature. The Controller of Examinations shall then endorse the declaration of the candidate contained in his application and forward it to the relevant Research and Recognition Committee. The registration shall stand cancelled from the date of acceptance of the application by the Research and Recognition Committee.

(b) Cancellation for misconduct:

If a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., the registration shall be cancelled by the relevant Research and Recognition Committee by way of punishment on the receipt of report from the Guide and the Head of Place of Research work.

Provided that the Head of Place of research work before submitting report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary. Provided also that the involvement of the candidate in a criminal offence involving moral turpitude shall be treated to be misconduct and registration shall be cancelled with immediate effect on his/her conviction by the Competent Court. In such case there shall be no requirement of offering opportunity of being heard before cancellation of the registration.

(c) Cancellation for failure to abide by the provisions of this Ordinance and/or other legislations framed by the University:

The registration of a candidate committing breach of provisions of this Ordinance and/or other legislations framed by the University shall be cancelled by the Controller of Examinations on receipt of the report from the Guide and the Head of Place of Research and the approval from Research and Recognition Committee.

Provided that the Head of Place of Research, before submitting report to the the University shall provide opportunity to the candidate to submit his explanations.

B. Consequence of cancellation of registration:

Where the candidate whose registration has been cancelled as above has received scholarship/financial assistance from funding agencies like UGC, CSIR, University etc., the amount so received shall be recovered from the Candidate and shall be promptly returned by the candidate to the funding agency. Where the funding agency happens to be the Gondwana University, Gadchiroli, an interest at the Rate of 18% may be charged by the university from the candidate on failure to return the amount within a period of 3 months from the date of cancellation of the registration. Further, the university may take appropriate steps for recovery of the amount from the candidate.

12 SUPERVISION

(A) Eligibility Criteria for research Guide:

- A member of faculty / a professional / a scientist having Ph.D. degree in concerned or related subject discipline is compulsory for consideration to be recognized as a research supervisor/guide leading to the award of Ph.D. degree in the given subject discipline or in a subject discipline related to his/her main subject discipline.
- A full time university approved Assistant Professor / Associate Professor / Professor having teaching experience of 5 years at UG/PG level.
- Should have minimum of three research publications in peer reviewed National / International Journals or in International Conferences / Seminars with ISSN number or as a chapter in a book with ISBN number as per the UGC Regulation dtd 11th July'2009, during or after the award of Ph.D. degree.
- An individual associated with National Laboratory / Institute / Research Center having research experience of 10 years and possessing significant number of research papers
- Publication of 02 books in the relevant subject shall be desirable.
- For the faculty of engineering & technology and management, an individual working in an industry having specialized experience related to areas of research undertaken by the applicant candidate, shall be recognized as Guide / Co-guide having equivalent experience of 10 years and requisite educational qualifications.
- An approved teacher with less than 5 years of teaching experience but having more than 10 years of industrial experience in the faculty of engineering & technology and management.

- Approved Librarian / Director of Physical Education having 10 years of experience with Ph.D. qualification.

Candidate shall be required to complete his/her doctoral research under the supervision of allotted approved guide. In specific cases co-guide/second supervisor **may** also be permitted for justified reasons. The **concerned** Research & Recognition Committee may allow change of guide on production of a 'No Objection Certificate' from the earlier allotted guide and an acceptance letter from the new guide. In case of such a change, the candidate shall work for a minimum period of one calendar year under the new guide before he submits the thesis. The requirement of "No Objection Certificate" shall not be necessary if the candidate justifies the non-availability of his earlier allotted guide. The justification will have to be endorsed by the Head, place of research.

(B) Maximum students per Supervisor

No Ph.D. Supervisor shall have more than **eight** candidates in all subjects (including Guide and Co-guide), of this university, registered under him for the Ph.D. study. A vacancy with a supervisor shall occur as soon as a candidate registered under him submits his/her Ph.D. thesis as per the provisions of this Ordinance. Of the total No. of candidates permissible to be registered under given supervisor, a minimum of 75% of allowable candidates should be from home university area. It is also **mandatory** to have either Guide or Co-guide from home university.

(C) SELF GUIDE

The research and recognition committee may on considering the published research work of the candidate and or his teaching /research experience of 15 or more years in senior college/institute, exempt him from carrying out his research work leading to Ph.D. degree under the guidance of a guide and allow him to carry out the research work under self guidance. The decision of the Research and Recognition Committee in this regard shall be final. The RRC may in such cases prescribe any additional condition(s), which it may deem proper.

(D) Redressal of disputes

In case of a dispute between a candidate and his guide or a co-guide the committee, consisting of the following members, shall examine the matter and report to the Vice-Chancellor;

- (i)** Dean of the concerned faculty (Chairman),
- (ii)** Nominee of the Vice-Chancellor,
- (iii)** The Head, place of research (If the complaint is against the Head or the Dean, he/she shall not participate in the proceedings of the meeting. In that case, additional member/s may be nominated by the Vice-Chancellor)

The report shall include, among other things, specific recommendations of the committee. Based on the recommendations of the committee the Vice-Chancellor may issue appropriate directions. The decision of the Vice-Chancellor shall be final and binding on the parties.

13 COURSE WORK

- (a)** After having been admitted to Ph.D. course every candidate **shall** have to undertake course work of minimum period of one semester which will be treated as pre Ph.D. preparation. The course work must include topics on research methodology, quantitative methods of computer application, seminars, and review of published research work in the relevant field.
- (b)** The evaluation of course work shall be done by the concerned Guide. Completion report of the Course work shall be submitted by the Guide to the Head of the Place of Research in duplicate in the proforma provided under **Annexure- II**. Copy of completion report shall thereafter be forwarded by the Head of the Place of Research to the University Ph.D. Cell.
- (c)** If found necessary by guide, with consent of Head of the Place of Research, course work may be carried out by the candidates in departments/institutes/affiliated colleges either within or outside the University. In such a case completion report of the course work shall be submitted by the Head of the concerned department /institute /affiliated college to the guide who shall forward it to the Head of the Place of Research. Copy of the completion report shall thereafter be forwarded by the Head of Place of Research to University Ph.D. Cell.
- (d)** After having been admitted to Ph.D. Course, the candidates who are pursuing for the Degree of Doctor of Philosophy (Ph.D.) in the University are now required to undertake the Course Work as per the guidelines laid down by UGC.in Minimum Standard and Procedure for the award of M.Phil/ Ph.D. degree, Regulations 2009.

- 1) After having been admitted to Ph.D. Programme, every candidate shall have to undertake course work which will be treated as Pre-Ph.D. Preparation.

- 2) The Course Work including Research Methodology, Quantitative Methods and Computer Application will be conducted by recognised Institution of any Statutory University.
- 3) The total Course Work of 60 hour duration which is equivalent to one semester will be distributed as follows:
 - a) Research Methodology -15 hours
 - b) Quantitative Methods and Computer Application - 15 hours
 - c) Seminars 05 hours
 - d) Review of Published Research Work - 20 hours
 - e) References & Bibliography - 05 hours
- i) Sr. No. (a) and (b) will be organized in the institute/College and after completing course successfully, Completion Certificate will be issued by the respective institute/College.
 Department/Institutes or affiliated college where the University has recognized them as place of Research either within or outside Gondwana University, Gadchiroli or at the institutes of National Repute like IIT, NIT, NITTTR or any other Statutory University or the recognized place of research work of that University, after furnishing the completion certificate by the candidate, Guide of the candidate will certify that the candidate has completed that part of the Course Work.
- ii) Candidates fulfilling one of the following conditions shall be exempted from undertaking course work (a) & (b) of sub para 3) above.
 - a) Possesses Ph.D. Degree in any Faculty.
 - b) Holds M.Phil Degree in any Faculty from any Statutory University and completed the course on Research Methodology.
 - c) Possesses P.G. Degree with Research Methodology alongwith quantitative methods and computer application as one of the papers of any Statutory University.
 - d) Is a full time teacher of any Statutory University having teaching experience of minimum seven years for teaching Under Graduate course or teaching Post Graduate Course for five years or full time teachers having ten years experience of teaching at Junior College level/Polytechnic/Diploma in Pharmacy courses.
 - e) Senior Citizens.

14 PROGRESS REPORT

Every registered candidate shall submit to the Controller of Examinations of the University, through guide, the progress report of his research after every six months in the prescribed form provided under - **Annexure- III**. If a candidate fails to submit three consecutive reports his registration may be cancelled by the relevant Research and Recognition Committee on the recommendation of the guide.

15 SUBMISSION AND EVALUATION OF THESIS

(A) SUBMISSION OF THESIS

- 0) The submission of thesis shall be permitted only after completion of twenty four months, from the date of registration. However, candidate shall be permitted to submit the summary of thesis after 22 months. The summary should contain introduction, chapter wise brief account of the work carried out and overall conclusions.
- (ii) At least three months before the date of submission of the summary of the thesis, every candidate shall give a pre-submission seminar. The seminar shall be arranged by the Head of the place of research, on the request of the candidate duly endorsed by the guide. It should be duly certified by Head, place of research.
- (iii) On the basis of discussions and suggestions made in the pre-submission seminar, the candidate shall submit to the Controller of Examinations ten copies of the summary of his thesis through his guide within three month from the date of seminar.
- (iv) The candidate shall be allowed to submit his/her thesis after completion of a period of two months and before six months from the date of submission of the summary, failing which the candidate will have to pay the fine prescribed by the University from time to time for late submission. Late submission of thesis may be allowed up to the completion of one year from the date of submission of the summary or till the expiry of the registration period, whichever is earlier.
- (v) Five copies of the thesis shall be submitted in compact bound form along with a soft copy (CD), through his guide and Head of the Place of Research.
- (vi) The final thesis shall be presented in accordance with the following specifications:
 - (a) The paper used for printing shall be of A4 Size.
 - (b) Printing shall be in a standardized form on both sides of the paper and with minimum of one and- half spacing.
 - (c) A margin of one-and-a half inches shall be on the left hand side.
 - (d) The title of the thesis, name of the university, name of the concerned subject in which thesis is submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of the guide and co-guide, wherever appointed, month and year of thesis submission shall be printed on the title page and the front cover. (For specimen , see **Annexure-IV** appended with this Ordinance)

- (vii) The thesis shall include a Certificate of the guide (**Annexure- V**) and a Declaration by the candidate (**Annexure-VI**) that the work reported in the thesis has been carried out by the candidate himself and that the material from other sources, if any, is duly acknowledged. The thesis should also be accompanied or the the certificate of course work completion and pre-submission seminar issued by guide and Head, Place of Research. (**Annexure-VII**).
- (viii) The thesis shall be written in English/Marathi/Hindi except where it relates to foreign or other Indian Languages. In the Faculty of Science, Law, Engineering and Technology, Medicine (Pharmaceutical Science) the thesis shall invariably be written in English only.

(B) APPOINTMENT OF REFEREES

- (1) On receipt of the copies of the summary of the thesis the same shall be placed before the relevant Research and Recognition Committee, as soon as possible, for recommending panel of referees, for evaluation of the thesis, comprising of not less than six referees in an alphabetical manner with their full addresses, e-mail addresses, telephone numbers, mobile numbers and pin code for correspondence. The RRC while recommending the panel of referees may take into consideration the names of experts suggested by the guide.
 - Provided firstly, that the RRC shall recommend the panel in such a way so as to include at least two referees within the State but out of the jurisdiction of this University and at least four referees outside the State or outside India, if available.
 - Provided secondly, that if the referees within the State are not available, the panel shall be recommended so as to have all the referees outside the State of Maharashtra.
 - Provided thirdly, that if language of thesis is Marathi and referees are not available out of the state or outside India, the panel shall be recommended so as to have all referees within the state of Maharashtra.
- (2) The panel of referees, recommended by the Research and Recognition Committee, shall be placed before the Committee appointed under section 32(5) of the Act and the said committee shall recommend the names of the referees in order of preference, category-wise as mentioned above, for being finally approved and appointed by the Board of Examinations.

(C) EVALUATION

- ① The thesis shall be evaluated by three referees (hereinafter external referees) out of which at least two shall be out of Maharashtra, for all the faculties, subject to the compliance of provisions as stated in second and third proviso of the para 15(1)(B) above.
- ② After the candidate has submitted the copies of thesis and the Board of Examinations has appointed category-wise panel of referees, the Controller of Examinations shall preferably within one week from the date of appointment of referees as per Clause 15(B) above, request the first referee from each of the categories mentioned in proviso 1st of sub clause (1) of clause (B) of para 15 on the list to communicate within 15 days their willingness to examine the thesis. Copy of the summary of the thesis submitted by the candidates shall be sent to the referees' along with the request letter. If the referee fails to communicate his acceptance/ willingness within 30 days from the date of dispatch of the first invitation letter, Controller of Examinations shall send the invitation letter to next referee in the panel. If the referee fails to convey his acceptance within 15 days, Controller of Examinations shall send a reminder to the referee to send the acceptance letter immediately.

Where the referee has accepted to examine the thesis, the Controller of Examinations shall forward the thesis to him within one week after receipt of letter of acceptance and shall request the referee to submit the report within 45 days from the receipt of the thesis.
- (3) The external referees shall independently send their reports in the prescribed format to the Controller of Examinations within forty-five days from the date of receipt of the thesis. If the referee fails to do so, the Controller of Examinations shall send a reminder immediately after the expiry of the said period and request him to submit the report within thirty days. If the concerned referee fails to comply even within the extended period the Controller of Examinations shall cancel his appointment and invite the next referee from the approved panel to evaluate the thesis.
- (4) (i) As soon as reports of two referees have been received, those shall be placed before the Vice-Chancellor by the Controller of Examinations. The reports shall be opened and if both the referees have recommended acceptance of the thesis the process for conduct of open viva-voce test shall be initiated immediately

notwithstanding that the report of the third referee has not been received. If one of the two referees whose reports have been received has either rejected or suggested revision of the thesis then further steps for conduct of the open viva-voce shall be taken only after report of the third referee has been received by the university.

- (ii) The viva-voce shall be conducted by the nearest external examiner. After the satisfactory viva-voce test the candidate shall become eligible for the award of Ph.D. Degree.
 - (iii) If the external referees by majority do not approve the thesis, then the candidate shall not be eligible for award of Ph.D. Degree.
 - (iv) If the referees by majority recommended revision of the thesis, then the candidate shall submit revised thesis (five copies) within 12 months from the date of the communication by the Ph.D. Cell and the revised thesis shall then be sent to original referees who have suggested revision and it will be subjected to the process of evaluation and conduct of viva-voce test as prescribed above. The referees recommending revision must state the reasons for his opinion and also must clearly indicate the direction in which he desires the thesis to be revised.
 - (v) If out of the three referees, one has recommended the acceptance of thesis, the second has recommended rejection and the third one has recommended revision then the following procedure shall be followed :
The thesis shall be sent back to the candidate along with the recommendations of the referee, who has suggested revision. The candidate shall resubmit the thesis, within a period of 12 months, revised in terms of the recommendations of the referee. Thereafter, the revised thesis shall be sent back to the referee who had recommended the revision of the thesis. If the thesis is accepted by the referee then the candidate shall be declared to have become eligible for appearing in the open viva-voce examination.
 - (vi) The guide of the candidate shall be the internal referee for open defense. In case of a candidate working independently, in the event defense shall be conducted by the external referee only.
- 9 After ascertaining that the reports are favorable, Controller of Examinations shall arrange the viva and the defense of the thesis on the earliest date suitable to the internal examiner, preferably the nearest external examiner and the Head of the Place of Research who will act as Chairman. In case the Head of the place of research is not available, he shall nominate senior research guide as Chairman for the defense. The Controller of Examinations shall make the reports available to the Head of Place of research/ Chairman a day before the date of the viva. In case of any difficulties, the Dean of the concerned faculty shall take appropriate decision.

16 VIVA-VOCE AND OPEN DEFENSE OF THE THESIS

- (1) The day, date, time and the place for the viva voce and the open defense of the thesis shall be notified by the Controller of Examinations preferably eight days in advance. Normally the viva voce and the open defense of the thesis shall be arranged in the University. However, in exceptional cases, the Vice-Chancellor may permit the viva to be conducted at a different place.
- (2) The open defense of the thesis shall take place in presence of guide (internal referee), one external examiner and the Head, place of research who shall jointly evaluate the performance of the candidate. In case of dispute, Dean of the concerned faculty shall take the appropriate decision.
- (3) If the external referee is unable to be present at the time of the open defense, the Vice-Chancellor, on recommendation of the guide and the Dean of the concerned faculty, shall appoint a senior research guide to act as an external referee for the open defense of the thesis. In case the internal referee is not available, the Vice-Chancellor shall appoint one of the senior research guides as an internal referee, on the recommendation of the Dean of the concerned faculty & Head of the place of research.
- (4) The referees present for the viva-voce and the open defense of the thesis shall submit to the Controller of Examinations their final report in written form duly signed by them, immediately after the open defense is over, along with the copy of the thesis, through the Chairman of the Viva-voce, about the award of Ph.D. degree.
- (5) In case the defense is not satisfactory the referees may unanimously recommend with reasons that a fresh viva-voce and open defense of the thesis be organized within a period of not less than one month. If the defense is still not-satisfactory the committee would record the reasons for the same and refer it to Board of Examinations for consideration.
- (6) The result shall be officially declared by the Controller of Examinations within eight days from the date of the receipt of the favourable report on the defense of the thesis.

17 DEPOSITORY WITH UGC

- (1) Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC, within a period of thirty days, for accommodating the same in INFLIBNET accessible to all the Institutions/Universities.
 - (2) The University shall issue a provisional certificate certifying to the effect that the Degree has been awarded in accordance with the Regulations issued by the UGC as per the Notification dated 1st June 2009 and published in Gazette on 11th July, 2009.
- 18 The Ph.D. degree shall be conferred on the candidate in the ensuing convocation of the university.
- 19 **SAVING CLAUSE:**
Notwithstanding anything contained herein, it is clarified that all cases in which registration has been already granted the same shall continue to be governed by the respective Ordinances even if repealed by virtue of this Ordinance. The procedure of submission of thesis and evaluation shall be governed by the said Ordinances, notwithstanding their repeal.

(Statement and object and reasons)

University Grants commission has framed Regulation prescribing minimum standards for Ph.D. Degree of the Universities vide its Notification No. F. 1/2002/CPS Exam. dated 1st June 2009 which was published in Gazette of India dated 11/17 July 2009.

The Academic Council and the Management Council of the University had resolved to implement the provision of the above said UGC Regulation.

The Vice-chancellor has issued Direction No. 162 of 2013 dated 25/6/2013 to give effect to the provisions of U.G.C. Regulation.

The Direction issued by the Vice-chancellor is required to be converted into an Ordinance, hence this Draft ordinance is prepared for consideration of the Academic council and the Management Council of the University.



GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra Notification No.MISC-2010/(252/10)UNI-4
Dated 27th Sept.2011 State University governed by Maharashtra Universities Act, 1994.)

APPLICATION FORM

APPLICATION FORM FOR REGISTRATION AS A RESEARCH STUDENT FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN THE SUBJECT _____ UNDER THE FACULTY OF _____

**To,
The Controller of Examinations,
Gondwana University, Gadchiroli**

Passport Size
Photograph
Attested By
Gazetteer
Officer

Sir/Madam,

I hereby apply for being registered as a research student for the degree of Doctor of Philosophy (Ph.D.) in the Subject _____ Under the Faculty of _____ of the Gondwana University, Gadchiroli.

The required fee of Rs. _____ has been paid in the University account on the date _____ vide receipt No. _____. (A copy of the receipt is enclosed herewith)

- 1) Name in Full : _____
(In Block Letters) Surname First Name Middle Name
- 2) Name of Mother : _____
- 3) Name of Father/Husband : _____
- 4) Date of Birth : In figure _____

In words _____

5) Permanent Address : _____

6) Address for correspondence: _____

Telephone No: _____ Mobile: _____ E-mail : _____

7) Marital Status (Married/ Single) : _____

8) Religion : _____

9) Nationality : _____

10) Caste : _____

11) (a) I belong / do not belong to backward class* _____

(b) My category is SC /ST /OBC /VJ /NT /SBC* _____

12) Mother Tongue _____ Languages Known _____

13) Name of the University from where : _____

qualifying degree has been obtained

14) College last attended : _____

15) Enrolment Number, if passed : _____

from R.T.M. Nagpur University

(*Strike off whichever is not applicable)

16) **Details of Examination passed:**

Examination passed	University	Year	Subject offered	Division	Aggregate Marks	Percentage/ grade

- 17) Are you employed? Yes/No : _____
- (a) Designation : _____
- (b) Address of office : _____

18) Subject (Relating to the Board : _____
of Studies in the Faculty)

19) Topic of Research: _____

20) Name and address of the Department/ Institution where the proposed research is to be
Carried out : _____

21) Name, designation and address of the allotted Guide under whose supervision the
proposed Research is to be prosecuted

22) Recognition number of Guide: _____

23) Whether the Ph.D. Entrance Test conducted by this University has passed? Yes/No

If yes please give details :

(a) Roll Number : _____

(b) Date & Year of Passing : _____

(c) Exempted from PET Under clause : _____

(d) Percentage obtained : _____

24) Whether the candidate is exempted from Entrance Examination? (Yes/ No)

If yes, please give details :

25) List of documents enclosed : _____

Place :

Date :

(Signature of the Candidate)

(Signature of the Guide/Co-Guide)

INSTRUCTIONS:

- (1) Attested true copies of the mark list / Degree certificate must be attached.
- (2) Candidate who has passed the qualifying examination from any University other than Gondwana University, Gadchiroli should submit an original Eligibility Certificate from Gondwana University Gadchiroli.
- (3) If the candidate belongs to the Backward Community, copy of caste certificate be enclosed.
- (4) Incomplete application will not be accepted under any circumstances.

***Ordinance No. of 2015, para 5) b) clauses i to ix**

UNDERTAKING BY CANDIDATE

I promise to abide by the provisions of Ordinance, Direction, rules and regulations of Gondwana University Gadchiroli governing Ph.D. program issued in this regard from time to time and discipline of the University and the above mentioned instructions.

Signature of the Candidate

ENDORSEMENT OF THE GUIDE

- 1) I am willing to supervise the research work of the applicant. The proposed subject of research and the outline enclosed herewith have my approval
- 2) The subject of research refers to the Board of Studies in Subject _____ in the Faculty of _____
- 3) The number of students already registered to work under my supervision is _____
- 4) I have been recognized / not been recognized as a research supervisor by the

University vide letter No. _____

Date :

Place :

Signature of the Guide/ Co-Guide

ENDORSEMENT OF THE HEAD OF PLACE OF RESEARCH

Forwarded and recommended. Necessary facilities available in this Department/ Institution will be provided to the applicant.

Date:

Signature of Head of the Place of Research

Faculty of : _____

Subject : _____

COURSE WORK COMPLETION CERTIFICATE

I _____ hereby certify that the course work on research methodology, computer application, seminar review of published research work in the relevant field for a minimum period of one semester or a term of half year as per ordinance No. _____ of 20 _____ has been completed satisfactorily, by _____

Date :

Place :

Signature of the Guide

**Signature with Seal of
Head of the Place of Research**

ANNEXURE - III

Faculty of :-----

Subject :-----

PROGRESS REPORT

To,

The Controller of Examinations ,
Gondwana University, Gadchiroli.

Through :- (Name of Guide) _____

Subject : Progress report for the period from _____ to _____.

Sir/Madam,

I am submitting the progress report of Ph.D. research for the duration cited under
the subject above as follows :

- 1) Name of the Research Student : _____
- 2) Name of Research Guide : _____
- 3) Date of Registration for Ph.D. Degree : _____
- 4) Place of Research Work : _____

5) Title of Research work : _____

Details in respect of Research work carried out during above mentioned period

Date :-

Place :-

Signature of the Guide

Signature of Student

ANNEXURE-IV

FRONT /COVER PAGE OF THE THESIS

- 1) The color of the cover of the thesis should be black
- 2) **Letters should be Golden Color with embossing**
- 3) The name of the candidate should be mentioned on the top side cover of Ph.D. Thesis
- 4) Title of the Thesis should be (In Block Letters)
- 5) Faculty
- 6) Subject
- 7) Name of Guide/Co-Guide
- 8) Date of thesis submission

FIRST PAGE OF THESIS

- 1) Title of thesis
- 2) Faculty
- 3) Subject
- 4) Name of Candidate

5) Name of Guide /Co-Guide

6) Date _____ Month _____ Year _____

ANNEXURE-V

CERTIFICATE

This is to certify that the work presented in this thesis entitled:

“ _____

_____”

is the own work of Shri /Smt./Ku. _____

conducted in Department / Institute / College of _____

under my supervision. This work has not been submitted earlier to any University/ Institution for any diploma or degree.

Date:

(Name & Designation with Signature of Guide)

Place :-

DECLARATION/UNDERTAKING

I hereby declare that the work presented in this thesis entitled :

“ _____

_____”

was carried out by me under the supervision of _____

from _____ to _____. This work or any part of this work
is based on original research and has not been submitted by me to any University/ Institution
for the award of any diploma or degree.

Date:

(Name with Signature of Candidate)

Place :-

CERTIFICATE

This is to certify that Shri /Smt./ Ku. _____ has presented his/her pre-submission seminar before the Committee and the synopsis is approved and forwarded to Research and Recognition Committee of _____ (Subject) in the Faculty of _____ In the compliance with the requirement of ordinance No. -----of 20 ----.

(Name and Signature of Guide)

(Head of Place of Research)

ANNEXURE-VIII

Conditions for conducting ONLINE Ph.D. Entrance Test (PET) for admission to the Degree of Doctor of Philosophy (Ph.D.)

WHEREAS, it is expedient to frame the conditions for governing procedure of conduct of ONLINE Ph.D. Entrance Test (PET) for admission to Degree of Doctor of Philosophy to be conducted centrally by the Gondwana University, Gadchiroli and the concerned agency designated by the Gondwana University, Gadchiroli, the following conditions are being brought into force.

- 1) This may be called “ Conditions for conducting ONLINE Ph.D. entrance test for admission to the Degree of Doctor of Philosophy.
- 2) These conditions shall be applicable to the candidate appearing for PET for admission to Ph.D. Degree.
- 3) These conditions shall come into force with immediate effect.

4) DEFINITIONS:

- (i) "University" means Gondwana University, Gadchiroli
 - (ii) "PET" means Ph.D. Entrance Test to be conducted centrally by Gondwana University, Gadchiroli and agency designated by Gondwana University, Gadchiroli
 - (iii) "Designated Agency" means the agency appointed by Gondwana University, Gadchiroli for conducting online PET.
 - (iv) "Candidate" means student appearing for PET.
 - (v) "Committee" means the committee constituted by the Hon'ble Vice- Chancellor for the purpose of conducting ONLINE PET for admission to Ph.D. Degree from time to time.
 - (vi) "Question Bank Committee" means a committee of experts for preparation of Question Bank suggested by Controller of Examinations and approved by the Hon'ble Vice-Chancellor.
- 5) The PET shall be conducted by the University in the month of September in a given calendar year. The programme of the aforesaid examination shall be decided by the University.
 - 6) The University shall be the authority for calling the application forms from the candidates desirous of appearing for ONLINE PET for Admission to Ph.D. Degree.
 - 7) All the application forms shall be filled only ONLINE on the website of the Designated Agency and print outs of the forms along with certificates and the prescribed fees in the form of Demand Draft shall be submitted in the office of the Designated Agency. These forms shall be scrutinized by the Designated Agency and statement shall be prepared showing all the particulars of the applicants. Designated Agency shall publish list of all the eligible candidates of PET along with their Roll Numbers.
 - 8) Designated Agency shall accordingly generate Admission Cards of the Candidates and shall provide them ONLINE to the respective candidate within the prescribed period.
 - 9) The examination shall consist of one paper of 90 minutes duration based on General Research Aptitude Carrying 100 marks and containing 100 multiple choice questions based on Analytical Reasoning, Numerical Ability and Language competency/ computer Environment/ Logical Reasoning and data interpretation i.e. General Research Aptitude or equivalent standards as per UGC guidelines for Ph.D. These questions shall be made available ONLINE at a random from the question bank to the appearing candidate at the given PET center of examination.
 - 10) The question bank committee duly constituted by the Hon'ble Vice-Chancellor, Gondwana University, Gadchiroli shall prepare question bank consisting of multiple choice questions based on Analytical Reasoning, Numerical Ability and Language competency/ computer Environment/ Logical Reasoning and data interpretation i.e. General Research Aptitude. The Question Bank is to be moderated from time to time by the same committee constituted for the purpose.
 - 11) The Entrance Test shall be ONLINE and shall be conducted at the examination centers proposed by PET committee and approved by the Hon'ble Vice-Chancellor. If required, the ONLINE examination shall be taken in batches as per the schedule prescribed by the University.
 - 12) PET Examination committee shall ensure sufficient number of computers with networking and internet facility for ONLINE conduct of the examination.
 - 13) Controller of Examinations shall submit a list of Supervisors for approval of the Hon'bal Vice-Chancellor. The supervisors shall ensure the conduct of examination as per the rules and procedures. There shall be one supervisor for every batch of 25 students or part thereof.
 - 14) The evaluation of the questions attempted by the examinee shall be done online by software developed by the conducting Designated Agency. The evaluation method adopted shall not be consisting of negative marking system.
 - 15) The candidate shall be declared successful if he/she secures minimum 50 % of marks in the PET (Relaxation of 5 % being admissible to the candidates belonging to backward categories).
 - 16) PET being one of the eligibility criteria for Ph.D. registration, the declaration of the candidate to be successful in PET shall not guarantee his/her registration for Ph.D.
 - 17) The PET shall be based upon multiple choice questions and shall be conducted in English and Marathi medium.
 - 18) The Chairman and other members of PET Examination Committee alongwith supporting staff shall be paid remuneration as may be decided by the University from time to time.

19) The list of marks obtained shall be certified by the Designated Agency and shall be submitted to Chairman, PET Examination Committee.

20) No person other than the examinees, supervisors, members of the PET Examination Committee and a person authorized on behalf of the Chairman, PET Examination Committee, shall be permitted to enter the premises of examination center(s).

21) The candidates shall be required to pay an examination fees of Rs. 800/- (Rs. 600/- for candidates belonging to Reserved Categories recognized in the state of Maharashtra) along with the application form, by the Demand Draft drawn in favour of "Finance & Accounts Officer, Gondwana University, Gadchiroli", payable at Bank of India, Gondwana University Branch, Gadchiroli Code No. 9648, from any nationalized bank.

22) In case of any grievance of any candidate with respect to the conduct of PET, the PET Examination Committee shall be the competent authority to decide upon the dispute.