



दक्षिण बिहार केन्द्रीय विश्वविद्यालय
Central University of South Bihar
 (A Central University Accredited with A⁺⁺ Grade by NAAC)



Ph.D. ORDINANCE AND REGULATIONS RELATING TO THE AWARD OF DOCTOR OF PHILOSOPHY -2023

CENTRAL UNIVERSITY OF SOUTH BIAHR (DRAFT)



The Central University of South Bihar (CUSB), as one of the research-intensive institutions was established by Central Universities Act 2009 (Section 25 of 2009) in a permanent campus on a 300-acre land at Panchanpur, situated about 15 km away from Gaya town to achieve the target of academic excellence in Higher Education with the aid of 'Collective Reasoning & Wisdom'. At present, the University offers 04 UG, 25 PG, 25 Ph.D. and 01 PG Diploma programmes across several disciplines in its various Departments and Schools. In the light of National Educational Policy 2020, it further aspires to become Multidisciplinary Education and Research University (MERU) to fulfil the need and aspirations of society and nation as well as the target of SDGs Goals.

Central University of South Bihar, Gaya

(A Central University Established by Act of Parliament)

[NAAC A⁺⁺ Grade]

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In exercise of the powers conferred by sub-section (1) of Section 6 of the Central Universities Act 2009 (No.25 of 2009) the Central University of South Bihar hereby makes following Ordinance, namely-

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1. This Ordinance may be called the Central University of South Bihar *Ordinance Relating to the Award of Degree of Doctor of Philosophy 2023*.
- 1.2. This Ordinance and Regulations are based on the University Grants Commission (Minimum Standards and Procedure for the award of Ph.D.) Regulations 2022 vide UGC D.O.No.1-3/2021 QIP/Ph.D. Regulations/part file dated 14.11.2022.
- 1.3. This Ordinance and Regulations shall be applicable from the Academic Session 2023-2024 and therefore, this Ordinance shall not be applicable to the Research Scholars already registered under the preceding Ordinances.
- 1.4. The Degree of Doctor of Philosophy (herein after referred to as the Ph.D. Degree) of the Central University of South Bihar shall be conferred on the candidate who fulfills the requirements as specified in this Ordinance and Regulations.
- 1.5. The Degree of Doctor of Philosophy (Ph.D.) may be awarded in any teaching departments of the Central University of South Bihar.
- 1.6. Subject to the general guidance of the Academic Council, URDC, DRDC in the University leading to the Degree of Doctor of Philosophy shall be regulated by the various Board of Studies.

2. DEFINITIONS

- 2.1. **University** means a University defined under Section 2(f) of the University Grants Commission Act, 1956.
- 2.2. **CUSB** means Central University of South Bihar
- 2.3. **Board of Studies** means the Board of the Studies of the Teaching Departments of the University
- 2.4. **URDC** means University Research Degree Committee
- 2.5. **DRDC** means Departmental Research Degree Committee
- 2.6. **RAC** means Research Advisory Committee
- 2.7. **VVEC** means Viva-Voce Examination Committee
- 2.8. **Supervisor** means the main research guide of a Ph.D. Research Scholar

- 2.9. **Co-Supervisor** means an additional research guide of a Ph.D. Research Scholar
- 2.10. **MoU** means Memorandum of Understanding
- 2.11. **Residency Period** means a prescribed period (from the date of registration to the date of pre-Ph.D. submission seminar) for which a Ph.D. Research Scholar shall be required to be present as research scholar in the University.

3. APPLICATION FOR ADMISSION

- 3.1. The procedure for Ph.D. admission shall be started in the month of July every year through advertisement by the University.
- 3.2. A candidate may be admitted to the Ph.D. Programme at the beginning of any semester provided the result of the qualifying examination is declared before the commencement of counseling for admission to the semester and she/he fulfills the eligibility criteria as laid down in this Ordinance.
- 3.3. The admission to the Ph.D. Programme shall be either through Entrance Test or through direct admission as per Clause 7 of this Ordinance. The application form shall be the same for all categories of candidate as described in Clause 7.
- 3.4. The candidates shall present their candidature by filling an online application form on or before the last date announced by the University in each semester. The number of seats for admission, subject/discipline wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) for the conduct of entrance test along with all other relevant information shall be published/notified on the University website and in at least two (2) national newspapers, of which at least one (1) shall be in the regional language.
- 3.5. All applications of the candidates belonging to the categories of the Clauses 4.2 and 4.3 shall be routed through proper channel.
- 3.6. Reservations: 15% of the total number of available seats shall be reserved for SC candidates, 7.5% for ST candidates, 27 % for OBC candidates and 10% for EWS candidates. 5% horizontal reservation for Physically Challenged (PC) candidates/Divyangjan shall be provided as per the UGC/GoI rules.

Note for 'Physically Challenged' Candidates: In certain Courses / Departments (like Department of Physical Education), admission of Physically Challenged Candidates /Divyangjan is not permissible.

Each SC/ST/OBC/EWS candidate shall have to submit ***a copy of the recent category Certificate*** mentioning that the candidate belongs to SC/ST/OBC/EWS community. Such certificates shall be subject to verification from the concerned District Magistrate. The following are empowered to issue the certificate:

- (a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Addl. Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate /Extra Assistant Commissioner.
- (b) Chief Presidency Magistrate/Addl. Chief Presidency Magistrate/Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar.
- (d) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

- (e) Administrator/Secretary to the Administrator/ Development Officer (Lakshadweep Islands).

Candidates must note that Certificate from any other persons/authority shall not be accepted in any case. If the candidate belongs to SC, ST or OBC, his/her caste/tribe must be listed in the appropriate Govt. of India schedule. The caste Certificate should be in the Govt. approved format and should clearly state:

- (i) Name of his/her caste/tribe
- (ii) Whether he/she belongs to SC/ST/OBC/EWS
- (iii) District and the State or Union Territory of his/her ordinary residence and
- (iv) The appropriate Government of India (GoI) Schedule under which his/her caste/tribe is approved by it as SC, ST or OBC.
- (v) Further, the OBC certificate should clearly mention that the candidate does not belong to creamy layer.

4. CLASSIFICATION OF THE CANDIDATES AND REGISTRATION

All candidates seeking admission to any of the Ph.D. Programme offered by the concerned Department can be broadly classified into following categories and they shall be registered under only one of the following categories:

4.1. Full-time Research Scholar

A candidate who has been admitted to the Ph. D. Programme for whom following criteria shall apply is considered as a full-time research scholar.

- a) Should have been admitted through Direct/Entrance Test mode.
- b) Should have to complete coursework in regular mode.
- c) Should have to complete 3 years of residency period. However, they've to continue their attendance till the submission of the thesis.

4.2. Part-time (Internal) Research Scholar

The permanent teaching and non-teaching employees of Central University of South Bihar, who have been directly enrolled as Ph.D. research scholar shall be treated as a part-time (internal) research scholar and fulfilling the eligibility criteria mentioned in Clauses 7.2.10, 7.2.11 and 7.2.12. However, the DRDC of the respective Department shall ensure that the research scholar will complete his/her Ph.D. coursework by taking appropriate leave for 6 months.

Note:

The regular teachers who have been enrolled as Ph.D. research scholar as a Part-time (internal) research scholar under this Ph.D. ordinance and who has joined the job in another organization after taking lien from CUSB can continue his/her Ph.D. in CUSB.

4.3. Part-time (External) Research Scholar

Any teacher/researcher with minimum qualifications prescribed by UGC and working as a full-time regular teacher/researcher in other Central Universities or Central Institutions/Research Organisations shall register themselves as a part-time (external) research scholar to pursue research under a recognized supervisor of CUSB, Gaya. The part-time (external) Research Scholars shall be required to complete the course work of the six months at the CUSB.

4.4. Registration for Ph.D. Programme

Registration for Ph.D. programme shall be in any one category, viz., only full-time or Part-time with or without stipend/fellowship.

- (a) Any candidate with the minimum qualification prescribed by University Grants Commission (UGC) shall be able to register herself/himself only as a full-time research scholar, to pursue research under a recognized supervisor in the University. 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 category and other categories of candidates as per the decision of UGC from time to time.
- (b) Candidate's registration either full-time or part-time (internal/external) shall be decided at the time of admission.
- (c) The registration status shall change from full-time to part-time as conditions laid in section 4.5
- (d) Scientists /Research Fellows/ Research Assistants/ Technical Assistants/ Project Assistants/ Project Fellows/ Research Associates appointed in the research projects funded by recognized international agencies/ Government agencies/ Government industries shall be able to register as a full-time scholar to pursue his/her research under a recognized supervisor and co-supervisor (if required) preferably with the Principal Investigator or Co-Investigator of the project, in the University.

Note: Definition of recognized supervisor for guiding full-time research scholars is a full-time regular teacher of CUSB, Gaya having successfully completed his / her Ph.D. degree from the UGC recognized University and have published at least three (03) research papers in the UGC CARE/Peer-reviewed journals after earning his / her own Ph.D. degree.

- (e) Candidates working in Central Government funded Research Institutes* (like NIT, CSIR, DBT, DST, DAE, ICMR, ICAR, MoEFCC, MoES etc.) or in Central Government (like Indian Armed Forces etc.) and having qualification as mentioned in Clause 4.1 are allowed to register for part-time (external) Ph.D. programme subject to the production of 'No Objection Certificate' from their respective Head of the Institution to pursue research under a recognized supervisor from the respective Departments of CUSB and payment of Rs. 10,000/- as additional fee in addition to the fee prescribed for the programme per semester (*Detailed list is provided in the Annexure – L).
- (f) A candidate registered for part-time (external) Ph.D. programme shall submit the certificate on his/her employment from the employer to the University every year through the research supervisor and the concerned DRDC.
- (g) Any candidate working as a Guest Lecturer in a Government College/in a Government Aided College shall not be allowed for registration in the part-time Ph.D. programme.
- (h) A candidate already holding a Ph.D. degree in a discipline/subject specialization is eligible to register for pursuing Ph.D. degree in another discipline / subject specialization subject to the fulfillment of the conditions stipulated for admission/registration in the present regulations.
- (i) The medium of instruction for the candidates registering for Ph.D. programme in the linguistic department is the language itself only if they had UG/PG degree courses with medium of instructions in that language and for other candidates, the medium is

Hindi/English. However, in special case such as high-quality work with significantly high number of publications, with permission of the Vice-Chancellor she / he may submit his /her Ph.D. thesis in their choice of language.

4.5. Conversion of Ph.D. Registration:

4.5.1 A Research Scholar admitted as full time research scholar according to the Ph.D. Ordinance of the University may be permitted to convert his/her admission to part time research scholar under following conditions:

- a) Conversion may be allowed only to those regular research scholars who claim to have been selected in any Government Organization of repute. The decision of DRDC in this regards shall be final.
- b) He/she has completed the Course work as prescribed by the UGC/CUSB concerned Department successfully.
- c) He/she has been a regular research scholar for at least two years and has completed the said period of residential requirements.
- d) His/her Ph.D. research plan proposal (Synopsis) stands approved by the concerned DRDC within the stipulated time and has commenced work on his/her thesis.
- e) He/she is otherwise qualified as per the existing Ph.D. Ordinance of the University for the award of the degree of Doctor of Philosophy.
- f) He/she will not be entitled to Non-NET UGC Fellowship.
- g) The recommendation of the DRDC shall be subject to the final approval of URDC.

4.5.2 Procedures for conversion from Full Time to Part Time:

- a) A research scholar who claims for such conversion shall have to present in writing to the concerned DRDC a letter of intent clearly stating the reasons and substantial evidence (offer letter/joining letter etc.) from the organization thereto.
- b) He/she will have to produce a No Objection Certificate from the Head of the Organization which he/she joined or proposed to join.
- c) He/she will also be submitting an undertaking to abide by and be governed by the provisions of the said Ordinance and all other Ordinance and statutes of the University which may attract to his/her candidature at the time during the course of his existence as Part Time research scholar.
- d) He/she will also submit undertaking that he/she will appear before the RAC and DRDC as per the provisions of Ph.D. Ordinance regarding the semester progress of his/her Ph.D.
- e) The DRDC will deliberate, discuss and shall recommend for the approval or otherwise to the URDC through recording its deliberations in the Minutes of the Meetings of DRDC.
- f) The decision of URDC shall be final to these effects.

- g) The DRDC on the recommendation of RAC may review the progress of such Part Time Research Scholar from time to time in every semester. The decision of DRDC regarding the continuation or termination of the research scholar at any stage of his/her Part Time Ph.D. Programme shall be final. However, the DRDC must state the reasons for its decision in writing towards the termination or continuation of the Part Time Research Scholar. The recommendation of the DRDC shall be subject to review and subsequent Approval of URDC.
- h) The number of converted Part Time Research Scholar per Supervisor shall not be more than 50 percent of the total quota.

4.5.3 Responsibilities of a Converted Part Time Research Scholar:

- a) Such Part Time Research Scholar/s shall have to register at the commencement of every Semester paying the requisite semester fee as decided by University from time to time.
- b) Such Research Scholar shall have to submit detail report of their work progress on half-yearly (6 months) basis to the concerned supervisor in person or may interact through digital mode.
- c) Such Research Scholars shall have to appear before the concerned RAC and DRDC in person at least once during the course of every semester and present his/her work progress and also submit the same in writing.

4.5.4 Responsibilities of a Supervisor for Converted Part Time Research Scholar/s:

- a) Supervisor of such Research Scholar/s may submit in writing (clearly stating in details) before the DRDC in case they are not satisfied with the work progress of their Research Scholars/s and may seek his/her termination.
- b) Supervisor of such Research Scholars shall require to endorse the work progress of their Research Scholar/s before the DRDC.

4.5.5 Other Conditions:

- a) After getting converted from full-time to part-time then all the conditions as mentioned for part-time external research scholar (section 6.1 b, section 6.3.1) will be applicable.
- b) Converted Part Time Research Scholar/s shall be governed by all the other Provisions of the Ph.D. Ordinance as it is.
- c) Notwithstanding anything in the case of Converted Part Time Research Scholar/s the decision of the Vice Chancellor shall be final for any act of commission and omission in the recommendations.
- d) Ph.D. research scholar should have got permanent/regular Govt. Job.
- e) Full-time Ph.D. scholar should have completed two years of residency period and their course work also.
- f) Ph.D. research scholars should have submitted research plan proposals and got it approved by concerned DRDC.

5. Eligibility Criteria for Admission to Ph.D. Programme

5.1. Eligibility criteria for admission to Ph.D. Programme

- (a) Candidates for admission to the Ph.D. Programme shall have a Master Degree or a Professional Degree declared equivalent to the Master degree by the corresponding statutory/regulatory bodies, with at least 55% marks in aggregate (Annexure- A) or its equivalent grade in the UGC 10-point scale or an equivalent grade/CGPA 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.

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/EWS and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master Degree prior to 19th 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.

- (b) Candidates who have completed:

A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

5.2 Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- (a) Master's degree holders satisfying the criteria stipulated under Clause 4.1 and 4.2.
- (b) Candidates possessing a Degree considered equivalent to M.Phil. Degree of a recognized Indian Institution and 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.

6. DURATION OF THE PROGRAMME

6.1. Minimum Period of Research work required for the Submission of Thesis:

- (a) For the full time Ph.D. programme a minimum duration shall be of three years including coursework, from the date of registration the Ph.D. program and a maximum of six years.
- (b) For the part time Ph.D. programme, a minimum duration shall be four years including course work, from the date of joining the Ph.D. program and a maximum of six years.
- (c) Extension beyond the above limits will be governed by the Clause 6.2 as stipulated in this Ordinance.

6.2. Extension of Duration for the Submission of Thesis

- (a) A candidate need not seek any extension or re-registration for submission of thesis up to 3 years from the date of registration in the Ph.D. programme i.e., the date of joining the Ph.D. programme by the candidate.
- (b) If a research scholar fails to submit the thesis at the end of the stipulated period as prescribed in Clause 6.1, after 3 years, a maximum of three year extension (one year at a time) be granted by the Head on the specific recommendation of Supervisor and RAC. Further, after 6 years, two years extension (one year at a time) be granted for the submission of the thesis, while giving the justification. Extension may be granted by the Dean of the School, on the request of the research scholar as recommended by the Supervisor along with RAC and DRDC of the respective Department. No further extension shall be given under any circumstances. A fee of Rs 25,000/- per year will be levied from such candidates. However, it is clarified that this fee will not be charged up to ten (10) years from the women candidates and from the persons with disability having more than 40% disability.
- (c) The women candidates and persons with disability (more than 40% disability) may be allowed a relaxation of four years for Ph.D. in the maximum duration of six (06) years. Hence, they will be eligible for maximum duration of ten (10) years. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.
- (d) In case of relocation of a woman Ph.D. scholar due to marriage or otherwise, research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided (a) all other conditions in these regulations are followed and (b) the research work does not pertain to a project secured by the parent institution / supervisor from any funding agency. The scholar will give proper credit to the parent guide and institution for the part of research he/she has already done.
- (e) If a candidate fails to submit the thesis in 06/10 years (stipulated period) as per the above-mentioned Clauses; his/her registration shall be cancelled. Registration cancellation process shall be initiated by his/her supervisor through proper channel.

6.3. Residency Period

- (a) The minimum duration for thesis submission is three (03) years including coursework for full time Ph.D. scholar and four (04) years including coursework for part-time Ph.D. scholar (internal/external). However, a Ph.D. scholar shall be required to be present in the University till her/ his pre-Ph.D. submission seminar.
- (b) Residency period will be of two (02) years for the research scholars who've converted their Ph.D. from full-time to part-time.

6.4. Part of Research Work outside the University

- (a) The DRDC may recommend a full-time Ph.D. scholar to pursue a part of his/ her research work at a place outside the University or at a University/Institute/ Research facility in India or abroad. The Dean of the concerned School may approve the recommendations of DRDC which are for a period of six months or less. However, if such recommendations are for a period beyond six months, the recommendations of the DRDC shall be placed before the URDC, which may permit a full-time Ph. D. scholar to pursue a part of his/her research work at a place outside the University for a period of one year without exceeding the maximum time limit for the submission of the thesis as laid down in this Ordinance.
- (b) The DRDC and URDC may exercise the above Clause 6.4. (a) even during the residency period of the scholar. However, the required coursework must be completed successfully along with the approval of the Research Plan Proposal/Synopsis by DRDC.

7. MODE OF ADMISSION

CUSB is looking for academically sound, highly motivated, and hardworking qualified candidates as mentioned in Clause 7, in the Ph.D. Ordinance. Initial registration for the admission of Ph.D. programme is compulsory for all the candidates who are willing to take admission in CUSB. A candidate who has passed the qualifying examination with requisite percentage of marks as prescribed in Clause 4 of this Ordinance is eligible for admission to the Ph.D. programme through one of the following modes:

7.1. Admission through Entrance Test:

- (a) A candidate qualified in Entrance Test as per the details given in Clause 8.1 (a) shall be considered for admission to the Ph.D. programme depending on the number of seats available in the Department.
- (b) The prospective number of seats available in Departments shall be as notified in advertisement. The number of candidates to be called for counseling/interview will be:
 - 7.1.b.1. Five (05) times, if the number of seats advertised falls within 01 to 05, or all the qualified candidates, whichever is less.
 - 7.1.b.2. Three (03) times, if the number of advertised seats is more than Five (05) or all the qualified candidates, whichever is less.

The University may conduct national level test once in a year and the results of such test shall remain valid for one academic year only.

7.2. Direct Admission:

A candidate who fulfills one of the following requirements may be considered for direct admission to the Ph.D. programme without appearing in the National Level Combined Entrance Test as mentioned in sub-sections below:

- 7.2.1 A candidate who is qualified in a national level test such as National Eligibility Test (NET-JRF), NET-LS (without fellowship), Graduate Aptitude Test for Engineering (GATE) in respective discipline.
- 7.2.2 A candidate who has cleared / qualified in any entrance test (in respective discipline) conducted by government run institution / University having NIRF ranking within top 100.

- 7.2.3 A candidate who is a recipient of National Doctoral Fellowship or other fellowships from government/semi-government organizations (through All-India selection procedure conducted by the agencies/organizations for award of research fellowships) such as Council of Scientific and Industrial Research (CSIR), University Grants Commission (UGC), All India Council for Technical Education (AICTE), Department of Science and Technology (DST), Defense Research and Development Organization (DRDO), Department of Atomic Energy (DAE), Department of Biotechnology (DBT), Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), Indian Council for Social Science Research (ICSSR), DST Inspire Students, Indian Council for Historical Research (ICHR) and similar National Level Organizations.
- 7.2.4 A candidate who is selected under Quality Improvement Programme (QIP) of AICTE or Faculty Development Programme of Central Government/ UGC.
- 7.2.5 Any teacher/researcher working as a full-time regular teacher/researcher in other Central Universities or Central Institutions, who is sponsored as a part-time (external) candidate by the said organization.
- 7.2.6 A foreign national who is recommended by Indian Council for Cultural Relations (ICCR) or any other department of Government of India and who is sponsored by his/her government.
- 7.2.7 A self-financing foreign national who is admitted through the Embassy/ High commission of his/her country or admitted under a Memorandum of Understanding (MoU) with due clearance from the Indian Missions abroad. As per revised guidelines/ instructions of the Department of Higher Education, Ministry of Education, GoI on grant of research visa, the foreigners who desire to undertake research in India, should therefore, apply to the concerned Indian Missions abroad with the brief tentative synopsis of the research project to be undertaken /interested in India, the details of places to be visited, previous visits, whether the scholar has secured admission into a recognized or reputed institution and evidence of financial resources. International students who has completed or enrolled in any master programme in India may take up and clear NLECT for Ph.D. admission provided she/he has a valid visa of study and permission from the embassy/competent authority.

Note:

- a) The equivalence of the degree possessed by the foreign candidates belonging to the Clause 7.2.7 shall be settled by the **Equivalence Committee of CUSB/Association of Indian Universities (AIU)** before their admission. They shall be admitted to the Ph.D. programme only if the degree possessed by them entitles them for enrolment as Ph.D. scholars in the Universities of their own countries. English Proficiency certificate of TOEFL (minimum 50 marks) or IELTS (minimum 5 bands) or 150-154 in GRE or 600 in GMAT are mandatory for foreign candidates at the time of submission of application form for the admission in the University.
- b) The supernumerary quota for self-financing foreign nationals shall be restricted to a maximum of 10% of the total available seats in a Department. In a department of one professor, two associate and five / four assistant professors will share 04 supernumerary quotas as 1, 1 and 2, respectively.
- c) However, all such candidates will have to qualify in the interview (i.e., TEST B).

- 7.2.8 A candidate who is already registered as a Ph.D. scholar in some other University and whose supervisor joins this University. In this case, the candidate has to fulfill the terms

& conditions laid down in CUSB Ph.D. Ordinance. If they wish to take registration, they may be allowed to take admission at any stage of his/her Ph.D. before completion the Ph.D. programme at any time. However, they have to pay the full semester registration fee at the CUSB, Gaya. Their all benefits shall be transferred from their earlier University / Institution or vice-versa.

- 7.2.9 A candidate, working in an externally funded research project in the University as a research personnel, may be allowed to register for Ph.D. in the University provided she/he meets the eligibility criterion and publishes at least one research paper in UGC CARE listed journal/ peer-reviewed journal or filed one patent after joining the project out of the research work generated in the project and this research paper shall be the part of his/her Ph.D. thesis
- 7.2.10 A teacher of the CUSB holding full-time regular position provided she/he meets the eligibility criterion and has completed the probation period in the University and recommended by the concerned DRDC.
- 7.2.11 A non-teaching employee of the CUSB holding full-time regular position provided she/he meets the eligibility criterion mentioned in the Clause 7.1 & 7.2 and has completed the probation period in the University and recommended by the Registrar of the University and accepted the concerned DRDC. The maximum number of enrolled non-teaching employee should not exceed 10% of the total strength.

8 PROCEDURE OF ADMISSION

8.1 Eligibility for Entrance Test:

- (a) A candidate possessing the minimum qualifications with the requisite percentage of marks as prescribed in Clauses 5.1 and 5.2 of this Ordinance shall be eligible to appear in the Entrance Test.
- (b) If a candidate is an applicant and also eligible for admission to Ph.D. programme in a School/Department different from the one in which she/he has obtained the qualifying degree, she/he shall appear in the Entrance Test conducted by the University corresponding to the subject in which the candidate possesses the qualifying degree.
- (c) University shall participate preferably in national level test conducted by Higher Education Institutions (HEIs) for Ph.D. admission.

OR

University may also conduct its own Ph.D. entrance exam.

OR

Any Joint/Combine Entrance Test conducted by the GoI, followed by their valid guidelines.

OR

Any candidate who has qualified the National Level Entrance Examination conducted by a premier Government HEIs, which is in the top 100 list of NIRF Ranking in their category, shall be called for the interview directly.

8.2 Procedure for Admission to Ph.D. Programme through Entrance Test:

- 8.2.1 All admissions to Ph.D. programmes in the University shall be through National Level Entrance Test or any national level admission policy of the GoI. In order to identify the candidate's capabilities and aptitude for research, there shall be a two-level test as below:
- (i) **Test A:** The syllabus of Test A shall consist of 50% of research methodology and 50% shall be subject specific. This written test is aimed to assess the reasoning, quantitative ability, general knowledge, language skill and subject knowledge of PG level.
 - (ii) **Test B:** Research Plan and Personal Interview to test research aptitude by the DRDC in 100 marks total.
- 8.2.2 The Test A shall be held as per procedure adopted by the University at multiple centers across the country. The Test B shall be held at CUSB in the concerned teaching Department by DRDC. The 70% weightage of the aggregate will be given to the candidates for the marks obtained in Test A and 30% weightage in Test B leading to aggregate of 100% weightage of total.
- 8.2.3 Certain categories of candidates, as defined in the relevant Ph.D. Ordinance Clause 7.2, are exempted from appearing at Test A (Direct Admission category) and shall be called for Test B. The 100% weightage of total shall be given to the candidates for the marks obtained in the Test B.
- 8.2.4 Direct Admission category candidates are exempted from appearing at Test A. However, all the exempted candidates would be required to qualify at Test B to be eligible for consideration for final registration for Ph.D. in the given discipline. The Direct Admission categories of applicants are also required to submit their initial registration application in the prescribed form separately as and when the applications are invited by the University for Test B.
- 8.2.5 Entrance Test shall be conducted once in a year. However, applicants from the exempted category will have to register online throughout the year initially and avail the opportunity of research guidance. Qualified candidates in Test A and Test B shall be admitted against vacant seats as per merit in July/August. However, candidates failing to get admitted in August due to non-availability of vacancy shall under Clause 7.2.1 to 7.2.4 have another opportunity to apply for Ph.D. admission in the January term subject to the notification regarding availability of vacancy. If the candidate has already applied for Ph.D. admission, then no further application is required within year.
- 8.2.6 The University shall maintain the list of all the 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.

8.3 Entrance Test Design:

8.3.1 Test A: Assessment Research Methodology and Subject Knowledge:

- (a) The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. This written test is aimed to assess the reasoning, quantitative ability, general knowledge, language skill and subject knowledge of PG level.
- (b) This test and admission shall be regulated as per the rules and regulations decided by UATEC from time to time.

8.3.2 **Test B: Assessment of Research Aptitude through Research Plan and Personal Interview/Interaction:**

Test B will be conducted in the presence of **Admission Committee** consisting of the following structure:

- | | |
|--|--------------------|
| (a) Head of the Department | Chairperson |
| (b) All Members of DRDC | Member |
| (c) Two Members Nominated by Vice-Chancellor | Member |

Note: *The proceedings of the Admission Committee shall be valid in the presence of at least one member nominated by Vice-Chancellor. The Chairperson should ensure that inter-variations in the marks given by the Members of Admission committee should not be more than 20%.*

The interview/interaction/viva-voce shall be of 100 marks consisting of the following aspects, viz. whether:

- (a) 6-8 pages of research plan submitted satisfactorily defended by the candidate: 30% (15%+15%)
- (b) The candidate possesses the competence for the proposed research and can contribute to new / additional knowledge/ depth of subject knowledge: 40% (20%+20%)
- (c) Overall assessment of the candidate based on his/ her attitude, hardworking nature, dedication, responses, presence of mind etc.: 30%

Note:

The suitability and availability of the experts at the department related to the proposed research work and candidate's research interest.

8.3.3

- (a) The qualifying marks for Test A shall be 50%.
- (b) A relaxation of 5% percent marks will be allowed in the entrance examination for the candidate belonging to SC/ST/OBC/Differently abled category, EWS and other categories of the candidate as per the decision of the UGC from time to time.

8.3.4 However, the final merit list shall be prepared on the basis of 70% of the total marks obtained in the Test A (for University entrance examination qualified candidates) and 30% of the total marks obtained in the Test B.

8.3.5 The cut off marks to be eligible for getting place in the merit list shall be 60% (for UR & EWS) and 55% (for OBC/SC/ST/PH) of the total marks obtained in the final merit list and it shall be determined in accordance with the number of vacancy available in the concerned discipline in that academic session.

8.4 **Admission:**

8.4.1 **Merit Order and Minimum Marks:**

- (a) Merit orders of Entrance Test and Entrance Test-exempted candidates will be prepared by the Interview Board for the discipline.
- (b) Final merit order of Entrance Test candidates shall be prepared on the basis of Test-A with 70% weightage and Test-B with 30% weightage of total 100% weightage.

- (c) Final merit order of Entrance Test-exempted candidates shall be prepared on the basis of Test-B with 100% weightage of total.
- (d) The candidate must secure a minimum of 60% marks (for UR & EWS) and 55% (for OBC/SC/ST/PH) in the final merit to be eligible for Ph.D. registration in the concerned discipline. However, meeting the said minimum requirement will not guarantee registration for Ph.D. as it is dependent upon availability of vacant seats.
- (e) It is mandatory to follow seriously the code of ethics during the Test B and among their members in all sense in assessing the candidate, and making mutual agreements / consent etc.

8.4.2 **Admission Process:**

8.4.2.1 **Declaration of Results after Test B:**

Names of the qualified candidates (Entrance Test and Entrance Test-exempted) as per the vacancies given in the Information Bulletin will be announced on the basis of Final Merit Order after Test B for admission to Ph.D. in the discipline. The wait-listed candidates in order of merit may be prepared for consideration in case seats fall vacant in future for consideration in January.

8.4.2.2 **Allocation of Research Supervisor:**

- (a) The Head of the Department will provide a list of teachers together with their research areas to the Entrance Test and Entrance Test- exempted selected candidates and advise them to interact with teachers, identify their supervisor in the discipline and submit the letter of consent of the identified Supervisor to the DRDC within one week from the date of registration of provisional admission.
- (b) Qualified candidates after the Test B can be admitted to Ph.D. programme in the discipline if Supervisors are available /agreeable and the maximum number will ordinarily be restricted to the number of vacancies announced in the Entrance Test bulletin.
- (c) If required, DRDC should help in identifying a suitable “match” between the selected candidate and his/her Ph.D. supervisor and Co-Supervisors, if required.
- (d) The DRDC would formally allot a Research supervisor and Co-Supervisor, if required for the selected candidates keeping in view the mutual consent and the facilities available with the Supervisor including his/her specialization for undertaking the proposed research topic. The DRDC would record reasons for not admitting a candidate who ranks higher in the merit order than some others who may have been selected for the Ph.D. admission.
- (e) It is mandatory to seriously follow the code of ethics in the DRDC meeting and among their members in all sense in making mutual agreements/ consent etc.

8.4.2.3 **Admission and payment of Fees:**

The candidates will submit the registration form and pay the required fees after the allocation of Supervisor and Co-Supervisor (if required), by the concerned DRDC. The process of admission completes only when a selected candidate has deposited the prescribed fees for Ph.D. registration within the date prescribed for payment of fee failing which shall lead to cancellation of right to admission, and the vacant seat thus created may be given to the next candidate in order of merit.

- 8.5 The Head of the Department shall send a complete list of the admitted candidates along with the necessary details to the CoE with a copy to the Dean of the School within a week from the date of admission.
- 8.6 The records of the merit list of both the Entrance Test qualified candidates and those eligible for direct admission along with their copy of application forms shall be maintained in the respective Department and CoE office.
- 8.7 Every candidate shall be registered only at the beginning of the term which will continue till the submission of the Ph. D. thesis.
- 8.8 During the period of research, no full-time Ph.D. scholar shall accept any paid assignment from any other government/non-government organizations apart from Research Fellowship, Research Assistantship/externally funded research project assignments.

9 FEE PAYABLE

- 9.1 Fees payable by a research scholar admitted to the Ph.D. programme shall be as prescribed by the University from time to time. (Annexure- I)
- 9.2 Full fee, as applicable as prescribed in the Clause 6.2 of this ordinance, shall be payable by the Ph.D. research scholars for all the periods for which extension is granted.
- 9.3 Fees once paid to the University shall not be refunded except the caution money, which shall be refunded to the Ph.D. research scholar within one year from the date of award of the Ph.D. degree or cancellation of admission on any ground, subject to the adjustment of any dues payable by him/her. However, if the candidate leaves the Ph.D. programme or is terminated from the programme within one year of his/her admission, the caution money shall not be refunded.

10 FINANCIAL ASSISTANCE

- 10.1 Subject to the availability of fellowships, the Ph.D. research scholars, who are admitted as full-time research scholars through Entrance Test/NET/GATE etc. would be entitled to CUSB Research Fellowship of such amount as may be decided by the University and directed by the UGC/MHRD/Government of India from time to time. This award shall be strictly subject to the fulfillment of all the conditions governing such awards. Financial assistance shall not be provided where the research scholar is availing paid study leave or in case of self-financing or in case of paid seat.
- 10.2 In addition to CUSB Research Fellowship, such research scholars may also be entitled to contingency grant in accordance with the decisions of the University.
- 10.3 The maximum duration for which UGC Research Fellowship can be awarded to any Ph.D. research scholar is three years extendable to one more year based on the progress of research work and the specific recommendation of Supervisor, RAC and DRDC of the concerned department.
- 10.4 The Ph.D. research scholar getting financial assistance from an external sponsoring agency, such as UGC, CSIR, ICSSR, DBT, DST, DRDO, etc. shall be governed by the rules and regulations of that sponsoring body as well as of CUSB.
- 10.5 Foreign research scholars must give proof of financial support for the duration of the Ph.D. enrolment.

11 CANCELLATION OF ADMISSION AND REGISTRATION

- 11.1 The admission of a Ph.D. research scholar and his/her name shall automatically be cancelled and removed from the rolls of CUSB if she/he falls in any one of the following criteria or in

any one of the following eventualities or/and critical cases/matter shall be put up before the Vice-Chancellor through the concerned DRDC. The Ph.D. registration of the candidate shall be cancelled in the following cases:

- 11.1.1 If a research scholar fails to qualify the coursework, she/he may be allowed to reappear only once, within six months of the declaration of the result. If the result is still found unsatisfactory, the concerned DRDC may recommend cancellation of his/her registration.
- 11.1.2 If the research scholar is absent for a continuous period of FOUR weeks without prior information/sanction of leave. For cancellation of Ph.D. registration in the absence of the candidate, the supervisor may write a letter to the Controller of Examination through the respective DRDC, who in turn informs the same to the research scholar via email. If no reply is received within one (01) month, the Ph.D. registration of the candidate shall be cancelled.
- 11.1.3 If two consecutive progress reports of the candidate are unsatisfactory.
- 11.1.4 If the research scholar's research proposal/research proposal seminar is/are not approved even after the submission of revised/new proposal, followed by fresh seminar within a month.
- 11.1.5 If the research scholar fails to submit the thesis within the maximum stipulated time as provided in this Ordinance.
- 11.1.6 If the research scholar resigns from the Ph.D. programme and the resignation is duly recommended by his/her supervisor.
- 11.1.7 If the research scholar is found involved in an act of misconduct and/or indiscipline and his/her termination has been recommended by the competent authority.
- 11.1.8 If the research scholar fails to get extension of his/her registration after completion of *six years* of the date of his/her initial registration to the Ph.D. programme or/and the provisions contained in this Ordinance.
- 11.1.9 During the research, if a research scholar wishes to change his/her supervisor based on the following genuine reasons like non-cooperation by supervisor, it shall be permitted by mutual consent. Further, if no faculty member has expressed his/her consent to be his/her supervisor then in that case the Ph.D. registration of the concerned scholar shall be cancelled.

11.2 Before completing the minimum period prescribed in this ordinance, no candidate admitted to the Ph.D. programme shall:

- 11.2.1 Undertake any employment.
- 11.2.2 Join any other full-time programme of study; or
- 11.2.3 May appear in the courses and/or examination(s) those prescribed by the concerned Department/Supervisor/Co-supervisor/RAC that is relevant for their Ph.D. research work with the prior permission of the DRDC.

Failing which, the admission of a Ph.D. candidate shall be cancelled, and his/her name shall automatically be removed from the rolls of CUSB.

Note: *Provided further that recommendation/action of cancellation of Ph.D. registration of a research scholar (in the eventualities listed above) may not be taken by the concerned DRDC without serving a show cause notice on the erring research scholar and without giving him/her a opportunity of hearing in person within a month from the date of the issuance of the show cause notice.*

12 TEMPORARY WITHDRAWAL FROM THE PROGRAMME

- 12.1 A research scholar admitted to the Ph.D. programme having successfully completed his/her Ph.D. coursework and minimum period of thesis submission or/and residency period i.e., Three (03) years from the date of joining the Ph.D. programme or/and delivered pre-Ph.D. seminar, may be permitted by the Dean of School, on the recommendation of the supervisor and DRDC, to temporarily withdraw from the programme on some specific reasons. The maximum period of withdrawal during the Ph.D. programme may be granted on the request of the research scholar which shall not exceed Six (06) semesters i.e., three years, which can be taken for whole or part of the semester(s).
- 12.2 The temporary withdrawal may be permitted for any one of the following reasons:
- If the research scholar is suffering due to prolonged illness, supported by medical certificates of the Chief Medical Officer of the District Hospital.
 - In the event of prolonged illness of research scholar's parents/spouse, supported by medical certificates of the registered medical practitioners or death of research scholar's parents/spouse, supported by death certificate issued by the District Nagar Nigam / Nagar Palika / Municipal Corporation.
 - If a research scholar gets a professional employment in the government sectors.
 - If a sponsored research scholar after fulfilling the minimum period requirement for the submission of the thesis and residency period joins back his/her parent organization.
- 12.3 During the period of withdrawal, the candidate will be required to pay the prescribed fee, to maintain continuance of his/her Ph.D. registration and she/he need not to submit his/her progress report during the withdrawal period.
- 12.4 In case of temporary withdrawal, the maximum period of the Ph.D. Thesis submission shall not be extendable. However, in case, reasons of temporary withdrawal as mentioned in Clauses 12.2. (a) and (b), the Vice-Chancellor shall grant permission of extension of the maximum period without exceeding the maximum limit.

After availing the temporary withdrawal, the research scholar shall be allowed to join back to complete the research and submit the thesis after one (01) week of joining from withdrawal and without exceeding the maximum prescribed time limit for the thesis submission as per clause of this ordinance i.e., Six (Ten) years for Male (Female/Divyang) research scholar. In case of professional employment, research scholar shall submit NoC from the current employer, relieving and joining certificates/reports to both sides i.e., from CUSB to the employer of the respective employment and vice-versa.

13 RESEARCH COMMITTEES

13.1. Various Committees

Subject to the general superintendence of the Academic Council, the following Committees shall deal with all matters connected with the Ph.D. programme of the University in accordance with this Ordinance:

- The University Research Degree Committee (URDC) as per University Ordinance-33
- The Departmental Research Degree Committee (DRDC)
- The Research Advisory Committee (RAC)

13.2 The DRDC shall consist of the followings:

- | | |
|--|------------------------|
| (a) Head of Department | Chairperson |
| (b) All Professors of the Department, | Members |
| (c) One Associate Professor and One Assistant Professor (having Ph. D. Degree) of the Department, according to the seniority, by rotation in every two years | Member |
| (d) Emeritus Scientists/Emeritus Professors (if any) in the concerned School | Special Invitee |

DRDC quorum should be 50% of the DRDC members plus one member. In case of less than four DRDC members, DRDC can opt more than one Assistant Professor/Associate Professor as per seniority from the Department.

Where there are five or less than five teachers in the Department, the DRDC shall consist of the followings:

- | | |
|--|--------------------|
| (a) Professor of the concerned Department/Dean of the concerned School
(If Professor is not available in the concerned Department) | Chairperson |
| (b) All teachers of the Department eligible to supervise the Ph.D. research scholars | Members |
| (c) A senior teacher of a sister Department/School nominated by the Professor/Dean in consultation with the Head of Department, according to the seniority, by rotation in every two years | Member |

DRDC quorum should be 50% of the DRDC members plus one member. In case of less than four DRDC members, DRDC can opt more than one Assistant Professor/Associate Professor as per seniority from the Department.

Note:

*The DRDC shall appoint one of its members as **Member-Secretary**. Supervisor and Co-Supervisor (if any) of the concerned Ph.D. scholar may be invited to attend the meeting of DRDC, if situation arises. In the case of Schools consisting of a single department, a senior teacher of a sister School recommended by the Dean of the concerned School shall also be a member of the DRDC.*

13.3 Constitution and Functions of the DRDC

- (a) The proposal for constitution of DRDC shall be prepared by Head of the Department which shall be forwarded for approval and notification by competent authority.
- (b) DRDC will conduct the personal interview during the process of Ph.D. admission.
- (c) Allotment of Supervisor, Co-supervisor and recording reasons for not admitting a candidate.
- (d) Recommendation for extension of time for submission of thesis.
- (e) Recommendation to pursue a part of research outside the University.
- (f) Approval, Assessment and Grading of the Ph.D. Coursework (Research Proposal Presentation only).
- (g) Monitoring the research progress of the research scholar.
- (h) Approval of Research plan proposal and language of the thesis and related work.

- (i) Sanction of duty leave to the Ph.D. scholar.
- (j) Assessment of Ph.D. work through pre-submission seminar.
- (k) Maintaining the record of research paper publications of the candidate.
- (l) Recommendation of panel of experts for thesis evaluation.
- (m) Assessment of revised thesis for satisfactory compliance, if any.
- (n) Arrangement of Viva-voce examination in the absence of the supervisor.
- (o) Arrangement / allotment of supervisor and / or co-supervisor as required in the absence of the original supervisor in case of casualty / resignation / on long leave i.e., more than two (02) years.

13.4 The RAC shall consist of the followings:

(d) Supervisor	Convener
(e) Co-supervisor (if any)	Member
(f) One Dean's nominee*	Member
(g) One Head's nominee*	Member
(h) One Nominee of Vice-Chancellor	Member

Note: *Supervisor should send TWO names of the faculty having expertise in the area of research/subject of Ph.D. research scholar.

13.5 RAC and Its Functions

There shall be a Research Advisory Committee, as defined in the Statutes/Ordinance of the Institution concerned, for each Ph.D. scholar.

This Committee shall have the following responsibilities:

- (a) To recommend for the appointment of Co-supervisor (if not appointed by the DRDC at the time of registration), as per the terms and conditions of eligibility, if required due to interdisciplinary nature of the topic or/and the need of supplementing with expertise.
- (b) To review the research proposal and finalize the topic of research.
- (c) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that she / he may have to do; and
- (d) To periodically review and assist in the progress of the research work of the research scholar.
- (e) In case of research progress is not up to the mark of satisfaction, the RAC shall record the reasons for the same and suggest corrective measures. RAC shall warn or if necessary, shall issue warning letter to the research scholar and report to the DRDC and RAC may call research scholar for further evaluation of progress report in a month.
- (f) If progress is still not satisfactory or no sign of improvement, RAC shall recommend his / her progress report as "unsatisfactory" and report to the DRDC.
- (g) In case of first unsatisfactory progress report, the monitoring of research progress of such research scholar shall be quarterly. If again not satisfactory, RAC shall once again warn or issue warning letter. Next review of progress shall be complete in the within a month. In both cases, satisfactory and unsatisfactory, RAC shall report the matter to the DRDC.
- (h) In case of two (02) consecutive unsatisfactory half-yearly progress reports, the RAC may recommend to the DRDC with specific reasons for cancellation of his /her Ph.D. registration.

Research scholar shall submit his/her progress report in triplet (03 copies) to their supervisor. A research scholar shall appear before the RAC once in six months along with progress report to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the RAC to the DRDC with a copy to the research scholar. In addition, the Research Scholar will have to submit Self-Assessment Report (Annexure M).

- 13.6 The DRDC shall not, under any circumstances, make any recommendation which is not in conformity with this Ordinance, or such other directions as may be issued by the URDC or the Academic Council from time to time in relation to the Ph.D. programme. Any recommendation/decision/suggestion made by the DRDC under any unforeseen circumstances which is not in conformity with this Ordinance or is outside its jurisdiction or scope, the same shall be deemed to have been cancelled.

14 . SUPERVISOR AND CO-SUPERVISOR

14.1 Allocation of Supervisor and Co-Supervisor:

- 14.1.1 Every registered candidate shall be assigned an eligible Research Supervisor by the DRDC of the concerned Department in the manner as laid down under Clause 8.2 of this Ordinance. The DRDC may, if necessary, assign an eligible Co-Supervisor, in the same manner.
- 14.1.2 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by scholar at the time of interview/viva voce/interaction.
- 14.1.3 At the time of registration, a tentative topic/title or working topic/title shall be decided by the scholar in consultation with the assigned supervisor. The final topic/title may be decided by the concerned supervisor based on the research outcome of the Ph. D. research work of the scholar. The minor change of the title may be recommended by the RAC of the concerned scholar and approved by the DRDC of the concerned department before the thesis submission. In case of topics/title which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/School/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions. The status of the outside Institution/University shall be either at par with CUSB or higher, i.e., either NAAC graded A, or/and NIRF ranking below 101 or/and Institutions of National Importance or/and Government Accredited Research Institutions or/and any Foreign Higher Education Institution having world ranking below 500 or/and Foreign Government-Funded Institutions. If a foreign academician is interested in serving as a co-guide/co-supervisor considering the stipulated conditions, for a research scholar then a case-by-case consideration can be made.
- 14.1.4 As the best practice, co-supervisor can be appointed at the time of admission, if required. However, if research scholar and supervisor both feels the expertise or

need of the co-supervisor in their Ph.D. research programme, they may proceed for the same to seek the recommendation of the DRDC of concerned Department at any stage of their Ph. D. programme considering the basic guidelines of the co-supervisor and Ph.D. thesis submission requirements.

- 14.1.5 The part-time (external) research scholar employed in academic/research institute or Govt. organization shall normally have one Supervisor from the University and another from the parent organization (Co-Supervisor), where she/he will be carrying out the research work (such candidate will submit a certificate from the Co-Supervisor to the effect that she/he did work under the Co-Supervisor during the period). The Supervisor and Co-Supervisors shall consult each other in all matters pertaining to the progress of the research work of the candidate.
- 14.1.6 In case a candidate is permitted to do a part of his/her research work at a place outside the University for a period of one semester or more, the person who will be looking after the research work of the candidate at the outside organization for more than one year shall be appointed as Co-Supervisor and if period is less than one year shall be appointed as External Supervisor by the concerned DRDC.

14.2 Eligibility of Ph.D. Supervisor:

- 14.2.1 Any full-time regular Professor of CUSB with at least Ten (10) research publications in the peer reviewed or referred journals out of which Five (05) research publications shall be after the award of his/her Ph.D. degree, and any full-time regular Associate Professor of CUSB with a Ph.D. degree and at least Six (06) research publications in the peer reviewed or referred journals out of which Three (03) shall be published after the award of his/her Ph.D. degree, any full-time regular Assistant Professor of CUSB with a Ph.D. degree and at least Three (03) research publications in the peer reviewed or referred out of which One (01) shall be published after the award of his/her Ph.D. degree, may be recognized as Research Supervisor. In case of any clarification that is required on research publication of a teacher or any ambiguity in any other related issues, the opinion of the Dean of the concerned School and the DRDC of the Department of the teacher shall be sought for approving a faculty as Research Supervisor.
- 14.2.2 Provided that in areas/disciplines where there is no or only a limited number of refereed journals are available, the URDC may relax the above condition for recognition of a faculty as a Research Supervisor with reasons recorded in writing with the approval of the Vice-Chancellor of the University.
- 14.2.3 Only a full-time regular teacher of the University can act as a supervisor. The external supervisors are not allowed. However, co-supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from outside the department/Institution/University with the recommendation of the RAC of the concerned scholar and approved by the DRDC.
- 14.2.4 Scientist/Scientific Officer/Research Officer/UGC-Faculty Recharge faculty/ INSPIRE Faculty, who is appointed for a period of not less than 5 years in the University and who holds Ph.D. degree along with the criteria mentioned in the Clause 14.2.1 of this ordinance shall also be eligible to guide Ph.D. scholars provided she/he still has three years of service period for the University from the date of the registration of the scholar. The teachers of the University who are appointed against the above post are also eligible to guide Ph.D. scholar

provided the hold lien on their substances post and otherwise qualified to guide Ph.D. scholar as per this Ordinance.

- 14.2.5 If a teacher working in a department different from his/her specialization wishes to guide a candidate in the subject in whom the teacher holds the Ph.D. degree, she/he may be appointed as the supervisor/co-supervisor of the candidate. However, the candidate shall be admitted only in the specialized department corresponding to the subject of the research of the candidate, in accordance with the normal procedures as laid down for admission.
- 14.2.6 Emeritus Professor/Scientist/Fellows/reappointed-faculty, appointed by the University or any national organization, shall be eligible to guide Ph. D. scholar, provided that after retirement she/he consents to continue to supervise the candidate and have at least published Fifty (50) research papers/articles in the journal of national and international reputes or in the peer reviewed or referred and successfully produced Six (06) Ph.D. scholars, subject to the recommendation of the DRDC and the approval of the URDC.
- 14.2.7 Adjunct faculty members shall not act as Research Supervisors and can only act as co-supervisors.
- 14.2.8 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.
- 14.2.9 A teacher who has retired/resigned from the University service may continue to be the supervisor, if his/her research scholar has fulfilled the minimum period requirement for the submission of the thesis as per Clause 6.1 and the scholar so desires.
- 14.2.10 In case where the supervisor of the candidate is appointed in a sister Department of the University, provision for transfer of candidates pursuing research under his/her supervision in the earlier Department shall be available provided the candidate opts for it and the DRDC of the concerned Department agrees to the proposed transfer. However, the research scholar, subsequent upon transfer, shall be governed by the Ordinance of the Department to which she/he is transferred.
- 14.2.11 In situations such as non-availability or absence of the research supervisor or absence of the research supervisor from department for more than six months, research problem involving specializations other than that of the research supervisor and interdisciplinary nature of the research problem, and there is no co-supervisor earlier appointed then the research supervisor can nominate a co-supervisor with the approval of the concerned DRDC duly recommended by the RAC and supervisor.
- 14.2.12 In case, any person joined CUSB as teaching faculty on full time regular position. Their all-research scholar registered at the previous University shall get registration provided they have to full-fill the admission criteria as mentioned in this ordinance. Their previous registration period shall be counted at CUSB provided the submission of NoC from the concerned educational institution and they shall avail all benefits as initially registered research scholar of CUSB gets.

14.3 Quota of Ph. D. Supervisors

- 14.3.1 The Ph.D. ordinance related to quota of Ph.D. Supervisors shall be in consonance with the provision as laid down in Clause 6.5 of UGC Ph.D. Regulation-2016 which is as under:

A Research Supervisor/Co-supervisor who is a professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as

Research Supervisor can guide up to a maximum of Six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

The Chairperson of the department concerned should keep record of the number of scholars/students working under a supervisor, in his department and before recommending the name of a Supervisor/Co-Supervisor, she/he will ensure that the number of research scholars working under that supervisor is within the limit as laid down.

A seat with Research Supervisor will be considered vacant immediately on the submission of the Ph.D. thesis of the research scholar.

- 14.3.2 In case a Co-supervisor is also appointed, the research scholar shall be counted towards the quota of both the Supervisor and the Co-supervisor.
- 14.3.3 All research scholars including the teachers registered for Ph.D. except those referred in Clause 14.3.1 be counted within this quota.
- 14.3.4 In case of the Ph.D. scholar enrolled under joint supervision (Supervisor and Co-supervisor) the seat / quota would be counted as half for each of the supervisors.

14.4 Leave, deputation, Superannuation/Retirement/Disciplinary Action of supervisor

- 14.4.1 If the supervisor of a research scholar proceeds on leave for a period of more than 12 months, or she/he proceeds on leave for a period of lower than 12 months, but later extends his/her leave beyond 12 months, then, (i) If research scholar wants to continue his/her research under the same supervisor he/she shall be allotted a co-supervisor till his/her completion of the Ph.D. programme, otherwise upon the request of Ph.D. scholar a new supervisor will be allotted by the concern DRDC, (ii) If the research scholar completed his/her residency period or submits the abstract of the thesis or the thesis itself before the supervisor proceeds on leave, then the existing supervisor shall continue to be the supervisor.
- 14.4.2 Further, provided that if the supervisor of a research scholar proceeds on lien/deputation to another Institution/University for a period of more than 12 months, the RAC/DRDC/URDC may permit a research scholar to complete his/her research work under the same supervisor in new Institution/University provided consents of the Supervisor, along with a co-supervisor (CUSB) allotted by the concern DRDC and NoC from the new Institution/University. The RAC/DRDC/URDC has to be convinced that the facilities available in the host institution are adequate for successful completion of research work. If a research scholar submits his/her Ph.D. thesis before lien/deputation is over the supervisor shall be as supervisor otherwise supervisor shall get all due credit of the co-supervisor and co-supervisor will get the credit of supervisor.
- 14.4.3 If the supervisor of research scholar expires or is terminated from the University service, she/he shall cease to be the supervisor.
- 14.4.4 If the supervisor of a research scholar is under suspension due to financial or/and administrative charges, she/he shall cease to be the supervisor during the entire period of his/her suspension and a co-supervisor shall be appointed for the entire duration of the Ph.D. thesis of the research scholar. If the supervisor of a research scholar is under suspension due to sexual harassment / gender offences, she/he may cease to be the supervisor during the remaining period of his/her service.

However, if he/she will be found innocent and his/her suspension was revoked then Vice-Chancellor may allow him/her to be a supervisor. If the suspension of the supervisor is not revoked before the submission of the thesis, the co-supervisor shall be deemed to be supervisor for the research scholar and the DRDC of the concerned department shall accord approval there to before the submission of thesis.

- 14.4.5 If a teacher, except for the one governed by the Clauses 14.2.1 to 14.2.4 retires/resigns from the university service, she/he shall cease to be the supervisor.
- 14.4.6 In all cases, where the existing supervisor of a research scholar ceases to be the supervisor, the DRDC shall appoint the co-supervisor, if any, as the supervisor of the research scholar, provided the co-supervisor is from the same discipline. If there is no co-supervisor for the concerned research scholar or the co-supervisor is from a different discipline, then the DRDC shall appoint an eligible supervisor from the department and shall transfer the research scholar. In an extraordinary situation, if there is no vacant seat available with a supervisor, the transferred scholar seat shall be treated as supernumerary and shall be exempted from any other conditions.
- 14.4.7 In case of lack of mutual understanding and harmony between supervisor and research scholar, the DRDC shall amicably resolve the issues considering the gravity of the issues. However, if the issues has not resolved by the DRDC then the change of supervisor may be permitted by the DRDC with the mutual consent of the Research Scholar, existing Supervisor and new Supervisor. Provided a new supervisor should have vacancy of the Ph.D. quota. Further, the DRDC shall propose to cancel the research scholar's registration only when all possibilities and options for resolving the issues are exhausted. However, we should not deviate from the code of conduct and any kind/type of ethics.

15 Ph.D. COURSEWORK

15.1 Duration, backlog and other provision for course work

- 15.1.1 A research scholar seeking admission to a Ph.D. programme in any discipline shall be required to complete a coursework approved by the Academic Council during the initial one or two semesters for a minimum period of one semester. However, this period can be extended for another semester as per the requirement of the department. It will be mandatory for the candidate to qualify in the course work of the concerned department as per the norms prescribed in this Ordinance.
- 15.1.2 The backlog examination of Ph.D. Course Work not cleared in the first semester may be conducted within one month from the declaration of the result. If a research scholar fails to clear the backlog examination, she/he will have to repeat the course work in the second semester. In case course work examination is conducted in second semester and a research scholar fails to clear the same, she/he will only have option to appear in the backlog examination within one month and shall not be permitted to repeat the semester. Under no circumstance any Ph.D. scholar will be allowed to continue beyond one year. If she/he fails to clear the course work his/her registration shall be cancelled.
- 15.1.3 Research scholars who are already holding the M.Phil. Degree and admitted to a Ph.D. programme, or who have already completed course work in an M.Phil. and

have been permitted to pursue a Ph.D. in an integrated course, may be allowed to pursue a Ph.D. programme and the DRDC may waive them from the coursework, provided the research scholars fulfill the minimum credit requirement prescribed by the department. Such research scholars will be issued a Ph.D. Coursework Exemption Certificate by the University. All other research scholars seeking admission to the Ph.D. programme will have to successfully complete the Ph.D. coursework as prescribed by the department.

15.2 Credit, Lecture mode, Attendance, and Evaluation

- 15.2.1 Ph.D. Coursework will be a minimum of 12 credits and a maximum of 16 credits.
- 15.2.2 At least four credits will be given to one or more courses on research methodology in the Ph.D. course covering areas such as qualitative methods, quantitative methods, data interpretation, computer applications, and review of published research in the relevant field, training, fieldwork, etc.
- 15.2.3 A two credits course on Research and Publication Ethics (RPE) as prescribed by UGC is compulsory.
- 15.2.4 All the courses will be advanced level course to prepare students for pursuing advanced level research for the Ph.D. programme.
- 15.2.5 The details of courses, course credits and other related matters will be determined as per the Ordinance of the department concerned.
- 15.2.6 A minimum of 75% attendance in the coursework will be mandatory for the research scholars for full time and part time (internal/external).
- 15.2.7 The details of courses, course credits and other related matters not provided in this Ordinance shall be prescribed in accordance with the UGC Guidelines and Ordinance. The evaluation of the course related to Ph.D. Programme will be done by the course instructor(s). A Ph.D. scholar must obtain a minimum of 55% marks in the UGC 10-point scale or its equivalent grade (or equivalent Grade/CGPA by whatever grading system is followed) in the course work and submit the thesis while continuing with the programme. In case of any discrepancy related to evaluation or subject matter, the RAC and DRDC will be consulted. The grades will be finalized after a joint evaluation or a thorough overview of the subject-matter related work as given below:

Letter Grade	Numerical Grade Point	Class Interval (in %)
O (Outstanding)	10	Above 90 and ≤ 100
A+ (Excellent)	9	Above 80 and ≤ 90
A (Very Good)	8	Above 70 and ≤ 80
B+ (Good)	7	Above 60 and ≤ 70
B (Above Average)	6	Above 50 and ≤ 60
C (Average)	5	Above 45 and ≤ 50
P (Pass)	4.5	40 to 45
F (Fail)	0	< 40
Ab (Absent)	0	Absent

15.2.8 Courses for Ph.D. programme namely

- i. Research Methodology [Dept Code-10-Sem-DC-001-Credit]
(E.g. **BTN 10 1 DC 001 04**) (Previously known as 901)
- ii. Research and Publication Ethics (newly added)
(E.g. **BTN 10 1 DC 002 02**)
- iii. Tools and Techniques (previously known as 902)
(E.g. **BTN 10 1 DC 003 04**)
- iv. Research Proposal Presentation (previously known as 903)
(E.g. **BTN 10 1 DC 004 04**)

All the courses aforesaid mentioned (i, ii, & iii) will be evaluated by the respective course instructor(s) or faculty member(s). And the evaluation report will be sent through DRDC to the office of the Controller of Examination. The end semester examinations of these courses will be of 100 marks. The items of the examination paper should focus on analytical, critical thinking and reflective nature. The calculation method of grades for these courses will be the same as for the respective PG courses and will not be placed before the examination board.

Note:

The Research Scholar will earn the required credits from the above-mentioned courses and syllabi will be designed and framed by the Board of Studies of the concerned Department. No Research Scholar shall be permitted to earn the coursework credits through online platform like SWAYAM/Course era etc.

15.2.9 The allotted maximum of 100 marks of course code **BTN 10 1 DC 004 04** (previously known as 903) will be divided into two parts, 75% for writing the research proposal plan (submission of minimum four hard copies to the Department mandatory) and the remaining 25% for Research Plan Proposal presentation. This evaluation will be done jointly by the RAC concerned and DRDC, and the marks obtained by the Ph.D. scholar will be submitted to the office of the Controller of Examination through DRDC.

15.3 Part-time (External) Scholars

- 15.3.1 The part time research scholar shall have to complete six months course work in the concerned Department of CUSB.

15.4 Part-time (Internal) Candidates

- 15.4.1 Teaching employee of Central University of South Bihar Gaya, holding a full-time regular position registered as Ph.D. Scholar shall complete his/her coursework without affecting his/her teaching and allied works. It is suggested that the Head of the Department should prepare the class time table of the concerned teaching employee, registered for Ph.D. Programme in such a manner which will not affect the course work classes.
- 15.4.2 Non-Teaching employee of Central University of South Bihar Gaya, holding a full-time regular position registered as Ph.D. Scholar shall complete his/her coursework. Non-teaching employee shall take suitable leave to complete the coursework.

15.5 Foreign Candidates

Foreign research scholars will also follow the course work as mentioned in section 15.1 and 15.2 with similar terms and conditions as applicable for Indian students.

16 PERFORMANCE EVALUATION

16.1 Progress Report:

- 16.1.1 The RAC and DRDC shall monitor the academic/research progress of each research scholar. For this purpose, the research scholar shall submit mandatory a progress report on a prescribed proforma (*Annexure- C*) in triplicate within a month (January and July) at the end of each semester to the DRDC through his/her Supervisor and Co-supervisor (if any). The RAC shall submit research scholar's progress report along with their specific comments/suggestion to the DRDC for its recommendations.
- 16.1.2 In beginning of each semester (January and July) research scholar shall make presentation on the progress of his/her research work done during the whole previous semester (July-Dec & Jan-June) through a seminar along with their progress report before the concern RAC in the presence of their Supervisor and Co-supervisor (if any). The RAC shall evaluate the progress made by the research scholar and submit its recommendations to the concerned DRDC.
- 16.1.3 In January and July of the next semester, all Ph.D. research scholars' progress reports in triplet will be put up by their Supervisor and/or Co-supervisor before the respective DRDC with their recommendations. For all other matters, the University academic calendar shall be followed. After the DRDC recommendations, a copy of the progress report shall be given to the respective research scholar and his/her supervisor, and a copy will be kept as a record in the office of the Department and minutes of the DRDC meeting shall be sent to the office of CoE for information and necessary action (if any).
- 16.1.4 In case of adverse comments/recommendation of the RAC, the DRDC may request Supervisor and Co-supervisor (if any) to ask the research scholar to present his/her progress through a seminar before the DRDC and justify their case. The chairperson of the DRDC shall forward the progress report recording the reasons with specific recommendations to the office of Controller of Examination and a copy to the Dean of the concerned school for their consideration and necessary action.
- 16.1.5 A research scholar's progress in any semester shall be considered unsatisfactory, if the research scholar is absent for a period exceeding the period specified in clause XVII and/or his/her research progress is not up to mark as per his/her RAC assessment.
- 16.1.6 The research scholar shall submit his/her research progress reports for each semester till the submission of the thesis. The last research progress report of the candidate shall be submitted to the office of the Controller of Examination, in the manner prescribed, along with submission of his/her Ph.D. thesis.
- 16.1.7 A research scholar who has been admitted to a Ph.D. programme under Clause 7.2.9 of this Ordinance shall produce a certificate from the Head of the

Department of his/her previous Institute for the period she/he has done research work there. She/he will also submit all the last six monthly research progress reports duly forwarded by the parent department / institution along with a detailed report of the research work done in the previous institution certified by his/her former Head of Department. However, for the remaining period of research at this University, she/he will submit research progress reports at the end of each semester until the submission of the thesis.

- 16.1.8 A research scholar who is registered in a Ph.D. programme under Clause 4.2 (a) or (b), i.e. part-time (internal/external) Ph.D. research scholar, will deliver a lecture on the progress of his/her research work carried out during the current semester. These lectures will be held through online or offline or blended mode in front of their Supervisor and Co-Supervisor (if any), and the RAC concerned. Their research progress report (in triplicate) will also be placed before the committee. Apart from this, it is mandatory that such scholars will present at least two seminars in the concerned department or school open for all. The respective RAC will forward its recommendation to DRDC based on the lectures and research progress report submitted.

16.2 Research Plan Proposal:

- 16.2.1 The research proposal is usually accompanied by a RAC report, separately in about 8-12 pages containing the introduction/preamble, definition of problem, approach, methodology, expected results/outcomes and references. The proposal shall also indicate the tentative topic/title of the research.
- 16.2.2 The RAC shall evaluate the research plan proposal submitted by the research scholar. Ph.D. research scholar shall deliver a detailed presentation called **“Research Plan Proposal Seminar”** before the RAC and DRDC in defense of his/her submitted research proposal.
- 16.2.3 The **“Research Plan Proposal”** of the research scholar shall be submitted to the DRDC by the RAC along with their clear recommendations and/or comments and/or suggestions, if any.
- 16.2.4 The DRDC, if satisfied with the research plan proposal, shall approve the same along with the topic/title of research, and shall forward its recommendation to the office of Controller of Examination with a copy to the Dean of the concerned School.
- 16.2.5 If the DRDC is not satisfied with the quality of the research plan proposal of the research scholar, from the comments or/and suggestions of the RAC, the research scholar shall submit a revised/new research plan proposal within a month and a fresh seminar will be held before the RAC and DRDC. A fresh assessment will be made on the basis of the research scholar's revised/new research plan proposal and his/her presentation.
- 16.2.6 If the research scholar fails to submit the research plan proposal at the end of the coursework and/or at the end of second semester or the research plan proposal of the research scholar is not approved by DRDC even after following Clause 16.2.4 is done. In such case the admission/registration of the research scholar shall be treated as cancelled.
- 16.2.7 The all above conditions as mentioned in Clause 16.2.1 to 16.2.6 of this ordinance are equally applicable for all research scholars.

17 LEAVE AND ATTENDANCE

17.1 Leave Rules

- 17.1.1 A Ph.D. research scholar shall be eligible to avail a leave of 30 days in an academic year. This leave shall include all type of leaves such as casual leave and leave for seminar/conference/research methodology workshop etc. She/he shall not be entitled to any inter-semester break, winter and summer vacations. Furthermore, she/he is entitled to an additional leave of up to 10 days on medical grounds in an academic year. The aforesaid leave provisions are cumulative. Further, male/female research scholar shall be eligible for paternity/maternity leave as per University leave rules. In case of medical emergency, the leave may be extended by the Chairperson, the URDC on the recommendations of DRDC in case of more than 30 days medical leave including emergency, the residency period shall be extended for the duration of leave.
- 17.1.2 In addition, a research scholar shall be entitled for Duty Leave of maximum six months for field/laboratory work in India or maximum of one year for the same work abroad. This shall be sanctioned by DRDC after due recommendations of RAC of the research scholar.
- 17.1.3 In special case or/and under any collaborative research requirements, research scholar shall be entitled to do part of his/her Ph.D. thesis research work abroad or/and outside the C.U.S.B. initially for one year and extendable yearly up to without exceeding maximum duration of the Ph.D. thesis submission. During this period research scholar is on duty leave and she/he shall submit his/her progress report in due time through email and present their research progress report through online mode before his/her respective RAC, failing which this leave will stand automatically terminated. This special leave shall be sanctioned by DRDC after due recommendation of RAC of the research scholar. The Chairperson of the DRDC shall forward the approved special duty leave to the office of Controller of Examination with a copy to the Dean of the concerned School for necessary action and record.
- 17.1.4 Any leave less than a couple of weeks shall be granted by the Head of the Department on the application of the candidate duly forwarded by the Supervisor/Co-supervisor (if any).
- 17.1.5 Any research scholar is entitled to avail the above-mentioned leave after successful completion of their Ph.D. coursework except medical leave and 15 days individual leave in case of emergency.

17.2 Attendance Requirements

- 17.2.1 A research scholar is required to sign on all working days of the University in an attendance register to be kept **mandatory** in the concerned Department's office except when she/he is on duty/sanctioned leave as per Clause 17.1
- 17.2.2 A research scholar, who is pursuing Ph.D. coursework as a part of his/her Ph.D. programme, is expected to have at least 75% attendance in each course.
- 17.2.3 The Supervisor shall issue the attendance certificate duly endorsed by the Head of the Department and the Dean of the concerned school for submission to the Controller of Examination.

- 17.2.4 The attendance requirements and leave rules shall be applicable to the part-time (external) research scholars also during their stay in the University.
- 17.2.5 Research scholars shall be required to attend lectures (colloquium/guest/special/etc/not directly related to their coursework) and participate in seminars/departmental seminars/group seminar/sectional seminar/etc arranged in the Department during the Ph.D. coursework.
- 17.2.6 It is expected that the DRDC of the concerned department should ensure the high standard of teaching-learning during the course-work of research scholars and for that count the Head of the Department may organize special lecture in the domain area by internal or external subject experts in any suitable mode (online or offline or blended).

18 SUBMISSION OF THE THESIS

18.1 Minimum Requirement for the thesis submission

If the Supervisor/Co-Supervisor (if any) agrees that the research scholar has achieved or completed the following criterion, may proceed to submit his/her thesis.

- 18.1.1 A piece of original research work characterized either by the discovery or new facts, or by a Fresh interpretation of facts or theories. It should show the research scholar's capacity for critical examination and judgment. It must be satisfactory as far as its content of facts, language and presentation are concerned.
- 18.1.2 The Ph.D. research scholar should have at least one (01) published research paper based on his/her research work in Social Sciences Citation Index (SSCI)/ Arts & Humanities Citation Index (AHCI) Journals/Scopus Indexed Journals/ Peer-Reviewed Journals before submission of the thesis in Arts, Humanities and Social Sciences and Languages, and for Science subject, at least one (01) research paper should have been published in Science Citation Index (SCI)/Science Citation Index Expanded (SCIE) Journals/Scopus Indexed Journals/-Peer-Reviewed Journals before submission of the thesis in which at least his/her Supervisor and/or Co-supervisor (if any), should be one of the co-authors. The reprints/proofs/pre-prints/acceptance letter of the research papers shall be attached at the end of the thesis. This has to be certified by the Supervisor/Co-supervisor (if any) and the Head of the Department. It should also be attached at the end of the Ph.D. Thesis.
- 18.1.3 The Ph.D. research scholar should make two paper presentations (oral or poster) either online or off-line or blended mode in each, the national and International conference/seminars/workshops/symposium/meeting before the submission of the thesis and produce evidence for the same in the form of a presentation certificate/paper published in the claimed event(s) proceeding(s) and research scholar is the main presenter. This has to be certified by the Supervisor/Co-supervisor (if any) and endorsed by the Head of the Department.
- 18.1.4 Publications in the Proceedings of Conferences / Seminars / workshops / symposium / meeting should not be considered as a research paper. The research scholar whose at least one research paper has been published or/and accepted for

publication in the journals mentioned in Clause 18.1.2 of this ordinance, may be allowed to submit the synopsis and the thesis.

18.2 Pre-submission Seminar

- 18.2.1 Before pre-submission seminar, the Ph.D. research scholar should have one (01) published/accepted research paper and should have made two paper presentations (oral or poster) either online or off-line or blended mode in each, the national and international conference/seminars/workshops/symposium/meeting.
- 18.2.2 In case of issues related to Intellectual Property Rights (IPR) necessary patents shall be filled before disclosure in the pre-submission seminar.
- 18.2.3 On completion of the research work for the Ph.D. by a research scholar, the supervisor shall organize a pre-submission seminar, in consultation with the Head of the Department/Dean of the School to apprise the teachers and other research scholars of the Department/School of the research scholar's work and receive suggestions for improvement of the research work. The DRDC shall assess the work of the candidate through this seminar. The supervisor of the research scholar shall be the convener of the pre-submission seminar. If the DRDC is not satisfied with the quality of the work of the candidate, then the candidate shall do further work incorporating the suggested improvements and deliver a fresh pre-submission seminar after a definite period specified by the DRDC, however, not before one month.
- 18.2.4 It is required by the research scholar to provide a hard/soft copy of synopsis/summary/report that can reflect the novelty of his/her Ph.D. research work, to all the members of the DRDC/RAC, well in advance. The Supervisor/Co-supervisor (if any) of the research scholar shall circulate the achievements and/or findings of the research scholar among the members during the pre-submission seminar.
- 18.2.5 The exact title of the thesis shall be approved by the DRDC with the recommendation of the RAC and Supervisor/Co-supervisor (if any) before the pre-submission seminar.
- 18.2.6 If the DRDC is satisfied with the pre-submission seminar of the research scholar, the Chairperson of the DRDC shall forward the application of the research scholar for submission of the thesis along with a certificate about the satisfactory completion of the pre-submission seminar (**Annexure- E**) and the exact title of the thesis to the office of Controller of Examination with a copy to the Dean of the concerned School.

18.3 Submission of the Thesis

- 18.3.1 The research scholar is required to submit the thesis within six months from the date of his/her open pre-submission seminar (without exceeding the maximum time limit for the submission of the thesis as laid down in Clause 6.2), failing which she/he shall be required to deliver a fresh pre-submission seminar. There is no minimum time limit in this case, however, in general/practice open pre-submission seminar and thesis submission should not be the same date.
- 18.3.2 Any extended or normal registration period left beyond the date on which the thesis is forwarded for submission, as aforesaid, shall be deemed to have been terminated on the said date.

18.3.3 The research scholar shall submit the thesis to the Controller of Examination, duly forwarded by the Head of the Department. While submitting the thesis the research scholar shall submit the followings:

- (a) TWO copies and one soft copy (in a CD/USB or through email in the pdf format) of the abstract/synopsis of the thesis type-written or/and both side printed 3 to 6 A4 size pages in Times New Roman, font size 12 describing the salient features of his/her investigations/findings duly forwarded by his/her Supervisor and Co-supervisor (if any) and Head of the department shall be submitted to the office of the CoE. For language programme, 'Unicode' or 'Krutidev' can be used. The abstract/synopsis of the thesis including Table of Contents shall be written in English provided a translation of the same in Hindi is also appended, must be forwarded by the Supervisor and Co-supervisor (if any), to the Head of the Department for consideration by the DRDC The CoE office of the CUSB will provide a suitable template for writing the abstract/ synopsis in LaTeX and in doc formats.
- (b) TWO copies and one soft copy (in a CD/USB or through email in the pdf format) of the thesis in English (for subjects other than languages) as per the format given in **Annexure- B**. The thesis must be forwarded by the Supervisor and Co-supervisor (if any), to the Head of the Department for forwarding to the CoE. The maximum length of the thesis should not exceed 250 to 300 pages (not beyond 300 pages) (A4 size, both side typed matter) pages, excluding bibliography, tables, diagrams and published papers or manuscripts along with the thesis. Thesis also should not be less than 50 pages in total. Exemption from page restriction shall not be entertained under any circumstances.
- (c) The title of abstract/synopsis and thesis shall be the same. The thesis and abstract/synopsis should NOT be hard bound, and it should have a thin and flexible cover. Hard bound **final thesis (FOUR copies)** will be submitted after incorporation of all suggestions and corrections by the external examiners of the thesis evaluation in the office of CoE through Proper Chanel and after this Final Viva-Voce Examination shall be conducted.
- (d) A declaration by the Ph.D. scholar shall be given as per the format prescribed in **Annexure- D to Annexure- I**.
- (e) A certificate of successful completion of the coursework and pre-submission seminar shall be issued by the Head of Department as per the format given in **Annexure- E**.
- (f) A copyright transfer certificate as per the format given in **Annexure- F**.
- (g) The abstract/synopsis and thesis shall not be accepted by the office of the Controller of Examination if the research supervisors do not submit the list of panels of examiners along with their consent email for the adjudication of the thesis in a sealed cover and if the Certificate of Genuineness of Research Publication (with the first page of published paper) is not enclosed at the time of submission of the abstract/synopsis and thesis.

18.3.4 The research scholar shall also submit one copy of the final thesis and one copy of the abstract/synopsis to the Supervisor, Co-supervisor, as the case may be. The thesis shall contain all required certificates such as a copyright certificate, plagiarism report, Certificate of Genuineness of Research Publication, acknowledgement of the research scholar, etc., at the beginning of the thesis on a separate page (**Annexure- F**). A sample copyright format is given below:

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- 18.3.5 Thesis shall contain a short CV of the research scholar and proof of publications in terms of the published papers of the thesis work in the journals, conference/ symposium/ workshop certificates, papers published in the proceedings of the thesis work, list of research publication, list of conference/ seminar/ symposium attended or/ and presented, list of honors/ awards received etc., at the end of the thesis.
- 18.3.6 In order to promote Hindi as local language or Local language in higher education and research in view of the National Education Policy (NEP) - 2020, the research scholars are generally encouraged to submit an additional copy of the final thesis written in Hindi, which will be kept in the University Library for reference.
- 18.3.7 No tuition fee shall be collected by the institutions from the research scholars after submission of the thesis.
- 18.3.8 The research scholar may incorporate in the thesis; the contents of any work published by him/ her on the subject during the course of his/her Ph.D. and shall indicate the same in the thesis. If any content of the published work has been incorporated in the thesis of one of the authors, then the same content cannot be included by any of the other authors for award or any degree or diploma i.e., the contents of the submitted thesis shall not be the part of any other degree or diploma or certificate even for the original research scholar. If Ph.D. thesis contains any unpublished work, it shall be published later keeping the original research scholar as first author in the light of code of general ethics of research publication.
- 18.3.9 The office of CoE shall send abstract/synopsis and thesis by email to the selected external thesis examiner and make sure their receiving through email/phone call. If examiner prefers hard copy of the thesis, hard copy of the same shall be dispatched by the surface mail by the CoE office.
- 18.3.10 A thesis once submitted cannot be re-submitted except when the examiner recommends for the revision of the thesis.
- 18.3.11 The color of the thesis for several streams will be as follows:
 - (a) Agriculture – Green Color
 - (b) Education & Physical Education – Blue Color
 - (c) Law & Governance – White Color
 - (d) Science – Maroon Color
(Bioinformatics, Biotechnology, Life Science, Environmental Science, Mathematics, Statistics, Computer Sciences, Physics, Chemistry, Pharmacy)
 - (e) Social Science– Pink Color
(Psychology, Clinical Psychology, English, Hindi, Mass Communication and Media, Commerce and Business Studies, Economics, Political Science and International Relations, Sociological Studies, Historical Studies & Archeology, Geography Geology)

19 THESIS EVALUATION PROCEDURE

19.1 Panel of Examiners

- 19.1.1 The Ph.D. thesis submitted by Ph.D. Scholar shall be evaluated by his/her Research Supervisor and at least two (02) external examiners who are experts in the field. The Supervisor and / or Co-supervisor (if any) shall preferably submit panel of examiners having designation of Professors/ Associate Professor/Chief Researcher/Chief Scientist/Principal Researcher/Principal Scientists. Of all the proposed examiners, one (01) examiner may be from outside India and Six (06) examiners from India in which at least Five (05) must be from outside the State of Bihar for consideration of DRDC after the pre-Ph.D. submission seminar or at the time of thesis submission of the research scholar. The people, who are/were not in employment of the University, and those who shall be eminent scholars and specialists in the area of the thesis, normally not more than one from the same Department of a particular University / Institute, can be the external examiners. It is expected that those who have retired from CUSB, may not be appointed as external examiners. The two examiners from the same city, but from different institutions may be suggested in the panel of examiners for evaluation of a Ph.D. thesis.
- 19.1.2 The Supervisor and Co-supervisor (if any) shall ensure the selection criteria of the examiners in consultation with the RAC and DRDC The office of CoE will make a database of the examiners that may be appointed by various departments.
- 19.1.3 The Supervisor and Co-supervisor (if any), shall submit the current complete correspondence and official addresses along with the brief curriculum-vitae, email address, personal cell number or/and official phone numbers, for the evaluation of the thesis and for the conduct of the Viva-Voce Examination.

19.2 Appointment of Examiners

- 19.2.1 To expedite the process, Supervisor and Co-supervisor (if any) shall prepare a panel of examiners and a soft copy of the abstract/synopsis of the thesis to be sent to the subject experts examiners by email to seek their consent for evaluation of Ph.D. thesis.
- 19.2.2 The panel proposed by the Supervisor and Co-supervisor (if any) and approved by the DRDC shall be forwarded to the Vice-Chancellor for final approval and appointment of two examiners in sequence and one research supervisor for the evaluation of the thesis.
- 19.2.3 The office of the Controller of Examination shall send soft copy of the thesis along with abstract/synopsis by email to the examiner(s) for the evaluation. The office of the CoE shall make sure the receiving of the email/ thesis through email/ phone call within two weeks. If examiner prefers, a soft bound copy of the same will be dispatched by the surface mail through the CoEs office.
- 19.2.4 If any examiner declines to evaluate due to any reasons or does not comply with the communication/phone call of the office of CoE within two weeks. The office of CoE will send the documents to the next examiner as sequenced by the Vice-Chancellor in the panel of examiners.

19.3 Thesis Evaluation

- 19.3.1 The Controller of Examination shall forward the copy of the thesis to the Examiners within three days of receipt of consent (preferably via email or if requested by examiner via postal services) and take necessary action to get the thesis evaluation report by the examiner at the earliest preferably within two months
- 19.3.2 The Ph.D. thesis submitted by a research scholar shall be evaluated by at least two external examiners and research supervisor, who are not in employment of the University, of whom one examiner shall be preferably from outside the country.
- 19.3.3 The return of soft bound copy of the thesis is not compulsory especially by the foreign examiner at the end of the thesis evaluation process.
- 19.3.4 In case, the examiner(s) do not send their report within the stipulated time frame a reminder shall be sent to them through e-mail and if possible by a phone call from the CoE office. This shall be followed by a subsequent reminder after a fortnight.
- 19.3.5 In case of the evaluation report not being received from the examiner within 12-15 weeks, their examinership shall be terminated and thesis shall be sent to the next in sequence examiner in the panel of experts as sequenced by the Vice-Chancellor.
- 19.3.6 The examiners shall evaluate the thesis especially with a view to judge whether the thesis is a piece of research work characterized by:
 - (a) The discovery of new facts, or
 - (b) A substantial contribution to the subjects, or
 - (c) A fresh approach towards interpretation of facts or theories, or
 - (d) A distinct advancement in the subject, or
 - (e) An evidence of creativity and originality.

Based on the above-mentioned parameters, the examiner shall be required to give his/her view about candidate's ability for critical examination and sound judgment.

19.4 Examiner's Report

- 19.4.1 The examiner so appointed shall submit the thesis evaluation report on the prescribed proforma as given in **Annexure- G**, for the award of the Ph.D. degree, and shall contain one of the following clear recommendations whether in his/her opinion: [**Note: In all cases a short thesis evaluation report may be submitted by the examiners.**]
 - (a) The viva-voce examination of the scholar should be held; or
 - (b) The thesis, in the present form, cannot be accepted for the viva-voce examination. It should be referred back to the research scholar for revision on certain issues raised in the report and after revision no need to send the thesis back to the examiner; or
 - (c) The thesis, in the present form, cannot be accepted for the viva-voce examination. The thesis should be referred back to the research scholar for revision on certain issues raised in the report and after revision the thesis should be sent back to the examiner for his/her opinion/evaluation; or
 - (d) It should be rejected and the report must be sent to the CoE of CUSB, Gaya.

- 19.4.2 Hard copies of the evaluation reports duly signed by the examiners shall be considered for further processing. Soft copies of the evaluation report should be sent by his/her official email as mentioned in the approved panel of examiners by the Vice-Chancellor.
- 19.4.3 If the CoE of the University is satisfied that the examiners have unanimously recommended that the Viva-Voce Examination of the research scholar be held, she/he shall accordingly do the needful to hold it. If the examiner(s) raise(s) some queries/seek(s) clarifications, the research scholar shall be required to give satisfactory answers to the queries at the time of Viva-Voce Examination.
- 19.4.4 The public Viva-Voce Examination of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/ are satisfactory and include a specific recommendation for conducting the Viva-Voce Examination. No thesis shall earn a degree unless there are TWO positive recommendations from two external examiners received to the office of CoE.
- 19.4.5 If the evaluation report, of one of the external examiner of Ph.D. thesis, is unsatisfactory and does not recommend Viva-Voce Examination, the office of CoE shall send the thesis to the another sequenced external examiner by the Vice-Chancellor out of the approved panel of examiners, Indian or Foreigner as the case may be (i.e. if the thesis is not recommended by a foreigner, the next examiner shall be a foreigner and if it is not recommended by an Indian, the next examiner shall be an Indian), and the Viva-Voce Examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the Ph.D. degree. However, if the next examiner recommends the rejection of the thesis, his/her recommendation shall be final and the thesis shall be deemed to be rejected, and the matter shall be referred to the office of CoE for further instructions and action. Once the third examiner is appointed, any previous recommendations of the examiner in whose place the third examiner has been appointed shall become null and void for all purposes. However, if the third examiner wishes to see the thesis evaluation report of the previous examiner, in this case office of CoE shall provide the same as quickly as possible.
- (a) Provided that the recommendation is not to be considered as negative if a revision is recommended and this revised thesis is accepted by the examiner.
- (b) Provided, further, that if the thesis after revision is not accepted by the examiner, the original and the revised version of the thesis shall be sent to the next examiner as per above and the version approved by the next examiner shall be considered as final.
- 19.4.6 In case the CoE notes that the examiners of the thesis have not recommended unanimously that the Viva-Voce Examination of the research scholar be held. If any of the examiner's report is adverse in nature, then the CoE shall place the reports of the examiners before the respective DRDC for their recommendation.
- 19.4.7 If both the examiners recommend rejection of the thesis, the thesis shall be deemed to be rejected.

- 19.4.8 If the revised thesis is to be referred back to some other examiner, the examiner shall submit his/her report on a prescribed proforma as given in *Annexure- H*. The examiner shall recommend the revised thesis to be either accepted or rejected. Then depending on the recommendation of the other examiner, an appropriate action shall be taken as per Clauses 19.4.3, 19.4.4, 19.4.5, 19.4.6, or 19.4.7.
- 19.4.9 If the examiners insist upon corrections/revision/re-submission to be made, the same shall be made before appearing the Viva-Voce Examination, along with a certificate from the research supervisor that the corrections have been satisfactorily and fully carried out. The detailed report of such corrections, mentioning the corrected page numbers, must be made available.
- 19.4.10 The Viva-Voce Examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the research Supervisor and Co-supervisor (if any) and at least one of the two external examiners, and chairperson of the concerned Department, and shall be open to be attended by the members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers. If the chairperson is the Supervisor or Co-supervisor of the candidate, then the Dean of the concerned school will appoint one of the Professors/Associate Professors as examiner.
- 19.4.11 The University shall develop appropriate methods/mechanism 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 thesis.
- 19.4.12 In the case of any ambiguous recommendations by any examiner, the Controller of Examination shall approach the examiner concerned for a clear recommendation. If a clear recommendation is not forthcoming, the matter shall be referred to the Vice-Chancellor and, in this regard, decision of the Vice-chancellor shall be final.
- 19.4.13 After receiving the reports from both the examiners the Controller of Examination shall inform and make reports available to the Supervisor and Co-supervisor (if any) for appropriate action.

19.5 Viva-Voce Examination

- 19.5.1 The Viva-Voce Examination Committee (VVEC) shall consist of the Research Supervisor and at least one of the two external examiners as nominated by Vice-Chancellor and may be conducted blended (online/offline) mode. The viva-voce shall be open to the members of the Research Advisory Committee/Faculty Members/Research Scholars, and Students.
- 19.5.2 If the thesis has been accepted for the Viva-Voce Examination, the research scholar shall be required to defend his/her thesis in a Viva-Voce Examination, before a duly constituted committee hereinafter referred to as VVEC.
- 19.5.3 The VVEC shall consist of the supervisor and the co-supervisor (if any), the Indian examiner who has evaluated the thesis and the Chairperson of the concerned DRDC or his/her nominee along with two members of the DRDC. The Chairperson of the concerned DRDC or his/her nominee will be the Chairperson of the VVEC.

- 19.5.4 In the case of external candidates, the external Supervisor and Co-supervisor (if any), shall be invited to the Viva-Voce Examination as members of the VVEC.
- 19.5.5 In the case of non-availability of the Indian Examiner for conducting the Viva-Voce Examination, the CoE invite examiner from abroad who has evaluated the Ph.D. thesis of the research scholar, to conduct the Viva-Voce Examination. In this situation, she/he may appear/present in the online mode. In case if both nominated examiners are not available for the Viva-Voce Examination, the Vice-Chancellor may appoint the examiner from the submitted panel of examiners.
- 19.5.6 In the case of unavailability of the Supervisor or Co-Supervisor to conduct the Viva-Voce Examination due to any reason, the chairperson or nominee of the DRDC shall arrange the Viva-Voce Examination. In such cases, the Ph.D. work shall be deemed to have been carried out under the guidance of the original Supervisor/Co-supervisor (if any) only.
- 19.5.7 The Supervisor and Co-supervisor (if any) shall notify the date and time of the VVE in consultation with one of the Indian external examiners as approved by the DRDC and inform the same to the office of the CoE issuing a minimum of one (01) day notification. The date, time and venue of the Viva-Voce Examination with other necessary details shall be adequately notified by the Head of Department on the proposal of the Supervisor so as to enable other faculty members and students to attend it.
- 19.5.8 The Supervisor and Co-supervisor (if any) shall arrange for the Viva-Voce Examination of the candidate strictly within 30 days of the receipt of the consolidated report from the Controller of Examination for conducting the Viva-Voce Examination.
- 19.5.9 The open Viva-Voce Examination of the research scholar may also be done and/or broadcast through Skype/Google meet/Video Conferencing or any suitable mode of electronic online communication.
- 19.5.10 The medium of language for public Viva-Voce Examination will be Hindi/English. In case of language departments, the Viva-Voce Examination shall be held in the respective languages. In some special case and with solid reasons, based on the request of DRDC, Vice-Chancellor may grant the language preference to the research scholar to deliver his/her public Viva-Voce Examination.
- 19.5.11 The Supervisor and Co-supervisor (if any) shall provide all the reports and related necessary documents to all members of the VVEC during the Viva-Voce Examination.
- 19.5.12 The VVEC shall submit a comprehensive report on the performance of the candidate at the viva-voce examination, including the discussions over various points raised. The VVEC shall recommend one of the followings:
 - (a) that the Ph.D. degree be awarded or
 - (b) that the candidate be re-examined in a second viva-voce examination or
 - (c) that the Ph.D. degree be not awarded and the thesis be rejected.
- 19.5.13 If the thesis has undergone major or minor revision after external evaluation, the soft copies of the final corrected version of the Ph.D. thesis must be re-submitted to the office of CoE. In order to ensure that the soft copy is complete and exact replica of the print version accepted for award of Ph.D., the Supervisor and Co-

Supervisor (if any) along with the Chairperson of the DRDC must authenticate the soft copy submitted by the research scholar.

- 19.5.14 A research scholar who is not successful in the public Viva-Voce Examination may be permitted to undergo the VVE a second time within a period of three (03) months with another examiner (preferably an Indian examiner), Dean of School and Chairperson of DRDC along with the Supervisor and Co-supervisor (if any), not before two weeks after the unsuccessful first Viva-Voce Examination.
- 19.5.15 After the submission of the thesis, if a research scholar, has gone abroad (other than SAARC countries) and is not likely to return in near future and the reports of the examiners on the thesis are unanimous without any major critical comments or corrections, the Viva-Voce Examination shall be conducted via Video-Conferencing.
- 19.5.16 When a Supervisor or/and Co-supervisor is shifted from one institution to another, the Viva-Voce Examination may be conducted via Video-Conferencing.
- 19.5.17 For any kind of presentation and public seminars, University has to adopt online mode of electronic communication to enhance its reach to overcome the locational barrier of potential audience.

19.6 Review of Examiners' Report

- 19.6.1 For Ph.D. thesis evaluation, the corresponding actions suggested in the following table may be followed based on the comments/observations received from the external examiners:

Recommendation Examiner-1	Recommendation Examiner-2	Action Suggested
Accept	Accept	Viva-Voce Examination
Accept	Minor Revision and no need to send the thesis back to the examiner	Revise thesis in consultation with Supervisor and Co-supervisor (if any)
Accept	Accept with Major revision and re-submission, and thesis need to be send back to the examiner	Re-submission within Six (06) months after incorporating suggestions. Thesis to be sent to the concern examiner again
Accept	Reject	Thesis to be sent to *Third (03)/ next examiner of the specific panel whose recommendation shall be final and binding. (*Third/ next examiner shall be from the panel of examiners.)
Accept	Reject	The Ph.D. thesis is rejected and DRDC will recommend the cancellation of the registration.

19.6.2 In the case of rejection of the Ph.D. thesis, the Vice-Chancellor shall have the power to constitute an independent three members review panel consisting University's top Three (03) Ph.D. supervisors who have produced good number of Ph.D. students with quality publications in good number, as she/he wishes, to investigate the cause of rejection of thesis. The review panel shall examine the research work and the examiner's report thereon and submit their findings to the Vice-Chancellor for the necessary action. It may also examine the matter to suggest whether the research scholar can carry out further research work on the same topic to rebuild his/her initial work and the correct course of action for achieving that and time frame needed for resubmission of his/her thesis without exceeding the total time period prescribed for submission of thesis in this Ordinance. The review panel shall examine the role/action of Supervisor and Co-supervisor (if any) and suggest accordingly.

19.7 Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the office of the CoE shall submit an electronic copy of the Ph.D. thesis complete in all sense to the INFLIBNET and SHODH GANGA, for hosting the same so as to make it accessible to all interested personnel.

19.8 Award of the Degree

19.8.1 Award of Ph.D. Degree prior to notification of CUSB ordinance relating to award of Degree of Doctor of Philosophy 2021-

Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree) Regulation, 2009 or the UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree) Regulation, 2016 as the case may be. Further the award of degrees to candidates already registered and using Ph.D. shall be governed by these Regulations of UGC (Minimum Standards and Procedure for award of M.Phil./Ph.D. Degree) Regulation 2016. Nothing in these Regulations shall impact the M.Phil. Degree programmes commencing prior to the enactment of these regulations.

19.8.2 The reports of all the examiners on Annexure-G/Annexure- H and the Viva-Voce Examination Committee (VVEC) shall be placed before the URDC for consideration. In the case of unanimous recommendations, the URDC shall approve the award of the Ph.D. degree. In all other cases, the URDC shall take its specific decision based on the reports of the examiners as well as the VVEC.

19.8.3 After the approval of thesis by the URDC for the award of the Ph.D. degree, and submission of "**No Dues Certificate**" in a prescribed proforma, the provisional degree shall be issued to the Research scholar by the Controller of Examination to the effect that the Ph.D. degree has been awarded in accordance with the provisions of the UGC Regulations, 2022 for which the candidate shall apply in a prescribed form by paying the prescribed fee, provided that if the convocation of the University is (not) schedule. The candidate concerned may also be given the examiner's reports after the approval of the thesis for which she/he shall apply separately. However, in case of thesis rejected by the examiners, the

confidentiality of the reports shall be maintained until the final order of the Vice-Chancellor is obtained in this regard.

- 19.8.4 The year of award of the Ph.D. degree shall be the same as the year of submission of the thesis, if the thesis is accepted without revision and resubmission. If the thesis is recommended for revision and resubmission, the year of award of the Ph.D. degree shall be the year of submission of revised thesis.
- 19.8.5 The Ph.D. degree certificate shall mention the title of the thesis, the discipline of research and the Department and the School in which the candidate was admitted for the Ph.D. programme.
- 19.8.6 After the approval of the thesis for the award of the Ph.D. degree, the abstract shall be published in the *“Abstracts of Accepted Thesis for the Ph.D. Degree”* of the Central University of South Bihar, Gaya.
- 19.8.7 Once a thesis has been approved for the award of the Ph.D. degree, the research scholar shall, in case of publication of the thesis in full or in part, state on the title page that it was a thesis approved for the award of the Ph.D. degree of the Central University of South Bihar, or based upon that thesis.
- 19.8.8 The award of Part-time Ph.D. degree will also follow the above-mentioned procedure of this ordinance.
- 19.8.9 Candidates who qualify for the award of Ph.D. degree shall be awarded the degree in the discipline in which the candidate has been registered.
 - (a) However, candidates holding post-graduate degree are permitted to register for research programme (Ph.D.) in interdisciplinary areas in various departments irrespective of the subjects of the study in their PG degree and the degrees be awarded in the field of research and interdisciplinary with the relevant core subjects obtained in the PG Degree course. For instance, for a M.Sc. (Chemistry), candidate who pursued the Ph.D. programme in Environmental Sciences, the degree may be awarded as Ph.D. in Environmental Sciences (Interdisciplinary-Chemistry).
 - (b) The committee comprising Dean of School and Chairpersons of the Board of Studies in PG/UG of the concerned subjects should decide the eligibility of the candidate's subject for admission to Ph.D., in interdisciplinary programmes, if any disputes arise.
 - (c) The eligible Co-supervisor shall be encouraged but it is not mandatory for interdisciplinary studies. On any account, the subject of Co-supervisor shall not be considered for the award of the Ph.D. degree. Further, the department in which the co-supervisor belongs need not to be a recognized research department for that purpose. However, the co-supervisor shall be a part of doctoral committee and shall sign in the thesis as well.

19.9 Unfair means and plagiarism

- 19.9.1 The Controller of Examination office (CoE) of CUSB shall evolve a mechanism using well developed and authentic software and gadgets to detect plagiarism and other forms of academic dishonesty.
- 19.9.2 Each Ph.D. research scholar shall adopt the regulations on Similarity Checks for Plagiarism, Quantification of Plagiarism, Handling of Plagiarism and Penalties of Plagiarism as stipulated in the Promotion of Academic Integrity and Prevention of Plagiarism Regulations of CUSB framed based on the UGC (Promotions of

Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations 2018. This regulation shall be provided by the office of the CoE to each registered research scholar either in hard or in soft form.

- 19.9.3 Each dissertation/thesis will go through a Plagiarism Check that will be verified by the University Library before submission. The certificate of verification given by the library authority with his/her signature and seal has to be submitted along with the thesis at the time of thesis submission in the office of Controller of Examination. The thesis has to be submitted within 30 days from the date of plagiarism check.
- 19.9.4 While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of CUSB where the work was carried out, or to any other institution. The Head of the Department shall countersign these certificates for submission of the Ph.D. thesis (**Annexure- J**). In case of re-submission the same procedure may be followed. The research scholar has to also attach a Student Approval Form in the format provided by the UGC for hosting and distributing their thesis in the original format in “SHODH GANGA”, or any other server designated for this purpose by the UGC (as per annexure available at designated server).
- 19.9.5 In case a Ph.D. research scholar is found adopting or suspected of adopting unfair means or copying other's work and inserting it in his/her research work without proper acknowledgement, credit and reference, such penal action shall be taken by the University as may be necessary to uphold the sanctity and the integrity of the examination system/research work and the credibility of the University.
- 19.9.6 The University Unfair Means Committee appointed by the Academic Council for this purpose may take suo-moto cognizance of all such cases. Such cases may also be reported by any person to the Unfair Means Committee/Head of the Department or Dean of the School/Vice-Chancellor who will forward the matter to the standing committee for its consideration and recommendation on the basis of which appropriate action shall be taken by the Vice-Chancellor.
- 19.9.7 All proforma and templates required to the Ph.D. research scholar during his/her Ph.D. programme shall be provided at the time of Ph.D. registration in the form of booklet and shall be uploaded on the University website under Controller of Examination in the doc and pdf format.

19.10 Ethics and Grievance Redressal Committee

Any clarification or any dispute faced by the research scholar shall be addressed to the Ethical and Grievance Redressal Committee (EGRC). The role of EGRC shall include scrutinizing the issues and recommending its decisions to the Vice-Chancellor of CUSB on the following:

- (a) Ethical issues relating to plagiarism, authorship and/ or ordering of authors of the research papers, data authentication and its validation, data transfer and ethics, any other matter/ issues related to research and Ph.D. programme.
- (b) Issues relating to problems between research supervisors and research scholars.
- (c) Issues relating to interdisciplinary research.
- (d) Change of independent registration to registration under the research supervisor.

- (e) Cases relating the refusal of signing or forwarding the Ph.D. thesis or/and any research scholars documents by any authority.
- (f) Other issues relating to research, academics and administration.
- (g) Any other issues related to affecting / hampering the research activities of the research scholar.

The Vice-Chancellor of CUSB shall constitute EGRC with the following as its members:

- (a) Coordinator (IQAC) **Convener**
- (b) Dean of the concerned Discipline **Member**
- (c) Head of the concerned Department **Member**
- (d) Two subjects experts to be nominated by the Vice-Chancellor as **Member**.
(**Note:** Subject expert shall have at least eight (08) years of teaching experience after the award of Ph.D. degree and shall be successfully produced at least three Ph.Ds. in any Central Educational Institute (like Central Universities, IITs, NITs, IIMs IISERs or similar institutions) and State Universities or similar institutions recognized by UGC/AICTE including CUSB and have minimum 20 (twenty) research papers published in the UGC CARE list/ Peer reviewed journals.)
- (e) Research Supervisor and Co-Supervisor (if any), of the research scholar **Member**

20 AMENDMENTS

Any amendment, if needed, in the provisions of this Ordinance shall be proposed and executed by observing the required procedure. Amendment proposal shall be initiated through the resolution of the DRDC of the concerned subject. The URDC shall consider the proposal on merit and if satisfied, shall entrust the Vice-Chancellor to constitute a committee for the purpose. The recommendation of the committee shall be referred to the Academic Council for approval and onward transmission to the Executive Council for confirmation.

21 REMOVAL OF DIFFICULTIES

- 21.1.1 Notwithstanding anything contained in this Ordinance all categories of the research scholars shall be governed by the rules and procedures framed by the Academic Council, and are in force at that point of time.
- 21.1.2 Any doubt or dispute about the interpretation of this Ordinance shall be referred to the Vice-Chancellor, whose decision; in his/her capacity as the Chairperson, Academic Council, shall be the final.
- 21.1.3 All legal disputes shall be subject to Gaya jurisdiction.
- 21.1.4 The Vice-Chancellor is authorized:
 - (a) Order a special procedure for the evaluation of a Ph.D. thesis to protect the work of classified nature involving national security and sovereignty and/or to protect the intellectual property rights of the candidate, the supervisor and the University.
 - (b) Relax any of the provisions as laid down in this Ordinance for handling circumstances not covered by this Ordinance.

ANNEXURE- A
 [(See Clause V.1)]

Details of Qualifying Examinations and the Requisite Minimum Percentage of Marks for Admission to the Ph.D. Programme in Various Schools

S. No.	Ph.D. Programmes	Eligibility Criteria
1.	Bioinformatics	Master degree in Chemical, Physical, Biological or Computer Science / Information Technology / Agricultural Science / Pharmaceutical Science / Veterinary Science / Medical Science with 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the qualifying degree. Candidate having Master degree in any of the above discipline with specialization in Bioinformatics or having Master degree in Bioinformatics will be given preference.
2.	Biotechnology	Master degree in Biotechnology/ Pharmaceuticals Science/ Medical Science/ Agricultural Science/ Chemistry/ Physics/ any branch of Life Science (Microbiology, Biochemistry, Molecular Biology, Bioscience, Environmental Science/ Zoology/Botany) with a minimum of 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the qualifying degree.
3.	Life Science	Master degree in any branch of Life Science (Botany, Zoology, Microbiology, Biochemistry, Bioscience, Biotechnology, Environmental Science, Agricultural Science/Plant Science, Animal Science/Veterinary Science/Medical Science) with a minimum of 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC (non-creamy layer)/differently disabled candidates in the qualifying degree.
4.	Environmental Science	M.Sc./M.Sc.(Tech)/M.Tech. in Geophysics/ Atmospheric Science/ Meteorology / Environmental Science / Biotechnology/ Zoology/Botany/ Biochemistry/ Microbiology/ Biodiversity/ Conservation Biology/ Environmental Biotechnology/ Environmental Chemistry/ Environmental Engineering with 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates.
5.	Education	PG in School Subject-55%, B.Ed.-55%, M.Ed.-55% marks for Unreserved Category and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the qualifying degree.
6.	Psychology	Master's degree in Psychology with minimum of 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the qualifying degree.
7.	Clinical Psychology	M.Phil. Clinical Psychology degree from an Institute/University recognized by Rehabilitation Council of India (RCI). Candidates should be registered with RCI or produce a satisfactory proof that they have applied for registration with RCI and their registration is in process with 55% marks for unreserved category and 50% marks for SC/ST/OBS (NLC) differently disabled candidates in the qualifying degree with master in psychology.
8.	English	Minimum 55% marks in M.A. English (Literature/Linguistics) for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled category candidates

9.	Hindi	M.A. in Hindi from any recognized University with 55% in aggregate or its equivalent Grade in the UGC 10-point scale or an equivalent grade/CGPA in a point scale. A Relaxation of 5% of marks from 55 to 50% or equivalent relaxation of Grade for SC/ST/differently disabled candidates.
10.	Law	Minimum 55% marks in LLM for Unreserved candidates and 50% marks for SC/ST/OBC (non-creamy layer)/differently disabled category candidates.
11.	Communication & Media Studies	M.A./M.Sc. in Mass Communication & Journalism or any related subject from recognized University with 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates.
12.	Mathematics	Master Degree in Mathematics with a minimum of 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC (non-creamy layer)/differently disabled in the qualifying degree.
13.	Statistics	Master Degree with at least 55% marks in the aggregate or equivalent grade point average for unreserved candidate and 50% marks in the aggregate or equivalent grade point average for SC / ST/ OBC (non-creamy layer)/ differently disabled candidates in Statistics / Applied Statistics / Agricultural Statistics/Health statistics /Biostatistics /Operation Research/ Population sciences/ economics with at least one paper of statistics studied in the above masters programme, following the existing UGC criteria and guidelines.
14.	Computer Sciences	Master's Degree in Computer Science/MCA/Equivalent with a minimum of 55 % in aggregate or its equivalent Grade in the UGC 10-point scale or an equivalent grade/CGPA in a point scale from any recognized University. A Relaxation of 5% of marks from 55 to 50% or equivalent relaxation of Grade for SC/ST/Differently abled candidates.
15..	Commerce	Master Degree in Commerce/Management with 55% marks in aggregate or its equivalent Grade in the UGC 10-point scale or an equivalent grade/CGPA in a point scale. A Relaxation of 5% of marks from 55 to 50% or equivalent relaxation of Grade for SC/ST/Differently abled candidates.
16.	Economics	M.A./M.Sc. in Economics/any related subjects from a recognized University with 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates.
17.	Political Science & International Relations	M.A. in Political Science/any related subjects with 55% marks for Unreserved candidates and 50% marks for SC/ST/OBC(non-creamy layer)/differently disabled candidates.
18.	Sociology	Master's Degree in any social science with minimum marks of 55% for Unreserved candidates and 50% marks for SC/ST/OBC (non-creamy layer) /differently disabled candidates.
19.	Physics	Master Degree with at least 55% marks in the aggregate or equivalent grade point average for unreserved candidate and 50% marks in the aggregate or equivalent grade point average for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the qualifying examination in the subjects Physics, Space Science, Chemistry, Geophysics, Mathematics, Biophysics, Applied Chemistry, Applied Physics, Biomedical Engineering, Ceramic Engineering, Electronics Engineering, Metallurgical Engineering, Material Science & Technology,

		Statistics, Astrophysics, Electronic & Telecommunication Engineering.
20.	Chemistry	Master Degree with at least 55% marks in the aggregate or equivalent grade point average for unreserved candidate and 50% marks in the aggregate or equivalent grade point average for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the subjects Biochemistry (Sc& Med), Biotechnology, Industrial Chemistry, Applied Chemistry, Medicinal Chemistry, Environmental Chemistry, Computational Chemistry, Pharmaceutical Chemistry, Chemical Engineering, Pharmacy.
21.	History	Master Degree in history with at least 55% marks in the aggregate or equivalent grade point average for unreserved candidate and 50% marks in the aggregate or equivalent grade point average for SC/ST/OBC(non-creamy layer)/differently disabled candidates in the qualifying examination.
22.	Geology	Eligibility: M.Sc. or M.Sc. (Tech) in Geology, M. Tech. Applied Geology & M.Sc. / M.Tech. in Remote Sensing and Geospatial Technology, P.G. pertaining inter- & intra-disciplinary subject with 55% in aggregates or its equivalent Grade in the UGC 10-point scale or an equivalent grade/CGPA in a point scale. A relaxation of 5% of marks from 55 to 50% or equivalent relaxation of grade for SC/ST/OBC (NCL)/ Differently-abled candidates.
23.	Pharmacy	Master Degree with at least 55% marks in the aggregate or equivalent grade point average for unreserved candidate and 50% marks in the aggregate or equivalent grade point average for SC/ST/OBC (NCL) / differently disabled candidates in the subjects Pharmaceuticals, Pharmacology, Pharmaceutical chemistry, Pharmaceutical Technology, Pharmacology, Drug Regulatory Affair, Clinical Research, Clinical Pharmacology, Phytochemistry.
24.	Physical Education	Master Degree with at least 55% marks in the aggregate or equivalent grade point average for unreserved candidate and 50% marks in the aggregate or equivalent grade point average for SC/ST/OBC (NCL) / differently disabled candidates in any one of these allied subjects Yog/Yoga, Sports Psychology/Phycology, Kinesiology & Sports Biomechanics, Sports Physiology, Test Measurement & Evaluation, Kinanthropometry, Historical aspects of Physical Education, Sports Management, Health Education.
25.	Geography	M.A./M.Sc. in Geography with 55% marks in aggregate or its equivalent Grade in the UGC 10-point scale or an equivalent grade/CGPA in a point scale. A Relaxation of 5% of marks from 55 to 50% or equivalent relaxation of Grade for SC/ST/Differently abled candidates.

ANNEXURE- B

[(See Clause 18.3.3 (b))]

FORMAT OF THE Ph.D. THESIS

The contents of the Ph.D. thesis should be in the following order:

1. Cover page
2. Inner cover page
3. Undertaking from the research scholar
4. Self-Declaration Certificate from the research scholar and Certificate from the Supervisor/Co-Supervisor/Head of the Department (*Annexure – D*)
5. Certificate for the completion of course work/comprehensive examination in cases where the course work is a part of Ph. D. Programme (*Annexure– E*)
6. Certificate for the successful completion of the pre-submission seminar (*Annexure– E*)
7. A Copyright Transfer Certificate (*Annexure – F*)
8. Acknowledgment
9. Contents
10. List of symbols, figures and tables, if any
11. Preface of the thesis
12. Introduction
13. Literature review
14. Chapters covering the work of the research scholar
15. Conclusion
16. References
17. Appendices
18. List of papers communicated/accepted/presented/published.
19. Copies of acknowledgment/acceptance letter in case the papers are communicated/ accepted.
20. Copies of manuscripts/reprints of the papers communicated/accepted/published.
21. A personal profile not exceeding one page with photograph of the research scholar.

References should be arranged chronologically in alphabetical order as per standard rules prescribed by concerned DRDC.

ANNEXURE- C
 [(See Clause 16.1.1)]

PROGRESS REPORT

1. (To be filled up by the Research Scholar)

- Department** :
- School** :
- Registration No. & Date** :
- Enrollment No.** :
- Six monthly progress report for the period:** from.....to.....
- (i) Name of the Research Scholar:
- (ii) Name of the Supervisor:
- (iii) Topic of Research:
- (iv) Summary of the work done: (on separate sheet)

(Signature of the Research Scholar)

II. To be filled up by the Supervisor

1. Progress Report being forwarded by the supervisor:
2. First/Second/Third/Fourth/Fifth/Sixth/Seventh/Eighth
3. In my opinion the research scholar has/has not made progress in the following respects based on which I am/ am not satisfied with the work done during last six months since the I/II/III/IV/V/VI/VII/VIII progress report was submitted on: /...../.....
4. Whether the resume of work duly signed by you is attached by the research scholar:
5. Attendance secured (in %age) during the said semester:%
6. Whether progress reports submitted in time and no progress report is due:
7. Other remarks, if any:
8. Number of Ph.D. Scholars currently working under me is:

(Signature of the Supervisor)

Name:

Designation:

III. Comments of Departmental Research Degree Committee (DRDC)

Head of the Department

ANNEXURE- D

[See Clause 18.3.3 (d)]

RESEARCH SCHOLAR'S DECLARATION

I,, certify that the work embodied in this Ph.D. thesis, entitled as is my own *bonafide* work carried out by me under the supervision of and the co-supervision of for a period of from to at CUSB and The matter embodied in this Ph. D. thesis (Name of the Institution where work has been carried out partly or fully) has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at websites and included them in this Ph. D. thesis and cited as my own work.

Date:

(Signature of Research Scholar)

Place:

(Name of Research Scholar)

CERTIFICATE FROM THE SUPERVISOR/CO-SUPERVISOR

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

(Co-supervisor's Signature)

(Supervisor's signature)

Name:

Name:

Designation:

Designation:

(Signature of the HOD/Dean of the School with seal)

ANNEXURE- E
[See Clause 18.3.3(e)]

**COURSE/COMPREHENSIVE EXAMINATION AND PRE-SUBMISSION SEMINAR
COMPLETION CERTIFICATE**

This is to certify that Sh./Ms..... , a *bonafide* research scholar of this Department, has satisfactorily completed the course work/comprehensive examination and pre-submission seminar on (topic) dated....., which are required as part of Ph.D. Programme.

(Signature of the Head of the Department with seal)

Date:

Place:

ANNEXURE- F
[See Clause 18.3.3 (f)]

COPYRIGHT TRANSFER CERTIFICATE

Title of the Thesis :

Research Scholar's Name :

COPYRIGHT TRANSFER

The undersigned hereby assigns to the CUSB all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. degree.

Signature of the Research Scholar

Note: *However, the author may reproduce or authorize others to reproduce material extracted from the thesis or derivative of the thesis for author's personal use and publication provided that the source and the University's copyright are acknowledged.*

ANNEXURE- G
(See Clause 19.4.1)

FORMAT OF EXAMINER'S REPORT

Recommendation on Ph.D. Thesis

Name of the Research Scholar :

Title of the Thesis :

Please give your specific recommendation by ticking (√) any one of the followings, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

The thesis be accepted for the award of the Ph. D. degree []

OR

The thesis is acceptable for the award of the Ph.D. degree subject to the clarification of certain points at the time of *Viva-Voce*. []
(Please enclose the points)

OR

The thesis is not acceptable in the present form but may be accepted subject to modification/clarification/revision. []

(Please enclose your suggestions for modification *etc.* desired)
After modification the thesis need not be referred back to me.

OR

The thesis is not acceptable in the present form but may be accepted subject to modification/clarification/revision. []

(Please enclose your suggestions for modification *etc.* desired)
After modification the thesis should be referred back to me for final assessment.

OR

The thesis be rejected. (Please enclose your comments). []

OR

The accepted thesis is fit or not fit for publication in the present form. []
If not, what modifications are needed, please specify.

Place

Date

Name and Address of the Examiner

.....
.....
.....
.....

Encl: (a) Detailed report on separate sheet(s),
(b) List of points for clarification.

ANNEXURE- H
[See Clause 19.4.8]

FORMAT OF EXAMINER’S REPORT ON REVISED THESIS

Recommendation on Revised Ph.D. Thesis

Name of the Research Scholar :

Title of the Thesis :

Please give your specific recommendation by ticking (√) any one of the followings, with signature underneath and enclose your detailed report on separate sheet(s) with your signature, name and address.

The thesis may be accepted for the award of the Ph.D. degree. []

OR

The thesis may be rejected.(Please enclose your comments). []

Place:

Signature of the Examiner

Date:

Name and Address of the Examiner

.....

.....

.....

Encl: Detailed report on separate sheet(s).

ANNEXURE- I

[See Clause 9.1]

FEE PAYABLE**Table- 1****Fee Structure for Ph.D. Programme for Full-Time Research Scholars:**

A. Fees payable only once at the time of Admission in the University		(INR)
1.	Enrolment Fee	1200
2.	Admission Fee	600
3.	Laminated Identity Card	100
4.	Security Deposit (Refundable)	5,000
5.	Cultural Activities	1,000
6.	Course Work Fee	4,000
7.	Examination Fee	1,000
B. Semester fee		
1.	Semester Fee	5,000
2.	ICT	2,000
3.	Library	1,000
4.	Games/Athletics	1,000
5.	Academic Activities	1,000

Note:

1. Premium for Vidhyarthi Medclaim Policy Rs 524/ plus applicable service tax to be deposited annually.
2. Thesis Evaluation fee Rs. 10,000/- to be deposited at the time of submission of the Thesis.

Table- 2**Fee Structure for Ph.D. Programme for Part-Time (internal/external) Research Scholars:**

A. Fees payable only once at the time of Admission in the University		(INR)
1.	Enrolment Fee	1200
2.	Admission Fee	600
3.	Laminated Identity Card	100
4.	Security Deposit (Refundable)	5,000
5.	Cultural Activities	1,000
6.	Course Work Fee	4,000
7.	Examination Fee	1,000
B. Semester fee		
1.	Semester Fee	5,000
2.	ICT	2,000
3.	Library	1,000
4.	Academic Activities	1,000

Note: Thesis Evaluation fee Rs. 10,000/-to be deposited at the time of submission of the Thesis

ANNEXURE- J
[See Clause 19.9.4]

CANDIDATE’S DECLARATION

I hereby certify that the work which is being presented in the thesis entitled
“.....”

in partial fulfillment of the requirements for the award of the Degree of Doctor of Philosophy
and submitted in the School of, Department of, Central University of
South Bihar, Gaya is an authentic record of my own research work carried out during a period
from to under the supervision of Prof./ Dr.
.....Department of, CUSB, Gaya (Bihar).

The matter presented in this thesis has not been submitted by me for the award of any
other degree of this or any other institute and there is no plagiarism.

Signature with date

(Name of the Research Scholar)

Registration No.

Date:

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

Signature with date

(Name of the Supervisor)

(Name of the Co-supervisor)

Date:

The Ph.D. Viva-Voce Examination of, Research Scholar, has been held
on.....successfully.

Signature of Supervisor External Examiner

Head of the Department

Signature of Co-Supervisor DRDC Member(s)

ANNEXURE- K**PLAGIARISM REPORT**

Name of the Candidate :

Enrollment No :

Name of the Department :

Title of the Thesis :

.....

.....

Plagiarism Percentage :

Original Content :

Remarks:

Acceptable Limit

Scope of Improvement

Unsatisfied Limit

Other

Librarian's Signature

ANNEXURE – L'

[See Clause 7.2.12]

LIST OF INSTITUTIONS RECOGNISED BY THE ACADEMIC COUNCIL AS THE RESEARCH CENTRES

ARTS AND HUMANITIES

1. Anthropological Survey of India.
2. Archaeological Survey of India.
3. Central Institute of English, Hyderabad.
4. Kendriya Sanskrit Vidyapith, Tirupathi
5. National Archives of India.
6. National Research Laboratory for conservation of cultural property, Lucknow.

SOCIAL SCIENCES

1. Service Selection Board, Defense Research Development Organization, New Delhi.
2. Research Design and Standards organization, Lucknow.
3. National Council for Educational Research and Training, New Delhi.
4. International Labour Organization, New Delhi.
5. National Institute of Planning and Administration, New Delhi.
6. National Productivity Council, New Delhi.
7. Gandhian Institute of Studies, Rajghat, Varanasi. (Economics, Sociology and Political Sciences)
8. G. B. Pant Social Sciences Institute, Jhusi, Allahabad.
9. Indian Institute of Public Administration, New Delhi.
10. Centre for Policy Research, New Delhi.
11. National Institute of Rural Development, Hyderabad.
12. Centre for the Study of Developing Societies, Delhi.
13. National Institute of Public Finance and Policy, New Delhi.
14. Institute of Social and Economic Change, Bangalore.
15. National Institute of Banking Management, Pane.
16. Giri Institute of Development Studies (GIDS), Lucknow.
17. International Institute of Population Sciences, Mumbai.

SCIENCES

1. Astronomical Observatory and ARIES, Nainital.
2. Atomic Energy Establishment, Mumbai.
3. Atomic Minerals Division (Department of Atomic Energy), Govt. of India.
4. Bhabha Atomic Research Centre, Mumbai and other Departments of Atomic Energy.
5. Birbal Sahani Institute of Paleo Sciences, Lucknow.
6. Bose Institute, Kolkata.
7. Botanical Survey of India, Kolkata.
8. Central Captive Fisheries Research Institute, Kolkata.
9. Central Food Technology Research Institute, Mysore.
10. Central Coal Research Institute, Dhanbad.
11. Central Drug Research Institute, Lucknow.
12. Central Electrochemical Research Institute, Karaikudi.
13. Central Institute of Mining and Fuel Research (CIMFR), Dhanbad.
14. Central Ground Water Board, Govt. of India.
15. Central Indian Pharmacopoeia Laboratory, Ghaziabad.
16. Central Inland Fisheries Research Institute, Barrackpore.
17. Central Institute Medicinal and Aromatic Plants, Lucknow.
18. Central Leather Research Institute, Chennai.
19. Central Public Health Engineering Research Institute, Nagpur (National Environmental Engineering Research Institute).
20. Central Rice Institute, Cuttack.

21. Central Salt and Marine Chemical Research Institute, Bhawanagar.
22. Centre for DNA Finger Printing and Diagnostics, Hyderabad.
23. Centre for Development of Advanced Computing (CDAC), Pune, Mumbai, Bangalore & Noida.
24. Centre for Mathematical Science (CMS), South, Pala, Kerala.
25. Coal India Limited and its subsidiaries.
26. Council of Scientific & Industrial Research (CSIR), Govt. of India, New Delhi.
27. Defense Research and Development Establishment, Gwalior.
28. Defense Research Laboratory, Kanpur.
29. Defense Research Laboratory, Delhi.
30. Defense Research and Development Organization (DRDO), Govt. of India.
31. Defense Science Laboratory, Delhi.
32. Directorate of Geology and Mining, Lucknow.
33. Geological Survey of India, Govt. of India.
34. Central Glass and Ceramics Research Institute, Kolkata.
35. Govt. of India Fisheries Research Station, Chennai.
36. Harishchandra Research Institute, Allahabad.
37. Hewlett Packard Labs India, Bangalore.
38. IBM India Research Laboratory, New Delhi & Bangalore.
39. Indian Agricultural Research Institute, New Delhi.
40. Indian Association for the Cultivation of Science, Jadavpur.
41. Indian Bureau of Mines, Govt. of India.
42. Indian Council of Agricultural Research (ICAR), Govt. of India, New Delhi.
43. Indian Drugs & Pharmaceuticals Ltd., Hyderabad.
44. Indian Grassland and Fodder Research Institute, Jhansi.
45. Indian Institute of Chemical Biology, Kolkata.
46. Indian Institute of Chemical Technology, Hyderabad.
47. Indian Institute of Geomagnetism, Mumbai.
48. Indian Institute of Horticulture Research, Bangalore.
49. Indian Institute of Petroleum, Dehra Dun.
50. Indian Institute of Pulses Research, Kanpur.
51. Indian Institute of Sugarcane Research, Lucknow.
52. Indian Institute of Tropical Meteorology, Pune.
53. Indian Institute of Vegetable Research, Varanasi.
54. Indian Lac Research Institute, Ranchi.
55. Indian Meteorological Department, Govt. of India.
56. Indian Naval Physical Laboratory, Cochin.
57. Indian Space Research Organization (ISRO), Govt. of India
58. Indian Rare Earth Limited, Govt. of India.
59. Indian Agricultural Statistics Research Institute (IASR), Delhi.
60. Indian Veterinary Research Institute, Bareilly.
61. Industrial Toxicology Research Centre, Lucknow.
62. Institute of Genomics and Integrated Biology (Formerly, Centre for Biochemical Technology), Delhi.
63. Institute of Life Sciences, (DBT, Govt. of India), Bhubaneswar.
64. Institute of Mathematics and Applications, Pathani Samanta Planetarium Square.
65. Institute of Microbial Technology, Chandigarh.
66. Institute of Nuclear Physics, Kolkata.
67. Institute of Radio Physics, Kolkata.
68. International Centre for Genetic Engineering and Biotechnology, New Delhi.
69. Ministry of Earth Sciences. (MOES)
70. Ministry of Environment, Forest and Climate Change. (MOEF&CC)
71. Ministry of Jal Shakti.
72. National Aeronautical Laboratory, Bangalore.
73. National Botanical Research Institute (formerly National Botanic Garden), Lucknow.

74. National Bureau of Animal Genetic Resources, Karnal.
75. National Bureau of Fish Genetic Resources (ICAR), Lucknow.
76. National Centre for Antarctic and Ocean Research, Goa.
77. National Centre for Biochemical Science, Pune.
78. National Centre for Cell Science, Pune.
79. National Centre for Medium Range Weather Forecasting, Ministry of Earth Sciences.
80. National Chemical Laboratory, Pune.
81. National Dairy Research Institute, Karnal.
82. National Environmental Engineering Research Institute (NEERI), Nagpur.
83. National Geophysical Research Institute, Hyderabad.
84. National Institute of Immunology, New Delhi.
85. National Institute of Oceanography, Goa.
86. National Metallurgical Laboratory, Jamshedpur.
87. National Mineral Development Corporation, Hyderabad.
88. National Physical Laboratory, New Delhi.
89. National Remote Sensing Centre (NRSC), Govt. of India.
90. National Research Centre on Plant Biotechnology, New Delhi.
91. Nutrition Research Laboratories, Connor.
92. Oil and Natural Gas Commission Limited.
93. Physical Research Laboratory, Ahmedabad.
94. Rajiv Gandhi Centre for Biotechnology, Thiruvananthapuram.
95. Raman Research Institute, Bangalore.
96. Rare Mineral Survey, Delhi.
97. Regional Research Laboratories, Trivandrum, Jammu, Bhopal, Jorhat, Bhubaneswar, Hyderabad.
98. Research Design & Standards Organization, Lucknow.
99. Rubber Research Institute of Indian Rubber Board, Kottayam.
100. Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow.
101. Solid State Physics Laboratory (SSPL), Lucknow Road, Delhi.
102. Space Science & Technology Centre, Trivandrum.
103. SPIC Science Foundation, Chennai.
104. Sugarcane Breeding Institute, Coimbatore.
105. Tata Energy Research Institute, New Delhi.
106. Tata Institute of Fundamental Research, Mumbai.
107. Thapar Centre for Industrial Research and Development, Patiala.
108. The Indian Lac Research Institute, Ranchi.
109. Vivekanand Laboratory, Almora.
110. Wadia Institute of Himalayan Geology, Dehradun.
111. Zoological Survey of India, Kolkata.
112. Centre of Biomedical Research, Lucknow.
113. R & D laboratories of Oil India Ltd.
114. Uttar Pradesh Remote Sensing Applications Centre, Lucknow.
115. National Bureau of Agriculturally Important Microorganisms (NBAIM), Kusmaur, Mau, NathBhanjan, U.P.
116. All R & D Laboratories / Institutions of CSIR, ICAR, ICMR, DBT, DAE, DOS, DRDO, DST and Ministries of Environment, Forests and Climate Change, Earth Sciences, Water resources, River Development and Ganga rejuvenation, New and Renewable Energy Resources.

COMMERCE

1. Institute of Chartered Accountants of India, Mumbai, Kolkata, Chennai and New Delhi.
2. Institute of Cost and Works Accountants of India, Kolkata.
3. Institute of Company Secretaries of India, New Delhi.
4. Institute of Foreign Trade, New Delhi.
5. Institute of Public Enterprise, Hyderabad.
6. National Institute of Bank Management, Mumbai.
7. Xavier Labour Relations Institute, Jamshedpur.

MANAGEMENT STUDIES

1. Administrative Staff College of India, Hyderabad.
2. Indian Institutes of Management, Ahmedabad, Bangalore, Kolkata, Lucknow, Kozhikode.
3. Institute of Public Administration, New Delhi.
4. National Institute of Bank Management, Mumbai.
5. Reserve Bank of India, Mumbai.
6. Xavier Labor Relations Institute, Jamshedpur.

LAW AND GOVERNANCE

1. Indian Law Institute, New Delhi.

EDUCATION

1. National Institute of Education, New Delhi.
2. NCERT, New Delhi.
3. NIEPA, New Delhi.
4. NCTE, New Delhi.
5. RCI, New Delhi.
6. All the National Institute for Handicapped: NIVH, NIMH, NIHH, etc.

Central University of South Bihar, Gaya
(Strictly Confidential)

APPOINTMENT OF TWO EXTERNAL EXAMINERS TO EVALUATE Ph.D. THESIS

Name of the Research Scholar	:	
Term of Registration	:	
Department/School of	:	
Topic of Research	:	

Name of Examiners recommended by the Department Research Degree Committee (DRDC) at its meeting held on _____

Name of Examiners from the Country	
Examiner No. 1 Name: Designation: Address: City (with PIN): Mobile: Telephone: e-mail:	Examiner No. 2 Name: Designation: Address: City (with PIN): Mobile: Telephone: e-mail:
Examiner No. 3 Name: Designation: Address: City (with PIN): Mobile: Telephone: e-mail:	Examiner No. 4 Name: Designation: Address: City (with PIN): Mobile: Telephone: e-mail:
Examiner No. 5 Name: Designation: Address: City (with PIN): Mobile: Telephone: e-mail:	Examiner No. 6 Name: Designation: Address: City (with PIN): Mobile: Telephone: e-mail:

Name of Examiners outside the Country	
Examiner No. 1 Name: Designation: Address: City (with PIN): State: Country: Mobile: Telephone: e-mail:	Examiner No. 2 Name: Designation: Address: City (with PIN): State: Country: Mobile: Telephone: e-mail:

Note:

- DRDC should send SIX names of Indian examiners covering all the regions of the country except Gaya and preferably TWO names of Examiners from Foreign Universities.

2. Complete postal address including the name of the City/Country in which the Department/university is located Pin/Zip Code, e-mail and Fax/Phone number must also be sent for obtaining quick consent from the experts. In case of e-mail ID please ensure that the same is written LEGIBLY or typed correctly.
3. In the case of retired person, position held by the examiners at the time of retirement should be clearly mentioned while giving his residential address.

Chairman of DRDC

Forwarded

Controller of Examination

Approval of examiners

1. Serial No.and Name is approved as Examiner.
2. Serial No.and Name is approved as Examiner
3. Serial No. is approved as reserve in case any of the above two approved examiners decline or fail to evaluate the thesis.
4. Serial No. is approved as reserve in case any of the above three approved examiners decline or fail to evaluate the thesis.
5. Serial No. is approved as reserve in case any of the above four approved examiners decline or fail to evaluate the thesis.
6. Serial No. is approved as reserve in case any of the above five approved examiners decline or fail to evaluate the thesis.

In case of Foreign Examiner

1. Serial No.and Name is approved as examiner.
2. Serial No. is approved as reserve in case any of the above approved examiners decline or fail to evaluate the thesis.

(Vice-Chancellor)



दक्षिण बिहार केंद्रीय विश्वविद्यालय Central University of South Bihar

(A Central University Accredited with A⁺⁺ Grade by NAAC)

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post – Fatehpur, P.S. – Tekari, District – Gaya (Bihar) PIN – 824 236 (INDIA)

Format for Submission of Ph.D. Thesis

Sl.	Particulars	Information / Remarks
1.	Name of the Research Scholar (in BLOCK LETTER)	
2.	Registration No. & Date of Registration / First fee payment date	
3.	Name of the Department	
4.	Duration of Research Period (From the date of registration to the date of thesis submission)	
5.	Name of the Supervisor & Co-Supervisor (If any)	
6.	Title of the Thesis	
7.	Date of submission of Synopsis	
8.	Date of publication of result of Ph.D. Coursework	
9.	Date of submission of Abstract (04 nos. hard copy + 01 soft copy)	
10.	No Dues Certificate from the University, (Whether enclosed – Yes / No)	
11.	Six monthly Progress Report duly recommended by RAC (Whether submitted – Yes / No)	
12.	Whether pre-submission seminar has been organized by Supervisor for assessment of DRDC in presence of faculty members and Ph.D. research scholars of the department – (Yes / No) (If 'Yes' mention the date of pre-submission seminar)	
13.	Copy of Minutes of the DRDC in respect of pre-submission seminar (whether enclosed – Yes / No)	
14.	Incorporation of suggestion / correction as advised / given by the DRDC in pre-submission seminar (whether incorporated – Yes / No)	
15.	Whether at least one (01) published and one (01) accepted research paper based on his/her research work published in at least UGC CARE Listed Journals before submission of thesis (whether enclosed – Yes / No)	
16.	Hard copy of certificate of at least two paper presentations (oral or poster) either online or off-line or blended mode in each, the national and International conference /seminars /workshops /symposium /meeting. (Whether enclosed – Yes / No)	
17.	Certificate of Plagiarism Test (whether enclosed – Yes / No)	

18.	Requisite fee for Ph.D. Thesis submission whether enclosed – Yes / No (If ‘Yes’ mentioned the DD No./Cash Memo No. / UTR No. with date and amount)	
19.	Ph.D. Thesis (TWO copies and one soft copy [in a CD by hand or through email in the pdf format]). Whether enclosed – Yes / No.	

Encl.: Checklist cum Acknowledgment slip for submission of Ph.D. Thesis.

Date:

Signature of the Research Scholar with date

.....

FOR OFFICE USE

Since the Research Scholar Mr. Ms.
 has cleared all dues, he / she is
 eligible to submit the thesis on and the thesis of the research scholar
 has been forwarded for further action.

Signature of Co-Supervisor (If any)

Signature of Supervisor

Signature of Head with Date & Seal

Signature of Chairperson (DRDC) with Date & Seal

Submitted to –

Controller of Examination

**CHECKLIST CUM ACKNOWLEDGEMENT SLIP FOR SUBMISSION OF Ph.D.
 THESIS (02 Copies)**

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Enrollment No. & Year	
Name of the Supervisor	
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No. & Date of Last RAC	
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Evaluation Period of the Proposed RAC	
Work/ Performance/ Activities done or completed during the Evaluation Period (From to)	
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Description of Seminar/Workshop/ Conference attended (Proof to be attached)	
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