

Regulations for M. Phil. / Ph.D. Courses

Regulations in accordance with, and subject to, the provisions of Chapters XXIV and XXV of the Ordinances (Academic)

1. Information to be communicated by Chairmen, Departments of Studies to the Controller of Examinations:

The Chairman of each Department shall in due course of time communicate the Controller of Examinations (hereafter referred to as COE) the maximum number of admissions in Ph.D. / M. Phil. to be made in each area of specialization approved by the Board of Studies in the ensuing academic session after taking into consideration:

- (a) The number of faculty members available in each area of specialization for supervising M. Phil. / Ph.D. students and their willingness to enroll new students under their supervision.
- (b) The number of admissions in Ph.D. / M. Phil. that can be made according to the prescribed rules for supervision.
- (c) The Library and Laboratory facilities and other essential resources available, to the extent this information is relevant for fixing the number of candidates who can be admitted to the M. Phil. / Ph.D. programs.

2. Supervision

- (i) Professors, Associate Professors and Assistant Professors in the university who hold Ph.D. degree in the relevant subject and have at least three years' experience of teaching in a University or post doctoral research shall be eligible to be appointed as supervisors of candidates of Ph.D. program. The faculty members who do not hold Ph.D. degree in the relevant subject may however be appointed Supervisors if they have at least fifteen years of teaching experience in the University and experience of undertaking or guiding research.
- (ii) The Co-supervisor shall ordinarily be a teacher holding Ph.D. degree in the relevant subject. He may not necessarily be a person in the service of the University, but, if from outside the University, he should be a scholar with significant published work to his credit and be associated with a University Department or Approved National Laboratory or an Academic Institution of high repute.
- (iii) Teachers of the University who have less than 2 years of remaining service may not be appointed Supervisors but can be appointed as Co-supervisors of M. Phil. / Ph.D. students. Teachers who have less than one year of service remaining before retirement may be appointed Co-supervisors of M. Phil. candidates only.

However, teachers who have been selected for the BSR Fellowship of UGC for carrying out Research work post retirement may be permitted to register Ph.D. students under their Supervision, and the Department shall extend all facilities for carrying out Research work to them till the end of tenure of the fellowship.

- (iv) The maximum number of students of Ph.D./M.Phil. who can be supervised (including Co-Supervision) by a teacher at any time shall be as follows:
 - (a) Professor : 5
 - (b) Associate Professor : 4
 - (c) Assistant Professor : 3

All Ph.D./M.Phil. students, including the teachers registered for Ph. D., shall be counted within this quota till they submit their theses.

- (v) A teacher, who is the principal investigator of Research Project(s) funded by a National/International agency with the provision of appointment of JRF/SRF/Project Assistant/Project Fellow therein, may have under his supervision M. Phil. / Ph.D. candidates over and above the maximum limit prescribed above.
Foreign nationals may be admitted in the Ph.D. program under the supervision of teachers of the Department over and above the prescribed limit.

However, under no circumstances should the number of candidates being supervised, after allowing for additions over the prescribed limit under this proviso, exceed eight (08) for any teacher.

- (vi) A retired teacher shall continue to supervise the research scholar assigned under his / her supervision after his/ her retirement till the submission of the thesis or up to two years whichever is less unless he declines to remain the supervisor or leaves Aligarh.
- (vii) A teacher shall normally have the freedom to decide on the number of students, subject to the limit laid down under Reg. 2(iv) he/she wishes to have under his/her supervision, taking into consideration his/her teaching and other academic responsibilities.
- (viii) All available vacancies of Ph.D. students in a Department may not be filled up in one academic session. Preferably, a third of the vacancies may be left unfilled to facilitate admission of candidates in the subsequent academic session.

3. Application for Admission:

- (i) Candidates eligible for admission to the M. Phil. / Ph.D. program in more than one Faculty of the University can apply for the same but such candidates will have to fill separate Application Form for each Faculty.
- (ii) Candidates eligible for admission to the M. Phil. / Ph.D. program in more than one Department/Center/Unit in the same Faculty of the University can apply for admission in not more than two disciplines.
- (iii) All candidates shall submit the duly filled in Application Form in the Office of Controller of Examinations on or before the last date announced by the University.
- (iv) Exemption from appearing in the Ph.D. Admission Test as per proviso 3.1(ii)-(iii) of Chapter XXV of Ordinances (Academic) will be applicable to only those candidates who are eligible for the same on the notified last date of receipt of Application Form and have attached documentary proof of the same with their Application Form.

4. Conduct of Admission Test:

- (i) A candidate shall be required to appear in paper I at the Faculty level and paper II of the Department(s) / Center(s)/Unit(s) where he/she is eligible and wishes to enroll himself/herself in the M. Phil. /Ph.D. program in a Faculty.
- (ii) Examination of the papers I & II shall be held on the same day as per the following scheme unless modified by prior notification by the Controller of Examinations:

Date	Venue	Paper I	Paper II (First Choice)	Paper II (Second Choice)
To be notified by the COE	To be notified by the COE	Forenoon	Afternoon	Late afternoon

- (v) The COE shall coordinate the holding of the M. Phil./ Ph.D. Admission Test through a Coordinator to be appointed for the same by the Vice Chancellor..
- (vi) Copies of OMR or question papers of paper I and II shall be provided to candidates.

5. Admission Test Paper and its Evaluation:

5.1. Paper- I

- (i) Paper I, carrying 100 marks shall be of TWO Hours and shall have one hundred objective type multiple choice questions (MCQs) carrying one mark each and shall comprise three sections with the following distribution of marks :

Reasoning : 40%
 General Awareness : 40%
 English : 20%

- (ii) In case of Faculties with more than one Department, the Dean of the concerned Faculty shall set the paper in consultation with up to five available Chairmen of his Faculty. The paper shall be moderated by the Dean along with 03 available senior most Professors of the Faculty, who ordinarily shall not be the paper setters.
- (iii) In single Department Faculties, the Dean of the concerned Faculty shall seek ordinarily the help of three senior most teachers (Professors and Associate Professors) available for setting the paper. The paper shall be moderated by the Dean along with 03 available senior most teachers of the Faculty who ordinarily shall not be the paper setters.
- (iv) The Coordinator, Interdisciplinary Biotechnology Unit (IBU) shall have paper set and moderated in consultation with available three teachers of the Unit.
- (v) There will be negative marking in the evaluation and 25 percent of marks shall be deducted for wrong answers.
- (vi) Obtaining at least 30% marks in paper I shall be essential for a candidate to be eligible for admission to M. Phil./ Ph.D. program but the marks of Paper I shall not be taken into account in the determination of the final merit of candidates.
- (vii) Answer-papers for Paper II of candidates who fail to qualify in Paper I shall be disregarded.

5.2. Paper- II

- (i) There shall be a separate Paper-II for each discipline for which vacancies have been notified
- (ii) Paper II, carrying 100 marks shall have TWO sections – section 'A' and section 'B'.
- (iii) Section 'A' of paper II shall consist of 50 objective type MCQs, carrying one mark each. The questions shall cover, as far as possible equitably, all specializations offered in the Department.
- (iv) Section 'B' of paper II shall consist of 10 – 20 short answer subjective type questions totaling 50 marks. These questions will be exclusively based on broad areas of specializations. (If a Department offers three fields of specializations, there have to be three sets of short answer questions covering each and the candidate shall be required to attempt only one set corresponding to his choice of specialization).
- (v) The Chairman of the Department / Director of Center / Coordinator of Unit shall design the format for sections 'A' and 'B' of paper II and arrange for its evaluation by available senior teachers, ordinarily Professors and Associate Professors. The paper shall be set in consultation with the available 1 or 2 teachers ordinarily not below the rank of Associate Professors from each specialization of the Department. The paper shall be moderated by the Chairman along with two available senior most teachers who shall not ordinarily be the paper setters.
- (vi) The paper setters, as far as possible shall evaluate the papers and the Chairman shall inform the Office of COE the names of evaluators.
- (vii) Evaluation of Paper-II will be done only after coding the answer booklets of the candidates who qualify Paper-I.
- (viii) There will be negative marking in the evaluation and 25 percent of marks shall be deducted for wrong answers in Section 'A' of paper II.
- (ix) Candidates obtaining 45% or more marks in paper II (combined in both sections 'A' and 'B') shall be invited to the interview for admission to Ph.D. program and those obtaining 40% or more but less than 45% marks shall be invited for interview for admission to M. Phil. program. Candidates scoring more than 45% marks may however be invited for the Interview for admission to M. Phil., If they so desire and indicate this in the application for admission.

5.3. Interview

- (i) Specialization-wise merit list of the written admission test shall be prepared by the Chairmen of the respective Departments/Directors of Centers/Coordinator, IBU, based on the performance in Paper II only. This list will be declared within 7 days of conduct of the Test.

- (ii) Interviews shall be held in 2-3 weeks of declaration of merit list.
- (iii) The Interview Board in each Department shall consist of the Chairman and three senior most teachers of the Department and the Chairman may co-opt additional members for covering fields of specialization not covered by those of the members of Board, if necessary.

5.4. Overall Merit List and Offer of Admission

- (i) For the preparation of overall merit list, 50% weightage shall be given to the marks obtained in paper II, 25% to performance in the interview and 25% to the marks obtained by a candidate in his/her qualifying examinations. In cases where grades are awarded at Master's level, these will be converted into marks.

In case of NET/JRF and other candidates exempted from appearing in the admission test, 50% weightage shall be given to the interview and 50% to marks obtained by them in the qualifying examination. However, foreign nationals shall be considered for admission on the basis of their merit in the qualifying examination only, subject to the approval by the BOS of the synopsis of the proposed research work submitted by them with their application form.

- (ii) Depending on the number of seats available in each specialization, provisional admission, subject to recommendations of BOS and approval of CASR, shall be offered through a specialization-wise merit list. Candidates shall be asked to join within a period of one month from the date of the offer made to them. Under exceptional circumstances, an additional one month period may be given to the selected candidates to join the program.
- (iii) Vacancies, arising out of any candidate's failure to join within the stipulated time, shall be filled from amongst the candidates in the merit list, by the CASR on the recommendation of the BOS prior to last date of admissions notified by the office of the COE.

6. Course Work

- (i) Each prescribed course will be of forty Lecture periods.
- (ii) Each course will have a maximum of 100 marks. The courses will normally have the following components of evaluation:

Sessionals / Practical Work /Mid-Semester Exam	40 marks
End-Semester Examination	60 marks

- (iii) The examination in the courses prescribed shall be held twice in each calendar year.
- (iv) To pass a course, the student should obtain at least 50 percent marks.

7. Attendance and Leave

- (i) A student is required to sign on all working days of the faculty in an attendance register to be kept in the concerned Department, except when he/she is on duty/sanctioned leave.
- (ii) A student, who is pursuing course work as a part of his/her M. Phil. / Ph. D. program, shall have to put in 75% or more attendance in each course to appear in the End-Semester Examination of that course. Students who have put in 65% or more but less than 75% attendance in a course may be considered for condonation of shortage of attendance in that course by the condonation committee. Students whose attendance in a course is less than 65% or whose shortage in attendance has not been condoned will not be eligible to appear in the End-Semester Examination of that course and all marks obtained in any component of the course-evaluation will stand cancelled.
- (iii) A Ph. D./M. Phil. student shall be eligible to avail a leave of 30 days in an academic year. He/she shall not be entitled for any inter-semester breaks, winter and summer vacations. However, he/she is entitled for an additional leave of up to 10 days on medical grounds in an

academic year. The aforesaid leave provisions are cumulative. Further, male/female candidates shall be eligible for paternity/maternity leaves as per University rules once during their entire tenure as research scholars.

- (iv) The leave shall be granted by the Dean of the Faculty, on the recommendations of the Supervisor and Chairman concerned.

8. Submission of thesis/dissertation:

- (i) The thesis/dissertation shall be in the English Language, except for those submitted in the Faculty of Theology and in the Departments of Arabic, Hindi, Modern Indian Languages, Persian, Sanskrit and Urdu, in which the thesis/dissertation shall be written in respective language or language approved by the concerned CASR on the recommendation of BOS.
- (ii) The student shall submit the thesis/dissertation, along with the prescribed proforma, to the Controller of Examinations, duly forwarded by Supervisor(s), the Chairman of the Department concerned and Dean of the Faculty.
- (iii) A M. Phil. student shall submit three hard copies of the dissertation.
- (iv) A Ph. D. student shall submit four hard copies and one soft copy in PDF format (in a CD) of the thesis/dissertation.
- (v) A Ph.D. student shall, along with his/her thesis, also submit four hard copies and one soft copy in PDF format (in a CD) of the abstract of the thesis written in about 600 words describing the salient features of his/her investigation.
- (vi) The number of hard copies of the thesis/dissertation/abstract to be submitted shall be five in case of students assigned Co-supervisor.
- (vii) A Ph.D. student may submit the copies of the abstract at least one month before the submission of the thesis in order to expedite the process of evaluation.
- (viii) The thesis/dissertation should be typed using 12 font size with 1.5 line spacing in 'New Times Roman' with the following margins: 1.5" on left side, 1" on right side and 1" each on top and bottom.
- (ix) The thesis/dissertation should be printed on good quality A4 size paper on both sides and in soft bound form.
- (x) The Ph. D. thesis shall include the following:
- Self declaration certificate from the candidate and Certificate from the Supervisor/Co-Supervisor /Chairman of the Department
 - Certificate for the completion of course work, wherever applicable.
 - Certificate for the successful completion of the pre-submission seminar
 - A copyright transfer certificate as per the prescribed proforma
 - Paper(s) published/ communicated/accepted for publication.

9. Evaluation:

9.1. Evaluation of Ph. D. thesis:

- (i) The Consent of the examiner shall be sought by the Office of the COE preferably within a period of 15 days after the receipt of the thesis, by sending the request along with the abstract of the thesis to him. For this purpose, if e-mail address of the examiner is available, he/she shall be contacted through e-mail to get his/her consent at the earliest.
- (ii) In cases where examiners do not respond within four weeks, the information will be communicated by the COE to the Chairman of the Department. The Supervisor of the candidate, under intimation to the Chairman and COE may approach the examiner and his consent if

received shall be acted upon, otherwise, the alternative examiner approved by the CASR shall be approached and requested to give his consent.

- (iii) In case the alternative examiner also fails to respond a fresh panel shall be proposed by the Chairman in consultation with the Supervisor and shall be sent through the Dean within fifteen days for its approval and consequential appointment of new examiners.
- (iv) Copies of the thesis shall be dispatched to the examiners from the Office of COE within seven days from the date of receipt of consent under intimation to the Dean. Soft copy of the thesis (in PDF version certified by the Supervisor on a CD) shall also be sent to the examiners by the office of COE under intimation to the Dean.
- (v) The examiners shall be requested to submit their individual reports within two months of the receipt of the thesis.
- (vi) The examiner's shall be requested to send the report preferably in English, or alternatively, in the language in which the thesis has been written. However, the recommendations should only be in English.
- (vii) In case of non-receipt of report, the first reminder requesting its dispatch by the examiner shall be sent after two months and second reminder after three months from the date of dispatch of the thesis to the examiner.
- (viii) In case of non-receipt of any response from the examiner even after two reminders, the supervisor of the candidate under intimation to the Chairman may approach the examiner and response of the examiner shall be communicated to the COE which shall be acted upon.
- (ix) In case the examiner fails to respond within one month after the supervisor approaches him/her as per proviso of Reg. 7(vii), the COE may seek the consent of the alternative examiner of the thesis, if any, appointed by CASR, or seek a fresh panel of examiners from the Chairman of the Department to be sent through the CASR.
- (x) After receipt of reports from all examiners, the Office of the COE shall send them to Dean within a period of seven days
- (xi) The return of thesis from foreign examiners shall not be insisted upon and payment of remuneration to him/her shall be made within a period of fifteen days.

9.2. Evaluation of M. Phil. dissertation:

- (i) Copies of the dissertation shall be dispatched to the examiners from the Office of the COE within seven days from the date of its receipt under intimation to the Dean.
- (ii) The examiners shall be requested to evaluate the dissertation out of 200 marks within fifteen days of the receipt of the dissertation.
- (iii) After receipt of award list from all examiners, the Office of the COE shall advise the Chairman of the Department concerned to fix the date of the viva-voce of the candidate in consultation with the supervisor, if the candidate has obtained the requisite pass marks therein.
- (iv) The Chairman of the Department concerned shall notify the viva-voce examination of the student under intimation to the Dean of the Faculty and Office of the Controller of Examinations.
- (v) The viva-voce examination shall be of 100 marks.

10. Explanation

- (i) Whenever the word "Chairman of the Department" occurs it shall be construed to include Director or Coordinator of any Centre at which Ph.D. / M. Phil. programs are being offered.
- (ii) If such a Centre is not assigned to a Faculty, the reference to the Dean of the Faculty in the present Regulations shall be construed as also to mean the Director or Coordinator of the said Centre, unless the Regulations specifically prescribe otherwise.