

BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH



REVISED PH.D./M.PHIL. ORDINANCES-2019

(Revised in Compliance of the UGC (Minimum Standards and Procedures for the Award of M. Phil./Ph. D. Degree) Regulation, 2016 as notified in The Gazette of India (No.278, Part III – Section 4) 5th July 2016 with amendments from time to time)

(Revised on 23rd June, 2020)

Bhakta Kavi Narsinh Mehta University Road

Khadiya, Junagadh-362 263

Website: www.bknmu.edu.in

Email ID: phdbknmu@gmail.com

Ph: 0285-2681400

BHAKTA KAVI NARSINH MEHTA UNIVERSITY

JUNAGADH

Ph.D./M.Phil. ORDINANCES

(These Revised Ordinances will be applicable from the academic year 2019-2020)

O. Ph. D./M.Phil. 1: SHORT TITLE, APPLICATION AND COMMENCEMENT:

This Ordinance shall be called by name “Bhakta Kavi Narsinh Mehta University, Junagadh Ph.D./M. Phil. Ordinances, 2019”.

It shall come into force on the date as notified by the Bhakta Kavi Narsinh Mehta University, Junagadh.

These ordinances shall apply to the Ph.D./M.Phil. studies conducted in different disciplines in the University Post Graduate Departments, Constituent Colleges, Affiliated Colleges, Recognized Institutes or Centers established and/or maintained by the Bhakta Kavi Narsinh Mehta University for the purpose of Ph.D. / M. Phil studies.

O. Ph.D./Phil. 2: DEFINITIONS:

- I. ‘Act’ means the Bhakta Kavi Narsinh Mehta University Act, 2015.
- II. ‘Candidate’ for Ph.D./M.Phil. study’ means a candidate, who has obtained Master Degree in any recognized discipline and has submitted his candidature for the purpose to enroll and pursue Ph.D. / M. Phil study.
- III. ‘Affiliated College’, ‘Recognized Institution’, ‘Self Finance Institution’, ‘University Centre’, ‘University College’, ‘University Department’, respectively means the said college, institution, Centre or Department as provided under Section 2(1), 2(7), 2(10), 2(15), 2(16), 2(17) of Act, which are approved and engaged to conduct Ph.D./M. Phil./research in any discipline.
- IV. ‘Blood Relation’ means a relation which relates the supervisor and the research scholar by any relations mentioned hereunder:
 - a. Father and Son/Daughter.
 - b. Mother and Son/Daughter.
 - c. Father-in-Law and Son-in-Law/Daughter-in-Law.
 - d. Mother-in-Law and Son-in-Law/Daughter-in-Law.
 - e. Husband and wife which includes divorcee spouse also
 - f. Two Brothers
 - g. Two Sisters
 - h. Brothers and Sisters

- i. Children of two brothers
 - j. Children of two sisters
 - k. Children of brothers and sisters
- V. 'Course Work' means the course or study programme conducted by the University or any other department after the enrollment of the candidate for Ph.D./M.Phil. to teach and guide the basics of relevant subject and specialization required for the purpose to conduct research.
- VI. "Direct Contact" means a live contact between research supervisor and research scholar for the purpose of supervision, monitoring and guidance concerned with the Ph.D./M. Phil. study.
- VII. "Enrollment" means an enrollment of research scholar for the purpose to conduct research study for the Ph.D./M.Phil. degree programme after fulfillment of relevant statutory requisites.
- VIII. (a) Interdisciplinary means involving and combining of two or more academic fields into one single discipline. An interdisciplinary field crosses traditional boundaries between academic disciplines or schools of thought, as new needs and professions have emerged.
(b) Multidisciplinary refers to an approach to problem solving by drawing approximately from multiple disciplines to redefine problems outside of traditional boundaries and reach solutions based on a new understanding of complex situations.
- IX. "Ordinance" means the Ordinance of the University.
- X. "Ph.D. Degree" means the degree of 'The Doctor of Philosophy' in any discipline as provided under the Statute of the Bhakta Kavi Narsinh Mehta University, Junagadh.
- XI. "M. Phil. Degree" means the degree of 'The Master of Philosophy' in any discipline as provided under the Statute of the Bhakta Kavi Narsinh Mehta University, Junagadh.
- XII. "Principal Supervisor" means Ph.D./M.Phil. Supervisor who supervises or guides Ph.D./M.Phil. scholar along with any other co-supervisor. In absence of co-supervisor, the research scholar will be supervised only by one supervisor and he will not be called a "Principal Supervisor" but only "Supervisor". In this document, the terms Supervisor and Guide are used interchangeably.
- XIII. "PET" means Ph.D. Entrance Test, and MET means and M. Phil. Entrance Test - a written eligibility test conducted to determine the eligibility of the candidate for M. Phil. and Ph.D. study.
- XIV. "RDC" means 'Research Development Committee' constituted for subjects as stated in UGC NET/GSET examination by University P.G. Departments, Bhakta Kavi Narsinh

Mehta University to carry out Ph.D. / M. Phil. studies and other matters related to research.

- XV. “Research Scholar” means a scholar, who satisfies all the mandatory requisites for the purpose to enroll as Ph.D. scholar in any discipline and has been enrolled as a Ph.D. scholar.
- XVI. “Statute” means the ‘Statutes’ of the University.
- XVII. “Teachers” means a teacher, as defined under section 2(12) of the University Act.
- XVIII. “University” means the ‘Bhakta Kavi Narsinh MehtaUniversity’ established by the Gujarat Act No.23 of 2015.
- XIX. ‘BKNMU’ means Bhakta Kavi Narsinh Mehta University, Junagadh
- XX. “External” means person not working with BKNMU or in its affiliated colleges or recognized institutes.
- XXI. RAC means Research Advisory Committee constituted for subjects as stated in UGC NET/GSET examination by University P.G. Departments, Bhakta Kavi Narsinh Mehta University to carry out evaluation of Ph.D. / M. Phil. studies and other matters related to research.
- XXII. BUTR means The Board of University Teaching and Research. This board will advise the authorities of the University on all matters connected with the promotion of advanced studies and research of the Universities.

O.Ph.D./M.Phil.3:GENERAL RULES FOR ADMISSION IN PH.D./M.PHIL. PROGRAMME

3.1 The University shall not allow any student to conduct Ph.D./M. Phil. study through the mode of distance education.

3.2 It shall be mandatory for the Ph.D./M. Phil. research scholar to conduct the Ph.D./M. Phil. study at the Department or College or Institution for the purpose to conduct research study in any discipline which requires experiments and practicals.

Provided that such student with the permission of the RDC and the concerned Principal Supervisor/Co-Supervisor may conduct research in any other University or Department or Institute or College, when there is no provision for such practicals and experiments in their own Institute or Department or College.

3.3 It shall be mandatory for the Ph. D. research scholar to be in direct and fruitful contact with his supervisor. Review of the related literature, review of published research in the subject, laboratory work, field work, seminar/conference, teaching(online/offline) and study of different contemporary and development issues in the subject/topic. etc. will be considered as direct and fruitful contact. The research scholar is required to submit a

certificate issued by his Ph.D. supervisor (to the said effect) to the University at the time of submission of Ph.D. thesis.

3.4 Colleges may also access the facilities of the neighbouring institutions/colleges or of those institutions/colleges/organizations which have the required facilities.

3.5 A candidate must have secured 55% (without grace) in the concerned master degree.

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) and other categories of candidates as per the norms of UGC from time to time, or for those who had obtained their Master's 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.

3.6 The determination of subject for PET will be conducted in subjects explicitly prescribed in UGC/CSIR/NET/SET examinations. The subsequent RDCs will also be constituted in the same manner of the subjects prescribed in the said examination.

3.7 The scholars shall follow the ordinances/rules and regulations prescribed by the University from time to time, even if they are not included in these Ordinances. The University shall have the right to modify, change or add to the ordinances/rules and regulations which shall be binding on the scholars.

3.8 The Ph.D. scholars shall be entirely responsible for any duplication or plagiarism/academic dishonesty or piracy occurring in the thesis. In case any such acts are detected even after the award of the degree, the scholar shall be held accountable for the irregularity and this may even lead to cancellation of the degree. The decision of the University in this regard shall be final and binding on the scholar.

3.9 If any differences of opinion/dispute develop between the research scholar and the guide at any time during the course of the research work, the decision of RDC/BUTR in the matter shall be final and binding on the research scholar and the guide.

O. Ph.D./M. Phil.4:ELIGIBILITY AND PROCEDURE FOR ADMISSION IN Ph. D/ M.Phil. PROGRAMME

4.1 The registration of eligible candidate will be done in the subject and faculty in which he/she possesses master's degree.

4.2 Subject to the provision of this ordinance, the University administration shall be required to respect the reservation policy formulated and changed time and again by the Govt. of Gujarat/UGC in selection of the candidates for Ph.D./M. Phil. study and their admission.

- 4.3 The University shall conduct an Entrance Test to be called Ph.D./M. Phil. Entrance Test (PET/MET) to determine the 'eligibility' of the candidate to conduct Ph.D./M.Phil study in the respective subject.
- 4.4 The Board of University Teaching and Research shall decide the mode/procedure of PET Examination conduct.
- 4.5 The PET/MET examination shall be conducted only in the subjects in which UGC/CSIR/NET/GSET conducts examination, subject to availability of recognized supervisors in the Bhakta Kavi Narsinh Mehta University. This provision is for the M.Phil./Ph.D. program only and no inferences drawn from this would be applicable for any other academic endeavor. Therefore, it shall have no implication on any type of academic recruitment etc.
- 4.6 The result of PET/MET examination shall be declared within fifteen days.
- 4.7 Exemption from Ph.D./M.Phil. Entrance Test (PET) shall be given to a candidate who has passed GSET/UGC-CSIR-NET/JRF/Teacher's Fellowship holders whose examinations are conducted / approved by UGC. They should have to face RDC. These candidates must apply online with due fee.
- 4.8 Candidates for admission to the M.Phil./Ph.D. programme shall have a Master's degree only in the Faculty in which he/she has obtained Master's Degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 4.9 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's 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.

- 4.10 A candidate in the Faculty of Arts or Commerce who has taken his/her Master's degree in Economics or Statistics may be registered for Ph.D. degree, in any one of these faculties subject to the approval from BUTR/BUTR and Hon. Vice Chancellor.
- 4.11 A candidate who has obtained the degree of Master of Engineering or M.Tech. with Computer Science, Information Technology, Electronics, Environment, Bioscience, Biotechnology as one of the subjects of this University or of any other University, recognized as equivalent thereto, may be allowed to registered for the Ph.D. degree in Science Faculty in the subject/s of Computer Science/Electronics/Environment Science/Climate Change Impacts Management/Biotechnology/Life Science etc. subject to the approval from RDC/BUTR and Hon. VC.
- 4.12 Multi/intra/Inter disciplinary research in Science / Engineering /Medical/ Paramedical/ Arts/Humanities/Social Sciences/Education/Law/linguistics etc. shall be encouraged.
- 4.13 Candidates who propose to carry out research work in Multi/intra/inter disciplinary areas shall be permitted to have a Co-Guide on the recommendation of the RDC. The Co-Guide could be from the same or a different department/college/centre of Bhakta Kavi Narsinh Mehta University or from any other recognized University/institution in India or abroad.
- 4.14 Hon. VC may approve, based on the recommendation of RDC/BUTR to another faculty/subject other than the one in which the candidate has obtained his/her master's degree, and granting registration to such scholar for the Ph.D. degree in an allied/different/concerned subject on a case to case basis.

O. Ph.D. 5: SPECIAL PROVISIONS FOR SELECT GROUPS FOR ADMISSION IN Ph. D. PROGRAMME

(A) International Scholars

- 5.1 International scholars shall be exempted from taking the Ph. D. Entrance Test as they cannot be admitted without a valid Research Visa endorsed in favour of a given University as per the guidelines issued by Government of India. The admission letter issued by a given university forms the basis for our embassy/high commission abroad to issue them a valid Research Visa endorsed in favour of such a University for the entire duration of their Ph. D. programme.
- 5.2 For International candidates (those who have not obtained Master's degree or equivalent degree from Indian Universities), the minimum percentage of marks shall

be 55% or equivalent grade in the Master's Degree or equivalent qualification is mandatory. Such candidates should produce equivalence certificate, if required.

- 5.3 Any recognized Ph. D. Guide in the subject-discipline in which an International Scholar has applied for admission shall be allowed to take eligible International Scholar applicants against 10 % supernumerary seats in addition to the prescribed number of scholars in O.M.Phil./Ph. D. 10.2.
- 5.4 No International Scholar offered admission to Ph. D. programme in Bhakta Kavi Narsinh Mehta University shall be admitted unless he/she has a Research Visa endorsed in favour of this University.
- 5.5 An International Scholar registered for Ph.D. as a part-time scholar in this University who does not reside on the campus shall be required to stay on the campus for at least three months in parts: for ten days to complete the process of admission, and a month every year for completing course work during the period of his/her research, besides fulfilling the other requirements outlined in these rules. He/she shall present the work done through seminars before the RAC concerned before submitting his/her thesis. The research scholar's Guide and the Department concerned shall keep a record of his/her attendance and submit the same to the University.
- 5.6 Tuition fee may be reduced if any International Scholar will get admission in Ph.D. with recommendation of BUTR and approval of Vice Chancellor.
- 5.7 Except for the special provisions made for the admission of International Scholars, all the other rules applicable to Ph. D. scholars of these regulations shall also be applicable to the International Scholars of this University.

(B) Professionals/Civil Servants:

- 5.8 In case of a professional from corporate bodies/scientist/civil servant with a minimum of 5 years experience and at least one publication in referred journal with ISSN number/books with ISBN number, shall be exempted from the Ph. D. Entrance Test. Eligibility criteria given in O.Ph.D. 4 shall apply.
- 5.9 The interview during the counselling for admission to Ph.D. programme shall consist of (i) a minimum of 25-page proposal in the area of the research interest submitted to the RDC at the time of interview during counseling for admission; (ii) Evaluation of the proposal by the RDC which shall be required to mark it out of 60; and (iii) be marked out of 40 on the basis of a presentation he/she makes before the RDC.
- 5.10 An applicant shall be required to secure 50% marks combined in the two components to be considered as eligible for admission to a given Ph.D. programme.

O. Ph. D. / M. Phil. 6: PROCEDURE FOR CONDUCT OF ENTRANCE TEST FOR M. PHIL /PH. D STUDIES:

6.1 Structure of the Test

All the candidates who are not exempted from the Entrance Test are required to appear in person for the Entrance Test. It is mandatory for exempted students to fill the M.Phil./Ph.D. Entrance Test form. The name of the papers and contents of the test shall be as follows:

Paper 1: General Paper

- This paper will have 50 questions with multiple choices. It can be set one for all or stream/discipline wise. Examination time is 1:00 hour
- Contents of this paper shall be of Research Methodology.

Paper II: Subject Specific Paper

- This paper will have 50 questions with multiple choices. Examination time is 1:00 hour
- Contents of this paper shall be of foundation of the relevant subject as per UGC-CSIR/NET/SLET/GSET/PG level.

6.2 Total marks for the Entrance Test will be 100 for 100 MCQs., each of them carries one mark.

6.3 There will be no negative markings in Entrance Test.

6.4 To qualify in the Entrance Test, the candidate has to secure minimum 50% marks in the aggregate in paper-I & Paper-II.

6.5 The eligibility of the candidate who cleared the Entrance Test is for one academic year only.

6.6 The medium of PET and thesis writing will be English for all subjects which come under the faculty of Science, Commerce, and Law, English or Gujarati for all subjects which come under the faculty of Education, English or Gujarati for all subjects which come under the faculty of Arts, but it should be English for English subject, Hindi for Hindi subject and Gujarati or Sanskrit for Sanskrit subject.

6.7 UGC/CSIR(JRF) examinations, NET/SLET/GSET/GATE/Teacher Fellowship holders shall be exempted from the PET. But they have to apply online.

6.8 The Board of University Teaching and Research (BUTR) shall decide the mode/procedures of the conduct of PET examination and other relevant things.

O. Ph. D. / M. Phil. 7. The Board of University Teaching and Research.

7.1 There shall be a constituted Board of University Teaching and Research comprising of the following.

(i)	Vice Chancellor/Pro-VC - Chairperson	Ex-officio
(ii)	The Pro-Vice Chancellor	Member - Ex-officio
(iii)	All Deans	Ex-officio
(iv)	Heads of Departments (not exceeding 4 by rotation) from different faculties to be nominated by the Academic Council	Members
(v)	One member nominated by the Executive Council	Members
(vi)	Two external experts to be nominated by the Vice-Chancellor representing different disciplines in the University	Members

7.2 Subject to the overall guidance of the Academic Council, the Board of Research Studies shall advise the authorities on all matters connected with the promotion of advanced studies and research in the University.

O. Ph. D. / M. Phil. 8. : RESEARCH DEVELOPMENT COMMITTEE (RDC).

8. Formation of RDC.

8.1 The RDC shall be constituted for all the subjects as prescribed in the NET/GSET examinations with the prior approval of the Vice Chancellor and it shall consist of the following:

- (a) The Head of the P. G. Department as the Chairman of the RDC
- (b) Dean of Concern Faculty
- (c) Chairman of Board of Studies of Concern subject.
- (d) Two External Experts (Not below the rank of Professor or at least 10 years of experience as an Associate Professor) from other Universities/Institutes of Repute. The names of external experts shall be decided by the chairman of the RDC in consultation with the Vice-Chancellor.
- (e) Notwithstanding anywhere in this ordinance, in case in subject(s) where the number of recognized guides are more than ten, the chairman of the RDC of the concerned subject shall be empowered to invite only selected members (recognized supervisors) from the recognized institutes in RDC meetings.

8.2 The RDC shall declare the result on the basis of following criteria subject to the suitability of the research work at the institution / availability of supervisor in the proposed research area. Each criterion shall be of 10 marks.

- a) Nature and scope of the proposed research

- b) Quality of the proposed research and the competence of the candidate in the proposed research.
 - c) Subject knowledge of the candidate.
 - d) Extent of contribution of the proposed research to new / additional knowledge.
 - e) Overall performance of the candidate.
- 8.3 There will be an RDC of selected subjects as prescribed in UGC NET/GSET examination and availability of supervisor of the said subject.
- 8.4 The eligible candidate of PET shall submit application with research proposal to the concerned 'Chairman of RDC' for the purpose to initiate the process to call and coordinate the meeting of the RDC. The RDC Chairman shall inform Academic section of University and the concerned members of the RDC before reasonable time required to participate in the meeting of the RDC.
- 8.5 Waiting list up to ten candidates may be recommended by the RDC.
- 8.6 Enrolment of the candidate for Ph.D./M.Phil. study shall be subject to the approval of RDC and the availability of academic, infrastructural resources and consent of the supervisor.
- 8.7 The RDC shall have authority to suggest changes in the title of the research problem in the meeting held for approval of the proposal of the research scholar.
- Proviso: A candidate shall be allowed to change the title of the research problem without prejudice to the object and contents of the research study at any stage after his enrolment as research scholar and before the submission of the synopsis. However, this application has to be processed with justifications approved and forwarded by the concerned Supervisor/Principal Supervisor with the approval of the Chairman of the concerned RDC/BUTR.
- 8.8 The RDC shall be empowered to take appropriate decisions regarding post PET viva and other issues related to Ph.D./M.Phil. including the allocation of co-supervisor.
- 8.9 The chairman of the RDC shall be empowered to decide about the date and agenda of the RDC in consultation with the Dean of the concern faculty with prior permission of the Vice Chancellor and shall also be responsible to inform the other members of the RDC. The RDC will have to inform the academic section for the further action/process after the conduct of RDC.
- 8.10 The expenses incurred for the RDC meetings (including boarding, lodging, snacks, stationery etc.) will be borne by the University. The external experts will be given D.A. as per prevailing norms. Each external expert/s shall be paid an honorarium of Rs.

1500/- besides the car travel allowance or the actual traveling expenses incurred in case not travelled by car.

- 8.11 The RDC shall allocate supervisor and wherever necessary co-supervisor on recommendation of the RDC members with the consent of the concerned supervisor.
- 8.12 The results of the RDC meeting for Ph.D. / M.Phil. programme shall be communicated to the candidates and academic section by the chairman of the RDC, within fifteen days from the date of RDC.

O. Ph. D. / M. Phil. 9: Preparation of merit list

- 9.1 The qualifying marks for the Ph.D./M.Phil. Entrance Test will be 50% - in aggregate.
- 9.2 The University shall bring out merit list of successful candidates of PET/MET for each subject, based on the performance in 70 % written test of two papers and 30 % of RDC for each category (reserved & open). Validity of the merit list shall be only for the concerned academic year.
- 9.3 The merit list of exempted candidates for Ph.D. Programme will be prepared based on their performance in the RDC/GDPI. They have to get 50 % marks to qualify for admission in Ph.D. programme.
- 9.4 Admissions shall be given based on the merit list and available seats. The admitted candidates shall have to pay the prescribed fees within 15 days from the date of offer of admission, failing which the seat shall be allotted to the next eligible candidate on the merit list.
- 9.5 If, any vacancy arises by any means during the second term/semester of Ph.D./M.Phil. programme, the same shall be filled from the waiting list. The candidates who are recommended by RDC but placed as wait listed candidates shall be eligible for admission in Ph.D./M.Phil. programme in second term/semester as per the available seats in the respective subject.

O. Ph.D./M.Phil.10: RECOGNITION AND ALLOCATION OF SUPERVISOR

- 10.1 Subject to the other provisions of this ordinance, a teacher, who is a Professor, Associate Professor (Reader) or Assistant Professor of the Bhakta Kavi Narsinh Mehta University and employed as a Full Time Permanent Teacher or a Scientist of this University (not below the rank of Assistant Professor) shall be eligible to apply for recognition to supervise Ph.D. study/Research scholar in the Bhakta Kavi Narsinh Mehta University subject to the following eligibilities.
- a) Must have Ph.D. or an equivalent degree in the concerned subject.
 - b) Must have two years of fulltime experience to teach at post graduate level or to conduct full time research as scientist or six years full time teaching experience at

under graduate level in the respective subject as full time teacher in a scale prescribed for post not below the rank of Assistant Professor or scientist equivalent to Assistant Professor or at least six years aggregate experience of full time teaching and research.

- c) Must have published at least five research papers in the refereed/UGC listed journals. These five papers should be published after the award of Ph.D.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the university may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- d) In Multi/intra/inter disciplinary areas (subjects), a candidate who has qualification/s or experience/expertise in special or related discipline/s can apply for recognition as Guide in an additional/different/allied subject and where the BUTR is satisfied about the merit of the candidate, Hon. VC may recognize a candidate as Ph.D. guide. However 7.1 (a), (b), and (c) shall be applicable.

- e) No teacher shall be allowed to seek permanent recognition as Ph.D. Supervisor under this ordinance unless he is an employee of the University department, college constituted and run by the university and affiliated to this university or institution recognized by the university.

- f) Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College 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 other related institutions with the approval of the University Research Committee.

- g) In case of Ph.D. topics which are of inter-disciplinary in nature or where-ever the RDC/BUTR concerned feels that the expertise in the proposed research area needs to be supplemented, then the RDC/BUTR may appoint co-supervisor from BKNMU or outside or from other University/institute. The decision of the RDC in this regard shall be final. The co-supervisor should have expertise in the proposed field as evidence by his/her research publications. The co-supervisor may be inducted at the time of registration or even after registration, subject to recommendation by RDC/BUTR.

- h) The University shall constitute a Committee for recommending Recognition as Ph.D. Guide/Supervisor with the following as members to evaluate the application with regard to the fulfillment of the above criteria before recommending recognition of a teacher as a Ph. D. Guide:

- (1) Head of the University P. G. Department concerned (Chairman);
- (2) Dean of the faculty concerned;
- (3) Chairman of the Board of the Studies;
- (4) One expert in the relevant subject from other university; and
- (5) Two senior teachers of the related subject in the University P. G. Department/a Constituent College/Institutes/P. G. Centres/Colleges affiliated to Bhakta Kavi Narsinh Mehta University who are active researchers and never derecognized due to any reason in the past. All the members of this committee shall hold a Ph. D. degree and be recognized Ph. D. Guides. This committee shall hold office for three years. It shall meet at least once a year to consider applications for recommending recognition as Ph. D. Guide by deciding on each case individually on merit, taking into account the criteria stated above.

- i) Research papers submitted by a candidate for recognition as Ph.D. supervisor will be evaluated by an external expert not below the rank of Professor/Associate Professor or equivalent eminent academician nominated by the Vice Chancellor. The report must be positive. In case of negative opinion, the candidate will be given the opportunity to re-apply only after a period of one year.

10.2 A Research supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.

10.3 In case of relocation of Ph.D./M.Phil. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

10.4 In case of death of a supervisor, the student shall be transferred to other supervisor of BKNMU on recommendation of RDC/BUTR. Notwithstanding anywhere in this ordinance, in such cases, the number of students to be guided at any point of time shall be relaxed under the O. Ph.D./M.Phil. 7.2.

10.5 In case of retirement of a teacher, the teacher shall continue as a supervisor till the enrolled student(s) are awarded the degree.

- 10.6 In case of relocation of a teacher to another University/institute, the teacher shall continue as a supervisor of that University/college till his registered students are awarded the degree
- 10.7 The university shall, on the recommendation of the BUTR, transfer the scholars registered under a Ph. D. Guide to another Ph.D. Guide in the same subject discipline within six months of his/her registration if the original Ph.D. Guide is unable to provide guidance due to unavoidable circumstances.
- 10.8 A Ph. D. Guide shall produce or register at least one Research Scholar during the last five years of his/her recognition as a Ph. D. Guide, failing which his/her recognition as a Ph. D. Guide shall be derecognised and he/she shall be required to seek re-recognition as a Ph. D. Guide through due process.
- 10.9 E.C./A.C. of the University, at any time on the recommendation of the BUTR, shall be empowered to withdraw the Guideship of a recognised teacher. The BUTR can make such a recommendation on the ground of: (a) moral turpitude, and / or (b) plagiarism, and / or (c) any act harming the interest/quality concerns of the University.

O.Ph.D./ M. Phil. 11: DURATION OF THE PROGRAMME

- 11.1 Ph.D. programme shall be for a minimum duration of 06 semesters/03 years, including course work and a maximum of six years. All candidates will have to pay fees for six semesters.
- 11.2 The duration of the programme shall be from the date of the payment of the registration fee.
- 11.3 M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters/one year including course work and a maximum of four (4) consecutive semesters / two years. All candidates will have to pay fees for two semesters.
- 11.4 Extension beyond the above limits up to two years for Ph.D. and one year for M.Phil. may be given by the Vice-Chancellor in consultation with the BUTR.
- 11.5 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D./M.Phil. for up to 240 days.

O.Ph.D./ M. Phil.12. PROCEDURE FOR REGISTRATION

- 12.1 As soon as the candidates are admitted to the Ph.D. programme by paying the registration fee, they shall be provisionally registered for the programme. After the title clearance by RDC/BUTR, their Ph.D. registration shall be confirmed. This

- process shall be completed within the First term/semester of provisional registration.
- 12.2 A candidate admitted to the Ph.D. programme as per the procedure described earlier shall be registered as a Ph.D. scholar by the University.
- 12.3 The candidate shall be required to finalize and submit a brief research proposal of about 1000 words containing the title, significance and scope of the topic, rationale, justification, national-international status, theory and research methodology/techniques involved, references, bibliography, place of research, etc., in coordination with guide/co-guide.
- 12.4 Once the topic and the guide are finalized, the scholar will be required to fill up the registration form with the required fees. The prescribed registration form will be given by the University.
- 12.5 After the title clearance of the research proposal, the University shall notify the scholar about approval of the topic of the thesis.
- 12.6 A registered Ph.D. scholar shall not be allowed to pursue any other course/programme from any University simultaneously. If any such violation is noticed, the registration of the scholar shall be cancelled automatically.
- 12.7 The date of registration of Ph.D./M.Phil. Scholar shall be done in the months of January and if required in July of each year.
- 12.8 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution;

O. PH. D.13. FEE STRUCTURE

13.1. Fee Structure for Ph.D. Scholar

- (1) Admission Form & Processing fees: Rs.1000/-.
- (2) Registration fee to be paid (once):
Indian Scholars: Rs.1500/- (Re-registration: Rs.4000/-).
Foreign* Scholars: Rs.6000/-(Re-registration: Rs.12000/-)
- (3) Course Work Fee:
Rs.4000/- for Indian Scholars
Rs.16000/- for Foreign Scholars

(4) Other fees:

Sr. No	Fee Details	Indian Scholars (INR)	Foreign* Scholars (INR)
1	Tuition Fee	4,000	16,000
2	Laboratory Fee per term (where practicals are required)	4000	16,000
3	Laboratory Deposit (Once at the time of Admission)	1000	4000
4	Library Fee	500	2000
5	Library Deposit (Once at the time of Admission)	500	2000
6	Caution Money (Once at the time of Admission)	200	800

Note: Girls student have been exempted from tuition fees under the provision of (1) Resolution MIS/1084/29657/85 Date: 01/05/85 (2) Resolution MIS/1088/ 7844/88 Date: 01/11/88 issued by Education Department, Government of Gujarat.

Synopsis Fee (To be paid at the time of submission):

- Indian Scholars: Rs. 3,000/- and
- Foreign* Scholars Rs. 12,000/-.

(*Foreign means students who is holding foreign passport and has completed qualifying degree from the country other than India.)

13.2. Fee Structure for M.Phil. Scholar

(1) Admission Form & Processing fees: Rs.1000/-.

(2) Registration fee to be paid (once):

Indian Scholars: Rs.1000/- (Re-registration: Rs.2000/-).

Foreign* Scholars: Rs.4,000/-(Re-registration: Rs.10000/-)

(3) Other fees:

Sr. No	Fee Details	Indian Scholars (INR)	Foreign* Scholars (INR)
1	Tuition Fee	1,000	4,000
2	Laboratory Fee per term (where practicals are required)	3,000	12,000
3	Laboratory Deposit (Once at the time of Admission)	1,000	4,000
4	Library Fee	500	2000
5	Library Deposit (Once at the time of Admission)	500	2000
6	Caution Money (Once at the time of Admission)	200	800
7	University Development Fee	200	200
8	Sports Fee	70	70
9	Cultural Activity Fee	70	70
Note: Girls student have been exempted from tuition fees under the provision of (1) Resolution MIS/1084/29657/85 Date: 01/05/85 (2) Resolution MIS/1088/ 7844/88 Date: 01/11/88 issued by Education Department, Government of Gujarat.			

Dissertation fees (to be paid at the time of submission)

- For Indian students Rs.2500/- and
- For Foreign students Rs.10,000/-

* Foreign means students who is holding foreign passport and has completed qualifying degree from the country other than India.

13.3 The candidate to be admitted to the M.Phil/Ph.D. programme shall have to pay the prescribed fees as stated above or as modified by the university from time to time. The fees once paid shall not be adjusted or refunded under any circumstances even if the candidate cancels the admission. Any revision of fee shall be payable by the Ph.D. scholar during the entire period of the Ph.D. degree.

All Ph.D. scholars shall have to pay the prescribed fee for 02 terms every year, till the date of submission of the Ph.D. thesis.

13.4 A research scholar admitted to any of the Ph.D. Programmes in the University shall pay fee as decided by the University from time to time. Failure to pay fee for three

consecutive terms shall lead to automatic cancellation of admission. However at a later stage if a candidate desires to revive his/her registration, then he/she is required to apply to the BUTR in the concerned subject discipline which may consider it and take appropriate decision with due justification and recommend that the candidate's request be granted with penalty fee decided by the university as per rules in force from time to time.

- 13.5 A registered Research Scholar shall submit his/her thesis within stipulated time, failing which he/she has to take extension recommended by the BUTR and approved by the Vice-Chancellor and he/she shall be required to pay fees up to the time he/she submits his/her thesis along with penalty fee decided by the university as per rules.
- 13.6 In case of a Ph. D. research scholar failing to submit his/her thesis within the stipulated time after submission of his/her synopsis failing which he/she has to take extension as through BUTR which should be approved by Vice Chancellor and he/she shall be required to pay fees up to the time he/she submits his/her thesis along with penalty fee decided by the university as per rules.
- 13.7 University shall not make any correspondence pertaining to the payment of semester fees to any M.Phil./Ph.D. candidate nor shall the University remind the same. It will be the responsibility of the candidate to pay the fee in time. The odd semester fee is to be paid in the month of January and even semester fee is to be paid in the month of July every year.

Ph.D./M. Phil.14: COURSEWORK

14. O. Ph.D. Coursework

- 14.1 All candidates admitted to the Ph.D. programmes shall be required to undertake the coursework for one academic semester designed and conducted by the concerned Department. The scholars who have completed M.Phil. degree according to the UGC regulation 2009 shall be exempted from the course work. For all other scholars, including JRF, and those who are getting direct admission to the Ph.D. programme, course work is compulsory for one and all.
- 14.2 Research Scholar has to clear these courses within the first two terms/semesters from the date of registration. The women candidates may be allowed a relaxation of two terms / semesters in case of maternity.
- 14.3 The concern department shall evaluate this course work, maintain proper records of teaching and evaluation and take a decision on the continuance or otherwise of the research scholar.

14.4 The course work shall carry 10 credits (one credit=15 hours for offline mode and 10 hours for online mode). The concerned RDC or BUTR shall decide the details of the course work, teaching schedule and evaluation within the broad framework given below:

- i. 06 credits (90 hours for offline mode and 60 hours for online mode) for "Research Skills" which includes research methodology, quantitative methods, computer application, tools and techniques for research and experimentation, instrumentation, communications skills, review of research and report writing. It will also include the 2 credit of "Research and Publication Ethics (RPE)" course notified by UGC as compulsory for all the Ph.D. Scholars which is published in the Gazette of India on 31st July, 2018. Six credits will be evaluated (online/offline) out of 60 marks.
- ii. 04 credits (60 hours) for subject specific course work. 60 hours shall be devoted to review of the related literature, review of published research in the subject, laboratory work, field work, seminar/conference, teaching and study of different contemporary and development issues in the subject/topic. Four credits will be evaluated (online/offline) out of 40 marks by the concerned research supervisor.
- iii. The course work contents of the specific subject shall be decided by the Chairman of the concerned subject RDC.
- iv. The syllabus approved by RDC should be sent to Academic section of BKNMU for records.

14.5 A Course Work Completion Certificate duly signed by the Head of the concern department/school would be essential before the submission of the synopsis. The synopsis of the scholars would be accepted only after such necessary certification.

14.6 The detailed norms for evaluation of the course work shall be decided by the department/school together. At the end of the course work all the scholars shall have to appear for external examinations in the above three papers. The examination may be conducted online or any other mode as decided by the university.

14.7 The passing criteria for each subject/paper shall be 45% marks with an aggregate of 55% in the above papers. Those who failed to get the minimum passing marks shall have to reappear for such examination which will be decided as alternative arrangement made by the university.

A research scholar shall be required to undergo a course work preferably in the first semester and his failure in completion of his course work in the said semester will make him liable to complete the course work in the succeeding academic semester only.

- 14.8 Attendance of the Ph. D. Scholar in each course shall be as per university rules.
- 14.9 The course work carried out by the candidates in other recognized department/institutions/university/HRDC, with the prior approval of the Chairman, RDC/Academic Section, for which due credit shall be given to them, if found necessary. The Ph.D. scholars migrated abroad may be permitted to earn due credits from their respective country with prior permission of Chairman, RDC/Academic Section. The candidate has to submit the course work completion certificate to the Academic Section of the University.
- 14.10 The Research scholar shall attend their respective department/school laboratory/institute/college according to the pre-arranged time-table and programmes provided by Heads/coordinator/directors/principal. The records of their attendance shall be maintained by the concerned Guide/s.
- 14.11 The University shall notify the results of the course work by a notification at the time of declaration of results of course work and mention it in the degree certificate. An official marksheet of the course work will be issued by BKNMU.
- 14.12 The teaching in the coursework shall be treated as part of the workload of the teacher.
- 14.13 If the coursework is carried out with the help of external experts, an honorarium up to a maximum amount of Rs. 500/- for each lecture shall be given by the University.
- 14.14 Each department shall prepare a timetable for all papers and it shall be carried out in consultation with the Chairman of RDC. The RDC chairman shall keep the records of the timetable, attendance and examinations. The Chairman of respective RDC will submit the result of coursework to the Academic / P. G. Section of the University.

O. M.Phil. 15 : Coursework

- 15.1 The Syllabus for the Semester-I & II in the various subjects of M. Phil. Degree programme shall be prescribed by the Board of Studies of the respective subjects.
- 15.2 The duration of M.Phil.programme shall be of two semesters during which course work should be completed. During the first semester the students are required to complete the coursework of two papers. The courses shall be designed in such a way that during the course work the students will be exposed to research concepts and activities. The student shall identify their research topic and prepare a dissertation and submit the same by the end of the 2nd semester. The research work shall be submitted in the form of a dissertation. Each paper shall be of 100 marks. It should further be divided into 70 theory components and 30 internal components.
- 15.3 There shall be two papers to be covered in the first semester. The first paper shall be on 'Research Methodology' and second paper shall be on the relevant subject. While in

the second semester, the scholar shall be offered third paper on 'Review of Literature'/relevant subject. Each paper shall be of 100 marks. They should further be divided into 70 theory components and 30 internal components. The candidate shall attend at least one seminar pertaining to his/her dissertation in the department/institution. The dissertation shall be of 200 marks out of which 50 marks shall be for viva-voce. BKNMU shall conduct the examination as per its regulations.

15.4 The standard of passing for the M.Phil. degree examination shall be at least 45 % marks in each of the papers and 55 % of the total marks in the aggregate of the papers and also in dissertation.

- i. Any student securing less than 55 % marks in aggregate shall be treated as failed and shall have to repeat all those papers in which he/she has secured less than 55 % marks. He/She has to reappear in the concerned examinations in order to secure at least 55 % marks in the aggregate.
- ii. All the M. Phil. Students shall be required to clear three courses of three papers of five credits each. However in the semester system if student failing under any head of examinations he/she may be permitted to continue his/her study in the next semester.

15.5 Any permanent Professor/Associate Professor/Assistant Professor or equivalent /researcher in the University department or affiliated College of BKNMU or other equivalent University/institute with P.G. Recognition may be recognized to teach in the M.Phil. coursework.

O.Ph.D-16: Research Advisory Committee and its functions:

For monitoring research work, there shall be a Research Advisory Committee (RAC) for each Ph.D. Research Scholar.

16.1 The Research Advisory Committee (RAC) shall comprise:

- 1) Head of the Department who shall be the ex-officio chairperson/Subject Coordinator.
- 2) Research supervisor of the Ph.D. student who shall be the member of the committee.
- 3) At least one subject expert nominated by the Vice Chancellor upon the recommendation of the HoD.
- 4) Dean/VC nominee from teaching faculty.

- 16.2 The Committee shall have the following responsibilities:
- 1) To review the research proposal and finalize the topic of research.
 - 2) To periodically review and assist in the progress of the research work of the research scholar.
 - 3) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- 16.3 The head of the department will recommend five names of subject experts preferably from other University. The Vice Chancellor will select one name out of them who will be informed to remain present in the RAC.
- Provided that if there is no PG department of the concern subject in the University Campus, the Vice Chancellor will appoint the subject expert/s.
- 16.4 The subject expert will be given Rs.1500/- as an honorarium/seating allowance for one RAC and TA/DA as per University rules.
- 16.5 The Research Supervisor should have to remain present in the RAC meeting with Progress Report of his/her Research Scholar. He/She has to put Leave of Absence Report if he/she is unable to remain present. If he/she remains absent for three RAC consecutively, Vice Chancellor may withdraw his/her Ph.D. guideship with the recommendation of BUTR.
- 16.6 A research scholar shall appear before the Research Advisory Committee once in six months 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 Research Advisory Committee to the Academic Section of the University.
- 16.7 Suggestions/Corrective measures are to be forwarded to the Research Scholar by Academic Section of the University.
- 16.8 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College/University with specific reasons for cancellation of the registration of the research scholar.
- 16.9 It will be the responsibility of the Research Supervisor to prepare a Progress Report as per the proforma given by the University and to inform the student/s to remain present in the RAC meeting on given date, time and place.
- 16.10 The Research Scholar should pay the due term fee within fifteen days from the date of RAC.

O.Ph. D. 17: EVALUATION AND ASSESSMENT

- 17.1 Notwithstanding anywhere in this ordinance, a research scholar can submit her/his synopsis not before completion of five academic semesters including coursework.
- 17.2 All research scholars will have to cite the name of the concerned department/college and “Bhakta Kavi Narsinh Mehta University” in all of their publications, published during Ph. D. study related to topic of research as stated below.
“Name of the Research Scholar, Name of the Department/College, Bhakta Kavi Narsinh Mehta University, Junagadh-362 263, Gujarat, India”.
- 17.3 A research scholar shall be required to undergo a ‘Course Work’ preferably in the first / second Semester. Those who failed to get the minimum passing marks shall have to reappear for such examination which will be decided as alternative arrangement made by the university.
- 17.4 All the research scholar will have to make a presentation of progress report at the end of each semester. The supervisor shall submit a copy of the report to Chairman of RDC which should be submitted to the Academic/PG Section by the chairman of RDC.
- 17.5 A Ph.D. research scholar shall submit his synopsis before the Board of Studies (BoS) through his supervisor and forwarded by the Principal of the College/Institution, or Head of the department.
- 17.6 The Guide shall suggest to the Board of Studies a panel of six referees preferably three from outside the state. However no referee shall be from Bhakta Kavi Narsinh Mehta University. The referees should be Ph.D. and recognized Ph.D. supervisor/guide of the concerned University/college/institution. The referees should not be below the rank of an Associate Professor. The Academic Section will place these six names, through the Chairman of the Board of Studies, before the Vice Chancellor for approval. The Vice Chancellor will select two external referees from the panel submitted to him. The Vice Chancellor also shall appoint the external referee for viva voce examination in the same case. In case of refusal by any external referee, the Vice Chancellor shall appoint another referee.
- 17.7 Prior to the submission of the dissertation/thesis, the scholar shall make a Pre-Ph.D. Presentation in the University Department before RDC of concerned subject which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft

dissertation/thesis. The certificate of Pre Ph.D. Presentation should be included the thesis. (Appendix -II)

17.8 Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints. A patent shall be treated as equivalent to two papers and such candidate will not have to publish a paper.

17.9 Two External Experts (External Examiners) with the Principal Supervisor/Supervisor and co-supervisor as internal examiner will evaluate the thesis submitted by a research scholar. The internal examiner/s, in case of co-supervisor, shall submit an evaluation report jointly. (Appendix III)

Explanation 1: All the examiners who have evaluated the thesis must have recommended unanimously for the award of Ph. D. Degree to ensure eligibility of the candidate for viva-voce examination. One of the external examiners should be called for the viva-voce.

Explanation 2: In case where one examiner recommends and the other rejects, then the thesis will be sent to the third examiner. In case where one examiner recommends and other advises for revision then, the candidate will have to revise as per the suggestions. If the third examiner rejects, then the Ph.D. enrollment shall get cancelled.

Explanation 3: No candidate shall be eligible for viva-voce examination required for the purpose of Ph.D. degree unless all the examiners have recommended to conduct viva-voce examination to award the Ph.D. degree or the candidate has revised, incorporated or rewritten the Ph.D. thesis as desired by the concerned examiner who has evaluated the thesis and did said correction, revision, incorporation and/or rewritten the thesis. In such a situation, the thesis must be re-examined by the same examiner who recommended the said correction, revision or rewriting. Failure or negative result in this regard will amount to the cancellation of Ph.D. enrolment and the candidate shall be required to undergo the entire proceedings required for enrolment as a fresh candidate if he/she desires to conduct the Ph.D. research.

Explanation 4: The rejection of the thesis of the candidate by all external examiners will lead to the cancellation of enrolment.

17.10 The Supervisor/ Co-Supervisor of the concerned research scholar shall conduct 'open/public viva-voce' after receiving satisfactory evaluation reports of all the

Examiners. The Ph. D. viva-voce examination shall be conducted by the Supervisor/Co-Supervisor with one external examiner.

It is preferable to have both supervisor and co-supervisor for the conduct of viva-voce of the concerned scholar. But principal supervisor can also conduct viva-voce with an external examiner in absence/ non availability of co-supervisor. If need be arises, Online Viva Voce can be conducted.

- 17.11 All the examiners (external and internal) shall be paid an honorarium of Rs. 2000/- each for examining the thesis. The internal and external examiners who shall conduct the viva-voce shall be given an honorarium of Rs. 1500/- each. In case of principal supervisor and co-supervisor, both shall be separately paid an amount of Rs. 2000/- for thesis evaluation and Rs. 1500/- for viva-voce. The external examiner and co-supervisor shall be given Car/Air/Train travel allowance or the actual traveling expenses incurred in case not traveled by car. The DA will be paid as per the prevailing rules.
- 17.12 The research supervisor shall have personnel responsibility to notify the date, time and place of open/public viva-voce extending invitations to the members of different departments, colleges, research scholars and interested people. The viva-voce must be conducted in the respective University department or a place determined by the University at the University campus, preferably on working days.
- 17.13 Before submitting the thesis, a scholar has to produce Anti-Plagiarism clearance Certificate for the content of the thesis. (Appendix IX)
- 17.14 The report of Ph. D. viva-voce shall be prepared in a prescribed format (Appendix IV) and signed by the examiner(s). It shall be submitted to the Academic/PG Section of the University by the research supervisor for further action.
- 17.15 No candidate shall be awarded Ph.D. Degree unless the examiners conducting viva-voce recommend the award of the Ph. D. Degree.
- 17.16 In normal circumstances, the entire process of evaluation of M.Phil. Dissertation/ Ph.D. thesis shall be completed within a period of six months from the date of submission of the dissertation/thesis.

O. M.Phil. 18: EVALUATION AND ASSESSMENT

- 18.1 The evaluation of the M.Phil. programme will be done on a continuous basis, especially for the course work. In the three theory papers, thirty percent of the evaluation shall be internal and the remaining 70% shall be based on the examinations conducted by the University. In case of a paper consists of theory/presentation/practicals, the department can set its own criteria for evaluation.

- 18.2 The dissertation which consists of 200 marks will be evaluated separately by one external and one internal examiner (150 marks for Dissertation Evaluation + 50 Marks for open Viva Voce). Out of 200, student has to get 55% in aggregate.
- 18.3 The Board of Studies of respective subjects shall recommend three names for external evaluation for each dissertation separately out of which Vice Chancellor shall select one.
- 18.4 The standard of passing for the M.Phil. Degree examination shall be at least 45 % marks in each of the papers and in internal and 55% aggregate of three papers.
- 18.5 Any student securing less than 45% marks in each paper shall be treated as failed and shall be given only one chance to reappear in all those paper in which he/she gets less than 55% marks in order to secure at least 55% marks in the aggregate.
- 18.6 All M.Phil. students shall be required to clear three courses of three papers. However in the semester system if student failing under any head of examinations he/she may be permitted to continue his/her dissertation works. But his/her final results will be declared only subject to his passing in the three papers.
- 18.7 The M.Phil. degree shall be awarded in the subject in which the candidate possesses master's degree.
- 18.8 M.Phil. Scholars shall present at least one (1) research paper in a conference/seminar and produce evidence for the same in the form of presentation certificates and/or reprints. A patent shall be treated as equivalent to two papers and such candidate will not have to publish a paper.
- 18.9 All the examiners (external and internal) shall be paid an honorarium of Rs.1500/- each for examining the thesis. The internal and external examiners who shall conduct the viva-voce shall be given an honorarium of Rs 1000/-each. The external examiner shall be given car travel allowance or the actual travelling expenses incurred in case not travelled by car. The D.A. will be paid as per the prevailing rules.

O.Ph.D./M.Phil. 19: AWARD OF PH.D./M.PHIL DEGREES

- 19.1 A candidate becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements prescribed by the University.
- 19.2 The Ph.D. degree shall be awarded in the discipline of the Faculty in which the scholar is registered for the Ph.D. programme. The title of the Ph.D. thesis and subject/faculty shall be mentioned in the Notification.
- 19.3 If the thesis is recommended for award of the Ph. D. degree after the *open viva voce*, the Registrar, with the approval of the VC, shall declare the result. A certificate to this effect shall be issued by the Registrar to the successful scholar.

O. Ph.D./M. Phil. 20: DEPOSITORY WITH INFLIBNET

20.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D./M.Phil. degree(s), the academic section of the University shall submit an electronic copy of the M.Phil. Dissertation /Ph. D. thesis to the INFLIBNET, for hosting the same on Shodhganga, so as to make it accessible to all Institutions/Colleges.

O. Ph.D. /M. Phil. 21: CANCELLATION OF PH.D. REGISTRATION

21.1 If a scholar fails to pay the prescribed fee within given time limits, without satisfactory reasons, his Ph.D. registration may be cancelled through BUTR that should be approved by the Vice chancellor. The schedule of fee will be given to the scholar at the time of registration by the University.

21.2 If a Supervisor does not submit six monthly progress reports or submit a report mentioning that the work being carried out by the scholar is not satisfactory for two times consecutively, the Ph.D. registration may be cancelled through BUTR that should be approved by the Vice chancellor.

O. PH.D./ M. PHIL 22: RESPONSIBILITIES OF GUIDES

22.1 The Ph.D. guide carries all the major responsibility of guiding/supervising the academic planning/ progress/execution of the plan of research throughout the period of study. He/she counsels the scholar in academic matters, and provides guidance on the nature of course work and research, the standards expected, the adequacy of progress, and the quality of work.

22.2 A guide, who will be superannuating in less than one year period, may not be permitted to take a fresh Ph.D. scholar, however he/she can co-guide with the permission of Hon. VC, on the recommendation of RDC/BUTR, for a period not exceeding two years.

22.3 To ensure the successful and timely completion of the programme including the course work, it is essential that Ph.D. guides and their scholars maintain regular contacts. The guides must give their scholars advance notice, if they plan to be absent from the University/college for an extended period of time, i.e., 03 months or more, and make suitable arrangements for the continued guidance to the scholar during his/her absence.

22.4 The guides should keep all relevant documents of his/her M.Phil./Ph.D. Scholars.

Appendix I

CERTIFICATES TO BE INCORPORATED IN THE M. PHIL./ PH.D. THESIS

Certified that the work incorporated in the thesis
.....
(Title) submitted by Shri/Smt./Kum
was carried out by the candidate under my supervision/guidance. To the best of my knowledge: (i) the candidate has not submitted the same research work to any other institution for any degree/diploma, associateship, fellowship or other similar titles (ii) the thesis submitted is a record of original research work done by the student during the period of study under my supervision, and (iii) the thesis represents independent research work on the part of the student.

Signature of the Supervisor

Place:

Date:

- If there is any co-supervisor, he/she should also sign on the left side of the signature of the Supervisor.

Appendix-II

CERTIFICATE FOR THE PRE PH.D. PRESENTATION

This is to certify that _____ has made pre Ph.D. presentation as per UGC guidelines "University Grants Commission (Minimum Standard and Procedure for Award of Ph.D. Degree) regulation-2009" and Bhakta Kavi Narsinh Mehta University Ordinance for Ph.D. Programme (O. Ph.D. 13.7), on the research work entitled _____ in the department of _____, Bhakta Kavi Narsinh Mehta University, Junagadh on _____ before all the faculty members and students of the department for getting feedbacks and comments.

I also certify that the research work was appreciated by all those who remained present and there was no adverse comments made for this research work.

Date:

Place:

Signature of Head of the Department Signature of Guide

Appendix III

(Form to be sent to all the examiners of Ph.D./M.Phil. along with the thesis)

Note: The external examiner may kindly arrange to send the adjudication report to the University within two months of receipt of the Ph.D./M.Phil. thesis.

Bhakta Kavi Narsinh Mehta University
Junagadh, Gujarat-362 263
Ph.D./M.Phil. THESIS EVALUATION REPORT
PROFORMA FOR EVALUATION REPORT

Date :

To,
Assistant Registrar
Academic Section
Bhakta Kavi Narsinh Mehta University
Junagadh-362263 (Gujarat)

DETAILS OF EXAMINER

Full Name :

Institute:

Address:

Name of the Candidate:

Subject:

Title of the Thesis

PART-1 DETAILED EVALUATION

(Kindly adjudicate the thesis under the following three heads :

Quality Originality and presentation and grade each of them on all Scale of 0-5 where :

- | | |
|---------------------------------|-------------------------------------|
| (1) '5' Stands for "Excellent " | (4) '2' Stands for " Satisfactory " |
| (2) '4' Stands for "Very good" | (5) '1' Stands for " Poor" |
| (3) '3' Stands for "good " | (6) '0' Stands for "Inferior" |

QUALITY :

- | | | | |
|------------------------------|-----|---|-----|
| [1] introduction to the work | () | [6] Content of Thesis | () |
| [2] Review of Literature | () | [7] Timelines of work | () |
| [3] Scope of the work | () | [8] Contribution to the field | () |
| [4] Technical Soundness | () | [9] Conclusions drawn | () |
| [5] Problem statement | () | [10] Scope for further research
in the field | () |

ORIGINALITY

- {11} Formulation of the problem and hypotheses ()
- {12} Adequacy of data and their analysis ()
- {13} Original Contribution ()
- {14} Importance of the original contribution ()

PRESENTATION :

- {15} Clear Explanation of work ()
- {16} Sufficient details of the methods /techniques adopted ()
- {17} Justification of the work done ()
- {18} Clarity and unambiguity of the language ()
- {19} Clarity of objectives ()
- {20} Freedom from redundant /irrelevant material and errors ()

Total Score (out of 100)

(PART-II A DETAILED REPORT)

(Kindly enclose a detailed report on a separate sheet of paper in addition to the above proforma.
A detailed report on the strengths and weaknesses of the thesis is most essential)

PART-III FINAL RECOMMENDATION

It is my considered opinion that : (Places put \surd mark in the above box)

A	The thesis be accepted for the award of Ph.D degree in its present form.	
B	The thesis may be accepted after due corrections	
C	The thesis be revised and resubmitted	
D	The thesis be rejected.	

Note :- The thesis can be accepted for the award of Ph.D. degree only if the candidate secures 50 % or more points on part – I followed by the detailed in part –II.

Date :-

Signature of the Examiner

Name :-

Stamp :-

Appendix IV
Consolidated Report of the Referees on the *Viva Voce*

We have conducted the *viva voce* of Shri/Smt./Kum.....for the Ph.D./M.Phil. thesis entitled:..... in the Bhakta Kavi Narsinh Mehta University on(day and time).

- The performance of the candidate was satisfactory. We recommend that he/she be awarded the Ph.D./M.Phil. Degree.
- The performance of the candidate was unsatisfactory. We recommend that he/she should not be awarded the Ph.D./M.Phil. Degree. The *viva voce* be arranged again on

(tick which is applicable which is not applicable)

.....

(Supervisor)

Name and Signature

.....

(External Referee)

Name and Signature

Appendix V

Bhakta Kavi Narsinh Mehta University

(Attendance Sheet of Pre-Ph.D.Presentationof the candidate)

Ph.D. /M/Phil. seminar of Shri/Smt./Kum.....

Subject

Title.....

Date of seminarTimeVenue

Names of persons who attended the seminar.

Name of the person

Signature

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Appendix VI

Application form & Entrance Test Fee: Rs.1000/-

Form No.:

BHAKTA KAVI NARSINH MEHTA UNIVERSITY JUNAGADH.



FORM OF APPLICATION FOR REGISTRATION FOR THE DEGREE OF M.Phil./Ph.D.

Passport
size
photo
with
signature

Rs.1000/- Ph.D. Regi. fee paid
(after the sanction of R.D.C.)
Fee Receipt No. & Date:

Ph.D.

N.B. Eligibility for Registration

1. A candidate desirous of doing Ph.D. must be a post-graduate (Master's Degree) in the concerned subject with at least 55% or B+. Candidates belonging to SC/ST/SEBC category shall be given relaxation of 5%.
2. He/she must have qualified NET/SLET/ Ph.D. Entrance Test.
3. Person who hold qualifying degrees of other universities have to provide themselves with certificates of eligibility from this university before applying for Registration for a Degree of Ph.D.
4. Person who hold qualifying degrees of this University have to provide Transfer Certificate before the end of his/her first term. Otherwise their registration will be cancelled.
5. The registration fee must accompany with the form.
6. Incomplete form shall not be accepted.

To,
The Registrar,
Bhakta Kavi Narsinh Mehta University,
Junagadh

Dear Sir,

I request to register my name as a post-graduate student for the degree of Doctor of Philosophy of Bhakta Kavi Narsinh Mehta University in the faculty of _____ with the subject of _____. I intend to offer myself as a candidate for the examination for that Degree in the year _____. My name has not been registered as a post-graduate student for any other degree or any other branch of the Ph.D. Degree.

The registration fee of Rs.1000/- in cash/D.D is deposited to the University. (DD should be drawn in favour of 'Registrar, Bhakta Kavi Narsinh Mehta University, Junagadh'. I have not registered myself with any other course with this Ph.D. programme. I will not register myself in any other course without the prior permission of the University. I am not banned for doing this course.

Yours faithfully,

(Signature of the Candidate)

Name in full } : _____
in capital letters }
beginning with } : _____
surname } : _____

Male or Female : _____

Address for } : _____
Correspondence } : _____
: _____

Mobile No. : _____ Phone No. _____

Email ID: (Most of the correspondence will be done on this email ID) _____ Race & Religion: _____

Category OPEN SC ST SEBC* PH LWS

*subject to production of latest non creamy-layer certificate.

Nationality : Indian Foreign

The examination for the masters degree passed by the applicant with the date of passing; the name of the university, optional subjects, if any, and the class obtained. (Attach certified copies of mark sheet etc.)	Examination passed master of	Month And Year	Class	University	Subject
Date of application for the certificate of Eligibility and the number of the provisional eligibility Certificate issued.					
The full title of the problem of research in capital Letters.					
Name of research supervisor under whom the applicant proposes to work.					
Name of the co-guide, if any.					

Name of the Faculty & Subject in which Ph.D.is propose to be done.	Faculty: Subject:
Signature of the research supervisor under whom the applicant is working or proposes to work with his recog. No./date/Subject	Recog.No./date: Subject : Faculty : Signature :
The name and address of the institution where the applicant proposes to work. (Guide's Institution)	
Present occupation/employment (Give name and Address of the employer)	
Signature of your employer for giving permission to do Ph.D. work as a regular student. (if you are employed)	
Name and Signature of the head of the Institution/department with address:	
Please indicate whether you have qualified in: (Attach documentary proof)	<input type="checkbox"/> B.K.N.M.U. PET exam <input type="checkbox"/> SET/NET/CSIR-NET <input type="checkbox"/> Have qualified any fellowship/scholarship (JRF/SRF)
Mention M.Phil.Details	Month & year of Passing: Name of the University: Percentage:

All the particulars given are true to the best of my knowledge. I have read the Rules and Regulations of the Degree of Doctor of Philosophy (Ph.D.) of Bhakta Kavi Narsinh Mehta University and I undertake to abide by them. I am aware that if it is found that I had furnished any false information, my admission to the Ph.D. programme is liable to be cancelled at any time.

Yours faithfully,

(Candidate)

Place & Date:

Research Degree Committee recommends Mr./Ms. _____
to register him/her in faculty of _____ in the subject of _____
_____ under the guidance of Dr. _____
for Ph.D. programme.

Forwarded through:

1) RDC Chairman/VC

- Name :
- Signature :

2) Research Supervisor

- Name :
- Signature :

Enclosures:

1. Xerox copy of Mark sheet of PG.
2. Xerox copy of Mark sheet of M.Phil., if applicable
3. Xerox copy of Degree Certificate of PG.
4. Xerox copy of Degree Certificate of M.Phil., if applicable.
5. Xerox copy of Caste Certificate, if applicable.
6. Xerox copy of Latest Creamy Layer Certificate, if SEBC.
7. Xerox copy of Physically Disability Certificate from Competent authority, if applicable
8. Original Provisional Certificate/Original Final Eligibility Certificate, if the candidate is from other University. If the candidate has passed his/her P.G. from Saurashtra University in the year-2018 as a regular student, he/she should not require to produce Eligibility Certificate, but he/she should have to produce Transfer Certificate. External Student has to produce Provisional Eligibility Certificate. (BKNMU circular Ref. No. BKNMU/Reg/144/2018-19 dated 31/05/2018.)
9. Xerox copy of NET/SLET/GATE Certificate.
10. Xerox copy of the certificate of PET exam passed

Appendix - VII

GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D./M.PHIL. THESIS

PREFACE

The Thesis is a treatise that represents the fulfilment of the scholarly aspiration of the student. A good thesis should be clear and unambiguous and have a logical structure that should assist the reader's understanding of the argument being presented and not obscure it. In order to achieve this objective, the layout and physical appearance of the thesis should conform to a set pattern.

The purpose of this appendix is to outline the guidelines that a Ph.D./M.Phil. thesis submitted to the BKNMU should adhere to. This provides an overview of the format for the preparation of the Ph.D. dissertation and guidelines for the submission of the thesis.

• GENERAL INSTRUCTIONS

On completion of the research work, the Ph.D./M.Phil. thesis should be prepared according to the format provided below.

- ❖ The students are advised to strictly adhere to the format.
- ❖ Four hardbound copies of the Thesis have to be submitted for evaluation.
- ❖ Two DVDs/Pen Drives of the softcopy in PDF format will also have to be submitted with the Thesis. Save thesis using a file name in the pattern "author.doc" where author is the surname of the research scholar.
- ❖ In case of co-supervisor the candidate should use the words Principal Supervisor and Co-Supervisor on the front cover and other places in the thesis.
- ❖ No ornamental bordering of the sides are permitted.
- ❖ No dedication page in the dissertations is permitted.

• LAYOUT AND FORMAT

One of the most important requisites in preparation of the Thesis is consistency of format and adherence to the specific instructions given below.

• Fonts

The thesis should be typewritten on A4 size paper in Times New Roman font with 12 size). As far as possible, use the same font for the entire thesis but, if necessary, different fonts may be used within Tables, Figures, and Appendices. The Thesis has to be printed on both sides of the paper. Double-spacing should be used in the Abstract and text of the Thesis. Single spacing should be used in long Tables, block quotations separated from the

text, footnotes, and bibliographical entries. Paragraphs should be indented, or an empty line left between paragraphs.

Larger size type may be used for the title of the Thesis and for Chapter headings, as long as it is not larger than 18 point. Boldface type may also be used on the title page and for headings, as well as in the text for special symbols or for emphasis. Reduced type may be used within Tables, Figures, and Appendices, but it should be at least 9 point in size (partly because of microfilming requirements) and must be completely legible.

- If the thesis is in Gujarati language, use shruti fonts with 14 size.
- If the thesis is in Hindi language, use Mangal fonts with 14 size.

- **Chapter and Page Layout**

Begin each Chapter on a new page. Do the same with each element of the front matter (list of Tables, Acknowledgments, etc.), the Reference section, and each Appendix. Avoid typing a heading near the bottom of a page unless there is room for at least two lines of text following the heading. The Chapters should begin on a new page, but sections and subsections should not begin on a new page. A "display" page (a page that shows only the Chapter title) can be placed at the beginning of Chapters or Appendices. Pages should be numbered at the bottom in the centre, using Arabic numerals (1, 2, 3) beginning with 1 on the first page of the Introduction and continuing consecutively to the end of the manuscript including References. The preliminary pages are numbered in lower-case Roman numerals, beginning with the declaration page.

- **Margins**

A margin of at least 1.5 cm must be left at the left side of each page and a margin of 1.0 cm on the top, bottom and right side of each page.

- **Captions and numbering (Tables and Figures)**

Each Table should carry a number and a title clearly describing the data presented. Similarly each Figure / Illustration should carry a number and caption that clearly describes the nature of data presented. The caption should be at the bottom of the Figure. Number them consecutively throughout, in the order in which they are placed in the text.

The Figures, Graphs, Tables should be embedded in the text of the thesis, immediately after the first mention of it in the text, on the same page if there is room, or on the following page.

Captions and titles of Figures and Tables should appear on the same page as the material itself. Tables should be numbered consecutively with Arabic numerals throughout the thesis. Figures and Illustrations should also be numbered consecutively in the order of presentation. All Tables and Figures must be referred to in the text by numbers and not by a phrase such as "the following table".

Tables or Figures of peripheral importance to the text may be placed in an Appendix.

- **Appropriate use of headings and subheadings**

Headings should be distinguished from the surrounding text by a larger font size - bold, italics, or a combination of these. All headings of the same level should use the same style, and headings at lower levels should be less prominent than those at higher levels.

All headings should be left aligned, except chapter headings, which may be centred. The headings and subheadings can be numbered, if necessary.

- **FORMAT OF THESIS**

The manuscript consists of three main parts: The Preliminaries, The Text, and The Annexure. It is to be arranged in the following sequence:

- ❖ The Preliminaries
- ❖ Cover Page
- ❖ Title Page
- ❖ Declarations by Student
- ❖ Certificate by Research Guide
- ❖ Certificate for Pre-Ph.D.Presentation
- ❖ Acknowledgements
- ❖ Table of Contents
- ❖ List of Figures, Tables or Illustrations, if any
- ❖ List of Abbreviations , if any
- ❖ Chapters
- ❖ Bibliography
- ❖ Appendix

Appendix VIII

Suggested Layout for the front cover page of Ph.D. Thesis

TITLE

(All capitals)

A THESIS SUBMITTED TO

(Name of the Department)

Bhakta Kavi Narsinh Mehta University



FOR THE AWARD OF THE DEGREE OF

DOCTOR OF PHILOSOPHY

IN

(NAME OF THE SUBJECT)

Supervised by

Submitted by

Month & Year of submission

Registration No.

Note: In case of co-supervisor the candidate should use the words Principal Supervisor and Co-Supervisor on the front cover and other places in the thesis.

Suggested Layout for the front cover page of M.Phil. Dissertation

TITLE

(All capitals)

A DISSERTATION SUBMITTED TO

(Name of the Department)

Bhakta Kavi Narsinh Mehta University



IN PARTIAL FULFILMENT FOR THE AWARD OF THE DEGREE OF

MASTER OF PHILOSOPHY

IN

(NAME OF THE SUBJECT)



Supervised by

Submitted by

Month & Year of submission

Registration No.

Note: In case of co-supervisor the candidate should use the words Principal Supervisor and Co-Supervisor on the front cover and other places in the thesis.

Appendix-IX

ANTI PLAGIARISM CLEARANCE CERTIFICATE

I declare that the thesis/dissertation entitled.....
submitted by me for the degree of **Doctor of Philosophy/Master of Philosophy** is the record
of research work carried out by me during the period
from.....to.....under the guidance
of.....and has not formed the basis for the award of any
degree, diploma, associateship, fellowship, titles in this or any other University or other
institution of higher learning. I further declare that the material obtained from other sources
has been duly acknowledged in the thesis. I shall be solely responsible for any plagiarism or
other irregularities, if noticed in the thesis.

Date :.....

Signature of the Candidate
