

BHAKTA KAVI NARSINH MEHTA UNIVERSITY, JUNAGADH



PH.D.ORDINANCES-2021

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BHAKTA KAVI NARSINH MEHTA UNIVERSITY

JUNAGADH

Ph.D. ORDINANCES-2021

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

This Ordinance shall be called by name “Bhakta Kavi Narsinh Mehta University, Junagadh Ph.D. Ordinances, 2021”.

It shall come into force on the date as notified by the Bhakta Kavi Narsinh Mehta University, Junagadh. It will also supersede the earlier Ph.D. Ordinances and is applicable to all Ph.D. registered candidates of Bhakta Kavi Narsinh Mehta University.

These ordinances shall apply to the Ph.D. 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. studies.

O. Ph.D.2: DEFINITIONS:

- I. ‘Act’ means the Bhakta Kavi Narsinh Mehta University Act, 2015.
- II. ‘Candidate for Ph.D. 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. with required qualification.
- 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. 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. 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. study.
- VII. “Enrollment” means an enrollment of research scholar for the purpose to conduct research study for the Ph.D. degree programme after fulfillment of relevant statutory requisites.
- VIII. (a). Intra disciplinary research means two or more than two different subjects are selected for research purpose from the same faculty (b) Inter disciplinary research means two different faculties are selected for research purpose. (c) Multi disciplinary research means more than two different faculties are involved.
- 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. “Principal Supervisor” means Ph.D. Supervisor who supervises or guides Ph.D.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”. Co-supervisor/guide means other than principal research supervisor/guide. In this document, the terms Supervisor and Guide are used interchangeably.
- XII. “PET” means Ph.D. Entrance Test -a written eligibility test conducted to determine the primary eligibility of the candidate for Ph.D. study.
- XIII. “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. studies and other matters related to research.
- XIV. “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.

- XV. “Statute” means the ‘Statutes’ of the University.
- XVI. “Teachers” means a teacher, as defined under section 2(12) of the University Act.
- XVII. “University” means the ‘Bhakta Kavi Narsinh Mehta University’ established by the Gujarat Act No.23 of 2015.
- XVIII. ‘BKNMU’ means Bhakta Kavi Narsinh Mehta University, Junagadh
- XIX. “External” means person not working with BKNMU or in its affiliated colleges or recognized institutes.
- XX. 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. studies and other matters related to research.
- XXI. DRAC means ‘Departmental Research Advisory Committee’ constituted for subjects as stated in UGC NET/GSET examination to carry out evaluation of Ph.D. 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.3:GENERAL RULES FOR ADMISSION IN PH.D. PROGRAMME

- 3.1 The University shall not allow any student to conduct Ph.D. study through the mode of distance education.
- 3.2 It shall be mandatory for the Ph.D. research scholar to conduct the Ph.D. study at the Departments or Colleges or Institutions 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/s. 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 hours. 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.

When no clear and precise information of subject specialization of the candidate is available in such a case subject of NET/SET in which he/she is eligible shall be considered or as per opinion of Dean of respective faculty/subject expert nominated by Vice Chancellor shall be obtained.

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 to 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 BUTR in the matter shall be final and binding on the research scholar and the guide. If guide is member of BUTR he/she will have no right in final decision but he/she will be allowed to present their case for such case/s.

3.10 Moreover, the Vice Chancellor is the final authority to take final decision of any kind in case of emergency which should then be informed to BUTR.

O.Ph.D.4:ELIGIBILITY AND PROCEDURE FOR ADMISSION IN PH.D 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 from time and again by the Govt. of Gujarat/UGC in selection of the candidates for Ph.D. study and their admission.
- 4.3 The University shall conduct an Entrance Test to be called Ph.D. Entrance Test (PET) to determine the 'eligibility' of the candidate to conduct Ph.D. study in the respective subject.
- 4.4 The Board of University Teaching and Research shall decide the mode/procedure of PET Examination conduction.
- 4.5 The PET 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 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 Exemption from Ph.D. 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.
- 4.7 Candidates for admission to the Ph.D. programme shall have a Master's degree only in the subject 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 (without grace marks) 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.

- 4.8 A relaxation of 5% of marks, from 55% to 50%, (without grace marks) 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.
- 4.9 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 with the approval from RDC/BUTR and Hon. Vice Chancellor.
- 4.10 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.
- 4.11 Multi/Intra/Inter disciplinary research in Science /Engineering /Medical/Paramedical /Arts/Humanities/Social Sciences/Education/Law/linguistics etc. shall be encouraged subject to the approval from RDC/BUTR and Hon. VC.
- 4.12 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/BUTR and Hon.Vice Chancellor. 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.
- 4.13 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.
- 4.14 The university shall maintain/display the list of all the Ph.D. registered scholars on its website on a year-wise basis. The list shall include the name of the registered

candidate, topic of his/her research, name of his/her Guide/co-Guide, date of registration.

- 4.15 There shall be two types of Ph.D. (1) Full Time and (2) Part-Time. The full time students are expected to work full time for their Ph.D. The students who are receiving assistantship/scholarship/fellowship from UGC/ICSSR/SHODH or any other agency and/or from industry sponsored projects shall be full time students. In the case of full time students, the Guide shall be from the same institution where the student is doing the research work. While Part-Time student refers to employed persons who are admitted to the Ph.D. studies. A “No objection certificate” from the Head of the institution where the person is employed should be submitted along with the Ph.D. Programme registration form by the student. No fellowship or assistantship of any kind shall be awarded to such candidates.

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 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 of experience and at least one publication in referred/UGC CARE/SCOPUS/WoS journal with ISSN number/books with ISBN number, shall be exempted from the Ph. D. Entrance Test.
- 5.9 Eligibility criteria given in O.Ph.D. 4 shall apply.
- 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. 6: PROCEDURE FOR CONDUCT OF ENTRANCE TEST FOR 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 Ph.D. Entrance Test form along with prescribed fee. 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
- Syllabus of this paper will be 50 % questions based on Research Methodology and remaining 50 % questions will be based on NET/GSET Paper-1 contents.

Paper II: Subject Specific Paper

- This paper will have 50 questions with multiple choices. Examination time is 1:00 hour

- Syllabus of this paper shall be of foundation of the relevant subject as per UGC-CSIR/NET/SLET/GSET/PG level syllabus.
 - A researcher who is applying for Intra/Inter/multi disciplinary research shall be allowed to select any one subject of his choice i.e. subject from his/her combination of intra /inter/multi disciplinary research.
- 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, Gujarati for Gujarati 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 with due fee.
- 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.
- 6.9 Visually Handicapped (as per the norms) candidates will be given 20 minutes extra time for Paper-1 and 20 minutes extra time for Paper-2. Visually Handicapped candidates may be provided with the services of an amanuensis (writer). The writer should be undergraduate, e.g. B.A. /B.Sc./B.Com., level only. The writer must not be from the same subject (For other than language subjects). For Language Subjects e.g. Hindi, Gujarati, Sanskrit and English writer may be from the same subject. His/her identity must be checked. Such candidates are not allowed to bring their own amanuensis (Writer). Visually Handicapped candidates should apply to the coordinator/Chairman of PET before five days of the PET exam requesting for writer.

O. Ph. D. 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. In case of intra/inter/multi-disciplinary research if required additional expert/s shall be invited for respective BUTR.	Members

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

In case of

O. Ph. D. 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. In case of Intra/Inter/Multi disciplinary research one expert of the concerned field may be invited in the meeting.

- 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 06 marks.
- a) Nature /Scope / Purpose and Present day relevance of the proposed work
 - b) Ability of Candidate to carry out proposed research.
 - c) Literature Review/Methodology.
 - d) New/Additional Knowledge/Significance of Study
 - e) Overall Performance (Presentation /ability to defend etc.).
- 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 candidates for RDC will submit the research proposal to the academic section of the university for the purpose to initiate the process to call and coordinate the meeting of the RDC.
- 8.6 Enrolment of the candidate for Ph.D. 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 modifications 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 modify 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 RAC.
- 8.8 The RDC shall be empowered to take appropriate decisions regarding post PET viva and other issues related to Ph.D. 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/RAC 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. programme shall be communicated to the candidates and academic section by the chairman of the RDC, within fifteen days from the date of RDC/RAC.

O. Ph. D. 9: Preparation of merit list

- 9.1 The qualifying marks for the Ph.D. Entrance Test will be 50% - in aggregate.
- 9.2 The University shall bring out merit list of successful candidates of PET 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 obtain 50 % marks to qualify for admission in Ph.D. programme. 30 % marks of presentation cum interview/Viva Voce will be considered while preparing the final merit list. It will be converted into 100 marks.

Provided that if the research proposal of the concern candidate is not upto the mark, the RDC can summarily reject the proposal. Such candidates will be treated as 'Not Eligible' 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 In case of Intra/Inter/Multi disciplinary research Ph.D registration shall be done in main (core)(Major) subject selected by the candidate for Ph.D.
- 9.6 If, any vacancy arises by any means during the admission process upto registration of Ph.D. programme, the same shall be filled from the waiting list as per the available seats in the respective subject.

O. Ph.D.10: RECOGNITION AND ALLOCATION OF SUPERVISOR/CO-SUPERVISOR

- 10.1 Subject to the other provisions of this ordinance, a teacher, who is a Professor, Associate Professor 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 CARE/SCOPUS/WoS 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. Vice Chancellor may recognize a candidate as Ph.D. guide. However, 10.1 (a), and (b) shall be applicable.
- e) If any recognized research supervisor of BKNMU wants guideship in other allied subject/s, he/she should have published two research papers in that allied subject and should have total five years of teaching experience. He should have to go through the process of fresh guideship recognition. However, 10.1 (a) and (b) shall be applicable.
- f) 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.
- g) 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.

- h) In case of Ph.D. topics which are of inter-disciplinary in nature or wherever the RDC/BUTR concerned feels that the expertise in the proposed research area needs to be supplemented, then the RDC/RAC may appoint co-supervisor from BKNMU or outside or from other University/institute. The decision of the RDC/RAC 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.
- i) The Academic Section of the University will process these fresh applications for recognition as Ph.D. Research Supervisor. The Vice Chancellor will recommend one subject expert subject wise for evaluating such applications. The Subject Expert will evaluate the applications keeping in mind the criteria laid down in these ordinances.
- j) 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 Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of and four (4) Ph.D. scholars. The Scholar who is a RA/JRF/SRF/Project Fellow or having any other fellowship and working in Research Project of Research Supervisor shall be in addition to the above mentioned numbers of respective Ph.D. Guide i.e. they will be considered as supernumerary.

10.3 In case of relocation of Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate 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 RAC. 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. 10.2.
- 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 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.
- 10.10 If co-guide is from BKNMU University department/affiliated college/recognized institute and he/she is recognized guide of BKNMU he/she can be recognized for co-guide ship for respective case only with prior permission of the university.
- 10.11 If co-guide is from other than BKNMU and he/she is recognized guide of that respective university can be a co-guide at BKNMU with prior permission of the university.
- 10.12 If a person is engaged in government/public undertaking/research institute/semi government institution or any other institution of similar nature and having specialization in the respective field with 10 years experience can be a co-guide at BKNMU with prior permission of the university.
- 10.13 Any person who is working in any private organization and having remarkable contribution in his/her field can be a co-guide at BKNMU.
- 10.14 Eligible person who is not included in above stated 10.10 to 10.13 should have to apply to the BKNMU in the prescribed proforma for co-guideship.

- 10.15 If any recognized research supervisor of BKNMU wants guideship in other allied subject/s, he/she should have published two research papers in that allied subject and should have total five years of teaching experience. He should have to go through the process of fresh guideship recognition.
- 10.16 It will be considered vacant seat when research supervisor's research scholar submit his/her Ph.D.thesis.

O.Ph.D.11: DURATION OF THE PROGRAMME

- 11.1 A full time Ph.D. programme shall be for a minimum duration of six semesters/three years, including course work and a maximum of twelve semesters/six years. A part time Ph.D.programme shall be for a minimum duration of eight semesters/four years, including course work and a maximum of fourteen semesters/seven years.All candidates of both type of Ph.D.will have to pay fees for six(Full Time) and eight semesters (Part Time)or until the thesis is submitted.
- 11.2 The duration of the programme shall be from the date of the payment of the registration fee.
- 11.3 The research scholar should be in direct contact with his/her research supervisor for 90 hrs during each semester. Hours consumes during guidance by the research supervisor, Participation in seminar/conference/ workshop, visit of the library, teaching, field work may be considered in 'Direct Contact Hours' The research scholar who is getting any financial assistance from any government/Semi Government departments/agencies/institutions, the leave rules of fellowships/ scholarships/stipend of respective department/agency/institution will be applicable. Prior permission for leave should be from the Supervisor and Head of the Institution/Department.
- 11.4 Extension beyond the above limits up to two years for Ph.D. 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 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. for up to 180 days. For availing the maternity leave, a medical certificate with leave report should be submitted to the Academic Section of the university/Research Supervisor (in case of research supervisor serving in the college) prior to starting the maternity leave and joining report at the time of completion of the maternity leave.
- 11.6 A candidate has to submit the thesis within one year after submitting the synopsis,

failing which he/she has to resubmit the synopsis along with fee.

O.Ph.D. 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 completion of the coursework successfully, their Ph.D. registration shall be considered as 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 of registration and first semester. 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. 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) PET fee : Rs.1500/-
- (2) Admission Form & Processing fees: Rs.1000/-
- (3) Registration fee to be paid (once):
 - Indian Scholars: Rs.1500/- (Re-registration: Rs.4000/-).
 - Foreign* Scholars: Rs.6000/-(Re-registration: Rs.12000/-)
- (4) Course Work Fee:
 - Rs.4000/- for Indian Scholars
 - Rs.16000/- for Foreign Scholars

(5) Other fees:

Sr.No	Fee Details	Indian Scholars (INR)	Foreign* Scholars (INR)
1	Tuition Fee	4,000	16,000
2	Laboratory Fee per term (For Science Faculty)	4000	16,000
3	Laboratory Deposit (Once at the time of Admission)	1000	4000
4	Library Fee	1000	4000
5	Library Deposit (Once at the time of Admission)	500	2000
6	Caution Money (Once at the time of Admission)	200	800
7	Identity Card Fee	50	200

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. 1,000/- and
- Foreign* Scholars Rs. 3,000/-.

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

Ph.D. Examination Fee (to be paid at the time of submission of thesis)

- Indian Scholars: Rs. 5,000/- and
- Foreign* Scholars Rs. 15,000/-.

(*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 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 Ph.D. degree. All Ph.D. scholars shall have to pay the prescribed fee for two 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, if any, decided by the university as per rules.
- 13.6 In case of a Ph. D. research scholar fails to submit his/her thesis within one year after submission of his/her synopsis, extension is to be taken from the Vice Chancellor for the same. He/She shall be required to pay fees up to the time he/she submits his/her thesis.
- 13.7 University shall not make any correspondence pertaining to the payment of semester fees to any 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 within fifteen days from the date of RAC.

Ph.D.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 DRAC. The scholars who have completed M.Phil. degree according to the UGC regulation 2016 (which is amended from time to time) 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 DRAC 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 DRAC 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/blended mode) 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, library 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 DRAC.
 - iv. The syllabus prepared by DRAC should be sent to BUTR for approval. The Academic section of BKNMU should keep the records of the same).
- 14.5 A Course Work Completion Certificate duly signed by the Head of the Department or Competent authority of concern department/school/HRDC 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 and it should be approved by the BUTR. At the end of the course work all the scholars shall have to appear for external examinations in the prescribed papers. The examination may be conducted offline/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 coursework shall mandatorily be 90 %.
- 14.9 The course work carried out by the candidates in other recognized department/institutions/university/HRDC, with the prior approval of the Chairman, DRAC/Academic Section, for which due credit shall be given to them, if found necessary. If the credit score of the other university is less than prescribed in this ordinances, the due credit coursework is to be completed by the concerned research supervisor and certificate issued by the concerned guide and countersigned by the chairman, DRAC should be submitted to the Academic Section of the university. The Ph.D. scholars migrated abroad may be permitted to earn due credits from their respective country with prior permission of Chairman, DRAC/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/library 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. An official marksheet of the course work will be issued by the university.
- 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 upto a maximum amount of Rs. 500/- for each lecture shall be given by the University.
- 14.14 The DRAC shall prepare a timetable for all papers and it shall be carried out in consultation with the Chairman of DRAC. The DRAC chairman shall keep the records of the timetable, attendance and examinations. The Chairman of respective DRAC will submit the result of coursework to the Academic Section of the University

O. Ph.D. 15 : Departmental Research Advisory (DRAC) Committee and its functions

- 15.1 There shall be a Departmental Research Advisory Committee (DRAC) formulated by the Head of the Department concerned.
- 15.2 This committee shall be constituted by the Head of a University P. G. Department. The members of the DRAC shall be:

- a) Head of the Department as the Chairperson of the Committee
- b) At least two senior members from the concerned P. G. Department of the university.
- c) One subject expert who should not be from BKNMU university department and he/she should at least be the Associate Professor.
- d) Concerned Research Supervisor as the convener of the committee in case of Pre-Ph.D. presentation.

All the members of the committee should be recognized Ph. D. Guides and active researchers. The tenure of this committee will be for one academic year. Subject Expert may vary in each DRAC.

Proviso: Research Supervisor need not be invited in the committee meetings except Pre-Ph.D.Presentation.

15.3 In case of any P.G.Programmes which are not offered by the university department/s of the University, the DRAC shall be formed by the Vice Chancellor consisting of

- (a) Chairman of Board of Study of the concerned subject as the Chairman of the committee
- (b) The dean of the concerned faculty/VC Nominee;
- (c) At least one teacher in the subject concerned as subject expert who should at least be the Associate Professor.
- (d) Concerned Research Supervisor as the convener of the committee in case of Pre-Ph.D. presentation.

All the members of the committee should be recognized Ph. D. Guides and active researchers. The tenure of this committee will be for one academic year. Subject Expert may vary in each DRAC.

Proviso: Research Supervisor need not be invited in the committee meetings except Pre-Ph.D. Presentation.

15.4 The DRAC shall have the following responsibilities:

- a. to conduct Pre-Ph.D. Presentation and issue the certificate.
- b. To frame the syllabus for Coursework.
- c. To invite subject expert for the coursework.
- d. To set question papers for coursework wherever necessary, conduct exam and its related follow up work i.e. assessment, results etc.
- e. To issue the course work completion certificate.

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. Where there is not university PG department in the concerned subject, Chairman of Board of Study in the concern subject shall be appointed as the Subject Coordinator who will act as the Chairperson of the Committee.
- 2) Research supervisor of the Ph.D. student who shall be the convener of the committee.
- 3) At least one subject expert nominated by the Vice Chancellor
- 4) Dean/VC nominee from teaching faculty.

16.2 The Committee shall have the following responsibilities:

- 1) To periodically review the progress report of the research scholar.
- 2) To 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 nominate 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/day 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 Scholar to prepare a Progress Report through guide as per the proforma given by the University. The guide should 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. If he/she fails to pay the due fee within fifteen days, due fee is to be paid with late fee within ten days. If he/she fails to pay due fee along with late fee within ten days, due fee along with late fee and penalty fee is to be paid.

O.Ph. D. 17: EVALUATION AND ASSESSMENT

- 17.1 A fulltime Ph. D. candidate shall be allowed to submit his/her synopsis after completion of five semester/term successfully including coursework and a part time candidate shall be allowed to submit synopsis after completion of six semesters/three years including course work. The research scholar has to submit the thesis within one year from the date of submission of synopsis failing which he/she has to resubmit the synopsis along with the prescribed fee.
- 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 in the succeeding semester which will be decided as alternative arrangement made by the university.
- 17.4 All the research scholars will have to make a presentation of progress report at the end of each semester before RAC. The Chairperson//subject coordinator shall submit a copy of the report to the Academic/PG Section of the university.
- 17.5 A Ph.D. research scholar shall submit his synopsis along with referee panel list to the Academic Section duly signed by the Research Supervisor. The Guide and the Principal of the College/Institution or Head of the university P.G. Department should sign on the prescribed synopsis form which is to be submitted along with synopsis,

fee and prescribed referee panel form. If the language of thesis is Gujarati, one copy of synopsis should mandatorily be in English/Hindi. The referee panel list along with synopsis should be placed before the BoS for further process. If the BoS is not going to meet in a short period of time, the chairman of concerned BoS can give prior approval of the referees in a separate prescribed form, but it is to be approved in the coming meeting of Board of Study.

- 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 from the panel list.
- 17.7 Prior to the submission of the thesis, the scholar shall make a Pre-Ph.D. Presentation (Online/offline/blended mode) in the University Department before DRAC 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 thesis. The certificate of Pre Ph.D. Presentation should be included in the thesis.
- 17.8 Ph.D. scholars must publish at least two research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints. A patent shall be treated as equivalent to two papers and such candidate will not have to publish a paper.
- 17.9 Two External Referees (External Examiners) with the 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. The thesis can be accepted for the award of Ph.D. Degree only if the scholar secures 55 % or more points in part – I followed by the detailed Evaluation in part – II.
- Explanation 1: All the external examiners/experts 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 external expert/examiner recommends and the other rejects, then the thesis will be sent to the third external expert/examiner. In case where one external examiner recommends and other advises for revision then, the candidate will have to revise as per the suggestions. If the third external 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 external 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/blended mode Viva Voce can be conducted.

- 17.11 In case the online or offline Open Public Viva-voce (Open defense) Examination is not satisfactory, the examiners may unanimously recommend with reasons that a fresh online or offline Open Public Viva-voce (Open defense) Examination of the Ph.D. Thesis be organized within a period of not less than one month. If the online or offline Open Public Viva-voce (Open defense) examination is still not satisfactory, the panel for Viva- voce Examination would record the reasons for the same and may recommend the resubmission of the Ph.D. Thesis with

suggested changes or recommend the rejection of the Ph.D. Thesis, as the case may be.

- 17.12 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. Single person journey by car is permitted for Ph.D.Viva Voce.
- 17.13 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.
- 17.14 Before submitting the thesis, a scholar has to produce Anti-Plagiarism clearance Certificate for the content of the thesis. It will be the duty of the Research Supervisor to get his Research Scholar's thesis checked by the university appointed Plagiarism Checking Incharge. Bhakta Kavi Narsinh Mehta University has accepted 'The University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018' at par.
- 17.15 The report of Ph. D. viva-voce shall be prepared in a prescribed format and signed by the examiner(s). It shall be submitted to the Academic Section of the University by the research supervisor for further process.
- 17.16 No candidate shall be awarded Ph.D. Degree unless the examiners conducting viva-voce recommend the award of the Ph. D. Degree.
- 17.17 In normal circumstances, the entire process of evaluation of Ph.D. thesis shall be completed within a period of six months from the date of submission of the thesis.

O.Ph.D. 18: AWARD OF PH.D. DEGREES

- 18.1 A candidate becomes eligible for the award of the Ph.D. degree after fulfilling all the academic requirements prescribed by the University.
- 18.2 The Ph.D. degree shall be awarded in the discipline of the Faculty and subject 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.
- 18.3 If the thesis is recommended for award of the Ph. D. degree after the open viva voce, the

Registrar, with the approval of the Vice Chancellor, shall declare the result. A certificate with signature of the Registrar and seal of the university, to this effect shall be issued by the Registrar to the successful research scholar. It should clearly be mentioned in this certificate/notification that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016. The title of the Ph.D. thesis, subject/faculty, Name of the Scholar, Name of the Research Supervisor, Registration Number, Photo, Date of submission of the Thesis and Date of Viva Voce shall be mentioned in the result/notification.

O. Ph.D. 19: DEPOSITORY WITH INFLIBNET

19.1 Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the academic section of the University shall submit an electronic copy of the 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. 20: CANCELLATION OF PH.D. REGISTRATION

20.1 The registration of a student is liable to be cancelled through BUTR for any of the following reasons:

- 1) Consistent lack of progress in research.
- 2) Not implementing the corrective measures/suggestions/recommendations given by the members during RAC meeting.
- 3) Violation of discipline and rules of the Department/College.
- 4) Non-submission of the thesis within the stipulated period.
- 5) Non-conformity with the regulations of the programme.
- 6) Giving false information at the time of application/admission or in-between the entire duration of Ph.D. Work.
- 7) Failing to pay prescribed fee consecutively for three terms.
- 8) Failing to submit Progress Report consecutively for two terms.

O. PH.D. 21: RESPONSIBILITIES OF GUIDES

21.1 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.

21.2 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.

21.3 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.

21.4 The guides should keep all relevant documents of his/her Ph.D. Scholars.

21.5 He/She should remain present in the RAC meeting. 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.

O. PH.D. 22: GUIDELINES FOR PREPARATION AND SUBMISSION OF Ph.D. 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. 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. thesis should be prepared according to the format provided below.

- ❖ The students are advised to strictly adhere to the format.
- ❖ Three spiral and and after the report of the external examiners, three hardbound copies of the Thesis have to be submitted.
- ❖ Softcopy of the thesis in Pen Drive in PDF format will also have to be submitted with the Thesis. Save thesis using a file name in the pattern "Author" where author is the surname and name 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.
- ❖ Text should be justified in every respect.
- ❖ No ornamental bordering of the sides is permitted.

❖ No dedication page in the thesis 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 font 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 12 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. Line spacing should be 2.0 cm between the lines.

- **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 is to be arranged in the following sequence:

01	Cover Page
02	Title Page
03	Acknowledgements
04	Certificate by Research Guide
05	Declarations by Student
06	Anti-plagiarism certificate
07	Certificate for Pre-Ph.D. Presentation
08	Abstract of the thesis
09	Table of Contents
10	List of Figures, Tables or Illustrations, if any
11	List of Abbreviations, if any

12	Chapters i.e. Chapter-2: Review of Literature
13	Bibliography/References
14	Appendices

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

TITLE
(ALL CAPITALS)
A THESIS SUBMITTED
TO
BHAKTA KAVI NARSINH MEHTA UNIVERSITY
JUNAGADH



FOR THE AWARD OF THE DEGREE OF
DOCTOR OF PHILOSOPHY
IN
(NAME OF THE SUBJECT)

Submitted by:

Under the Supervision of:

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.