

ORDINANCE NO. 1 OF 2016

M.Phil & Ph.D ORDINANCES FOR ELIGIBILITY CRITERIA, PROCEDURE FOR REGISTRATION OF CANDIDATES, ALLOTMENT OF SUPERVISORS/ CO-SUPERVISORS AND RESEARCH TOPICS, SUBMISSION OF THESIS AND ITS EVALUATION FOR THE AWARD OF DEGREE.

(w. e. f. 2016)

The Rules and Regulations has been prepared keeping in view the “University Grants Commission (minimum standards and procedure for award of M.Phil/Ph.D. degree), Regulation, 2016”

1. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.Phil PROGRAMME:

- 11 Candidates for admission to the M.Phil programme shall have a 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.
- 12 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.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO THE Ph.D PROGRAMME:

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

- 21 Master's Degree holders satisfying the criteria stipulated under Clause 1 above.
- 22 Candidates who have cleared the M.Phil. Course work 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) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme(Course work will be exempted). 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.

23 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.

24 Candidates possessing a Degree considered equivalent to M.Phil Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

3. DURATION OF THE M.Phil & Ph.D PROGRAMME:

31 M.Phil. Programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

32 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years. Two year extension beyond the above limits will be granted by the Vice Chancellor of the University on the request of the Student. The request should be routed by the student through his/her Supervisor(s).

33 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 M.Phil/Ph.D. for up to 240 days.

4. CATEGORIES OF M.Phil & Ph.D. CANDIDATES

M.Phil will be on regular mode only. However there shall be two categories of Ph.D. candidates:

- i) Full-time Ph.D candidates(Annexure X to be filled)
- ii) Part-time Ph.D candidates(Annexure IX to be filled)

5. PROCEDURE FOR ADMISSION IN Ph.D & M.Phil

A. APPLICATION FOR REGISTRATION

- (i) A candidate wishing to Register as (Full Time/Part Time) for the Ph.D. Degree shall fill the prescribed application form and submit the same along with a fee as per norms of SBBS University.
- (ii) Research student/ Candidate working as a regular employee in any Government Department or Research Development Organization or Public Sector Undertaking or Registered Industry/ Company and also the faculty of a reputed educational institution will be eligible for admission to Ph.D. Programme as a Part-Time Scholar should provide a No Objection Certificate (NOC) from the employer stating that
 - (a) He / she is on the regular payroll of the organization, (b) He/ she is permitted to pursue studies on a part-time basis, and (c) His/ her official duties will permit sufficient time for research (**Annexure IX**).

The candidate should also submit a certificate stating that the research facilities exist in his organization (which can be self-certified).

- (iii) Research student working full time (JRF/ SRF/ RA) in a Sponsored R&D project at SBBS University can be admitted to Ph.D. programme six months after joining the project provided his/her Ph.D. topic is related to the project as certified by the Research Degree Committee (RDC). To be accepted as a Ph.D. student, such a student will have to undergo the same admission procedure as applicable in general.

B. ENTRANCE TEST FOR ENROLMENT

- (i) All the candidates to Ph.D. programme (Full Time/Part Time) and M.Phil Programme shall be admitted through an entrance test conducted twice a year in the months of **December** and **June**. The exact date/s of the examination will be notified through SBBSU's website and through advertisement in at least two (2) national newspaper, of which at least one (1) shall be in regional language.
- (ii) The discipline wise number of seats available for admission during a particular year will be announced in the advertisement for that year.
- (iii) Separate question papers will be set for candidates of different disciplines of Engineering/Commerce/BusinessManagement/ComputerApplications/Education/Physical Education/Natural & Applied Sciences/Social Sciences & Humanities.
- (iv) The question paper will be of MCQ type and of two hours duration. The candidates who secure 50% marks (minimum) will be called for interview.
- (v) Course contents for the test will be based on the fundamental and Objective/subjective aspects of the concerned discipline.
- (vi) Candidates who have already passed NET/SLET/GATE/JRF/M.Phil degree [obtained through regular mode and not through distance education] will be exempted from entrance test.
- (vii) Joining Report (Annexure –XI) has to be filled by the student at the time of joining the course work .

C. SELECTION CRITERIA FOR ENROLMENT

- (i) The candidates appeared in test will be selected on the basis of merit calculated as per the following criteria:

Criterion	Weight
Marks in Masters programme	10%
Marks in Entrance Test	40%
Interview	50%
In case of test exempted candidates, marks will consider in P.G. and Interview	

- (ii) At the time of interview, candidates are expected to discuss their research interest / area with interview board. Only the predetermined number of students, based upon the available recognized research

supervisors (with concerned specialization/research interest) will be selected for admission to Ph.D. and the list of successful candidates shall be released.

- (iii) Preference will be given for admission to candidates having JRF/any other fellowship from UGC/CSIR/other Govt. agencies.

D. APPOINTMENT OF SUPERVISOR

- (i) Any regular professor of the concerned University/Institution with at least five research publications in refereed journals and any Associate/Assistant professor of University/Institution with a Ph.D. degree and at least two research publications in refereed journals may be recognized as research supervisor.
- (ii) The maximum number of candidates, those can be registered for enrolment to M.Phil/Ph.D. Degree under a Supervisor/Co-supervisor is as follows:

Assistant Professor : 4 (Ph.D.) and 1 (M.Phil)

Associate Professor : 6 (Ph.D.) and 2 (M.Phil)

Professor : 8 (Ph.D.) and 3 (M.Phil)

- (iii) The successful candidates are required to contact the available recognized research supervisors (with concerned specialization/research interest) from within the SBBS University.
- (iv) Subsequently, the allocation of supervisor shall be approved by the University, based upon the written request (**Annexure -I**) of the candidate endorsed by the supervisor.
- (v) If necessary, Co-supervisor may be appointed from within the same Department or of a different Department of the University or outside the University. However, a written justification for having a Co-supervisor should accompany the application duly forwarded by the supervisor and recommended by the Research Degree Committee (RDC).
- (vi) Provided further that no relative of the candidate such as wife, husband, son, daughter, sister, brother, wife's or husband's brother and sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand-son, grand-daughter, or such other person as may be deemed a close relation by the Vice-Chancellor, shall be appointed as Supervisor/Co-Supervisor. An undertaking to this effect will be given by the Supervisor/Co-supervisor along with the application for enrolment.

E. REQUEST FOR CHANGE OF THE SUPERVISOR

- (i) Such requests can be entertained only:
- a) In case the Supervisor has left the service of the University. However, Ph.D. scholars, who are already registered prior to leaving of service by the supervisor, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.
- b) In case of extreme hardship, where it becomes almost impossible for a candidate to work with the existing Supervisor. In that case the matter may be placed before the Committee constituted by Director Research / Dean Academics; subject to final approval of the Vice Chancellor.

- (ii) The change of Supervisor shall only be allowed during the first two years after registration. No change will be allowed after that period.
- (iii) If the supervisor proceeds on long leave for three or more than three years, he/she may not be allowed to act as Supervisor. However, Ph.D. scholars, who are already registered prior to proceeding on long leave, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.

6. GUIDELINES FOR CANDIDATES SELECTED FOR ADMISSION

a) COURSE WORK

- (i) After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester. Fee for course work will be as per norms of SBBS University.
- (ii) The course work shall be treated as prerequisite for Ph.D. programme . A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree
- (iii) All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- (iv) The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Degree Committee.

Curriculum for Ph.D:

There will be three papers. One paper will be core paper and is compulsory to all candidates. The second & Third paper will be elective based on subject. The elective papers will normally be offered to students by the department depending on the areas of interest of the candidates. The composition of the Course is given as under:

- a. One paper on "Research Methodology" (Compulsory to all candidates,4 credits)
- b. Two papers on advanced level course of relevant subject (total 8 credits)
- c. Review of literature/seminars/conferences/workshops (4 credits)

The Total credits will be 16.

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

- (i) Has been on the rolls of the Department throughout the semester preceding the examination.
- (ii) Every candidate has attended a minimum of 75% of the delivered number of lectures in each paper.
- (iii) Candidate shall complete the prescribed course work at SBBS University for a minimum period of one semester as per the scheme of examination of Ph.D. programme.

- (iv) Specialisation courses shall be recommended by the Committee of Supervisor, Director Research/Coordinator/Head of Department and Dean Academics. The courses should be of post graduation level as per the SBBSU nomenclature. The course work should be completed by the candidate within coming two consecutive semesters, after provisional registration and the candidate must obtain minimum 55% in the allotted course work in order to be eligible to continue in programme and submit the Thesis/Thesis.
- (v) Provisions of examination policy of the SBBS University will also be applicable to Ph.D. candidates, unless otherwise provided for in Ph.D. Rules and Procedures or by separate notification by the competent authority.
- (vi) All those who are admitted for Ph.D. shall have to pay a fee of Rs. 20,000/- per semester, till the award of the degree. Late fee will be charged as per University norms.(Annexure-XII)

C. Curriculum for M. Phil:

There will be three papers. One paper will be core paper and is compulsory to all candidates. The second & third paper will be elective based on subject. The elective papers will normally be offered to students by the department depending on the areas of interest of the candidates. The composition of the Course is given as under:

- a. One paper on "Research Methodology" (Compulsory to all candidates,4 credits)
- b. Two papers on advanced level course of relevant subject (total 8 credits)
- c. Review of literature/seminars/conferences/workshops (4 credits)
- d. Dissertation (8 Credits)

The Total credits will be 24.

D. Synopsis

- (i) After successful completion of Pre-Ph.D. course work mentioned above, the candidate shall be eligible to submit a synopsis (**Annexure II**) of his proposed research work along with the title of Thesis duly forwarded by the supervisor and Head of the institution where the candidate is working. The synopsis has to be submitted in Eight copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy.
- (ii) If he/she does not submit the synopsis within one year of completion of course work, his/her provisional registration shall stand cancelled. However, the candidate with prior permission of Director Research/Dean Academics may apply afresh along with a registration fee of Rs. 10,000/- again within twenty four months from the date of first provisional registration to the university, through the supervisor. No further extension shall be given and the provisional registration shall deem to be cancelled.
- iii) After the approval of the Synopsis ,the candidate has to submit the Registration Fee of Rs 10,000/- (Enrolment Number will be issued only after the clearance of dues)**

- iv) **Research Degree Committee (RDC)** consisting of the following will evaluate the synopsis of the candidate for registration for Ph.D. :
1. Chancellor / Vice Chancellor or Nominee
 2. Director Research (Chairman)
 3. Dean Academics
 4. Dean/HoD
 5. Supervisor/Co-Supervisor
 6. One External Subject Expert
- (List of minimum Four external experts(for Synopsis & Pre-submission of Thesis), with complete address, contact numbers and e-mail IDs, to be submitted by the Supervisor to Director Research through the Head of the Department, out of which, the Vice Chancellor shall appoint one examiner.)
- v) Copies of the synopsis for registration for Ph.D. Degree will be provided to the Research Degree Committee (RDC) members at least fifteen day in advance to the date of RDC meeting or date of presentation of seminar. It is understood that all the deficiencies/improvements to be made in the synopsis will be settled in the meetings of RDC. The quorum for holding the synopsis evaluation will be at least three members from RDC.
- vi) In the seminar/ presentation, the candidate shall be required to present a seminar on the topic of his/her study in the presence of RDC.
- vii) The RDC, while recommending registration of the candidate for consideration shall send a detailed note about the suitability of the research topic as well as the methodology proposed by the candidate. The note shall include the names and Signature of the members of RDC present in the meeting, the discussions held and its final outcome.
- viii) A provisional registration will be considered as confirmed and a Letter of Enrolled will be issued by the **Registrar/Director (R & D) of the University** to the candidate, If the RDC approves the synopsis for registration to the Ph.D.
- ix) In case the RDC does not approve the topic, the case will be referred to Director Research along with reasons and justifications. In such case the candidate may avail one more opportunity with prior permission of Director Research to resubmit the synopsis (with registration fee), after duly incorporation of suggestions made by the RDC, within six months. In case synopsis is rejected second time, the candidate will have the option to apply for a fresh registration on new topic.

7. CANCELLATION OF REGISTRATION

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

(a) Voluntary Cancellation:

The candidate can opt for voluntary cancellation of his/her Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the Guide and Head of Department shall

be submitted to the Director Research Committee. The candidate shall personally appear before the Director Research and shall submit a declaration of cancellation under his/her signature. The Director Research shall then endorse the declaration of the candidate contained in his application and forward it to the relevant Research Degree Committee. The registration shall stand cancelled from the date of acceptance of the application by the Research Degree Committee.

(b) Cancellation for misconduct:

If a candidate after registration, or during the course work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behaviour, insubordination etc., the registration shall be cancelled by the relevant Research Committee by way of punishment on the receipt of report from the Guide and the Head of Department. Before submitting this report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary. Provided also that the involvement of the candidate in a criminal offence involving moral turpitude shall be treated to be misconduct and registration shall be cancelled with immediate effect on his/her conviction by the Competent Court. In such case there shall be no requirement of offering opportunity of being heard before cancellation of the registration.

8. PROGRESS REPORT

- (i) Every enrolled candidate shall submit the progress report of his research after every six months in the prescribed form, **(Annexure- III)**.
- (ii) The report will include all the progress aspects, such as surveys, tours, publications, Conferences, research work, etc. The supervisor of the candidate shall endorse the progress of the candidate.
- (iii) Each candidate will be required to make a presentation of the annual progress before the Research Degree Committee (RDC).
- (v) If a candidate fails to submit two consecutive reports, late fee will be applicable with regard to submission of Annual Progress Report shall be Rs. 2,500/-. If a candidate fails to submit three consecutive progress reports, the matter shall be put before Research Degree Committee (RDC) for cancellation of the registration by the supervisor.
- (vi) A copy of record related to Ph.D. candidates will be maintained by the Registrar.
- (vii) A Research Degree Committee (RDC) consisting of the following will evaluate the presentation of annual progress report of the candidate and give constructive suggestions for the improvement in the research work and to complete other formalities related to the research work of the candidate till the completion of the project:
 - 1. Director Research (Chairman) /DR Nominee
 - 2. Head of the Department / Coordinator of the Department
 - 3. Supervisor/Co-supervisors

9. TOPIC MODIFICATION

Change or modification of topic of research by the candidate is permitted in exceptional cases. An amount of 10,000/- has to be deposited by the candidate for a change or modification in topic. A candidate may within one year of his/her registration (After Synopsis) can modify the scheme of his/her research with approval of the RDC provided that the RDC allows modifications to be made such that the modifications proposed did not involve any major change in the original scheme and scope of the subject.

10. PERIOD REQUIRED FOR SUBMISSION OF THESIS

- (i) The minimum period required for submission of Thesis (Full Time and Part Time) is three years including course work and maximum period is six years; the period shall be counted from the date of Provisional Registration.
- (ii) However, after six years, a candidate may seek extension for further one or two years by paying a fee as SBBS University norms. No further extension shall be allowed.
- (iii) 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 M.Phil/Ph.D. for up to 240 days.
- (iv) Thesis submission/evaluation charges shall be as per SBBS university norms and to be paid at the time of Thesis submission.
- (v) Registration of candidates, who fail to submit their Thesis within the stipulated period as mentioned above or who fail to apply for grant of extension, would automatically stand cancelled.

11. SUBMISSION OF THESIS

- (i) **Pre-Submission:** If a candidate wants to submit Ph.D. Thesis, he/she should inform the office of Director Research through a letter forwarded by his/her supervisor mentioning that he/she intends to submit his/her Thesis. For that he/she will also **submit five copies of** extended abstract of the Thesis for pre-submission evaluation.
- (ii) **M.Phil scholars** shall present at least one **(1) Research paper in conferences/seminars (having ISSN and published full paper in proceedings not only abstract) or UGC Referred Journal and Ph.D scholars** must publish **at least three (03) papers in UGC Referred Journal/ International Conferences with ISSN number(full paper in proceedings not only abstract)** before the submission of the Thesis/ Dissertation for adjudication and produce evidence for the same in the form of presentation certificates and/or reprints.
- (iii) The candidate will give a pre-submission open house **seminar before submission of Thesis** (As per **Annexure –IV**). Annual progress report needs not to be submitted, once the candidate successfully accomplished his/her pre-submission seminar, however, he/she shall produce rough draft of Thesis at

the time of presentation. The presentation shall be carried out by the Research Degree Committee (RDC). A report including the copy of the presentation and recommendation of the RDC will be sent to the Director Research for further action.

- (iv) **Thesis Submission:** A candidate must submit the Ph.D. Thesis within three months from the date of presentation of pre-submission seminar. In case of non-submission of Thesis within the stipulated period, the candidate can seek extension of further three months from the Director Research with a late fee decided by SBBS University norms. No further extension will be permitted.
- (v) Five copies of the Thesis shall be submitted in compact bound form along with a soft copy (CD), through his guide and Head of the Place of Research.
- (vi) The final Thesis shall be presented in accordance with the following specifications:
 - a. The paper used for printing shall be of A4 Size, Times new roman 12 font size.
 - b. Printing shall be in a standardized form on both sides of the paper (book type) and with minimum of one and- half spacing.
 - c. A margin of one-and-a half inches shall be on the left hand side.
 - d. The title of the Thesis, name of the university, name of the concerned subject in which Thesis is submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of the guide and co-guide, wherever appointed, month and year of Thesis submission shall be printed on the title page and the front cover. (For specimen see in **Annexure-V**)
- (vii) The candidate will not be permitted to submit his/her Thesis for the degree unless his/her supervisor is satisfied that the Thesis presented is worthy of consideration for the award of the Ph.D. degree.
- (viii) The Thesis should also be accompanied by the certificate of pre-submission seminar(**Annexure VI**).The Thesis shall also include a Certificate of the guide (**Annexure VII**) and a Declaration by the candidate (**Annexure VIII**) that the work reported in the Thesis has been carried out by the candidate himself and that the material from other sources, if any, is duly acknowledged. Thesis presented by the candidate must be a part of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work, such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.
- i. The candidate may incorporate in his/her Thesis, the contents of any work, which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/she shall not submit his/her Thesis on any work, for which a degree has already been conferred on him/her by this or any other University. The candidate may, however, incorporate in his Ph.D. Thesis, any work from his/her M.Phil./M.Litt. Thesis with due reference to the Thesis and acknowledgement to the Supervisor, provided the work has been carried out at this University.

- ii. Provided that in case the work was done through collaboration, a certificate duly signed by all Collaborators and counter-signed by the supervisor concerned, to the effect that none of the Collaborators has made or will make use of the joint work (published/unpublished) incorporated in this Thesis for the award of any degree/diploma of any University/Institution, shall be furnished along with the Thesis. Also, he/she has to submit No Objection Certificate (NOC) from the collaborating organization.
- iii. At the time of submission of Thesis, the candidate will give a certificate on the prescribed form that there is no plagiarism in the submitted Thesis. The detail of plagiarism and its avoidance is as follows. Plagiarism is the unacknowledged use of another person's work as one's own work. Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

12. Methods of Plagiarism:

- (a) Quoting directly another person's language, data, illustration, tables, etc. Without due acknowledgement of the source.
- (b) Copying a section of book/article/report/monograph/Thesis/Thesis without proper citation.
- (c) Buying, stealing or borrowing assignments, experiments/results.
- (d) Paragraphing the work of others without due acknowledgements.
- (e) Using ideas of someone else without crediting the originator.
- (f) Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

12.1 Self-Plagiarism

Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

12.2 Golden Rule to avoid the Plagiarism:

- (a) Always give the due credit to the original author (s) and give the proper citation and proper reference.
- (b) Place the sentence in inverted commas, if you quote text verbatim.

12.3 Detection of Plagiarism:

- (a) Candidate shall submit the report generated on the plagiarism checking software Turnitin (or as per SBBS university authority recommendation), of his draft Thesis along with a soft copy (In MS Word format) of the draft Thesis for the consideration of Departmental Research Committee.
- (b) He/She shall also submit the plagiarism report obtained from the software chapter wise as well as full report.
- (c) The exclusion at the time of performing the check should be limited to the following:
 - (i) Quotes
 - (ii) Bibliography

- (iii) Phrases
- (iv) Small matches upto 10 words
- (iv) Small similarity less than 1%
- (vi) Mathematical Formula
- (vii) Name of Institutions, Departments etc.

12.4 Procedure for reconciliation of plagiarism reports:

1. If a draft Thesis is found plagiarized and is reported to Departmental Research Committee then the Departmental Research Committee shall call the candidate to hear the candidate's view. On hearing the candidate, the Departmental Research Committee shall submit its recommendations keeping in view of the following guidelines:
 - (a) **The similarity between documents is within the limit (less than 10%) for putting some original results in proper context and all original sources are correctly cited.** The similarity is not of such nature which directly affects the original findings of research. No further action is required. Candidate may be permitted to submit the Thesis.
 - (b) Self-plagiarism:

“Regarding self plagiarism or cases where published work of the student is shown Plagiarism in the check, a certificate (Self Plagiarism Exclusion Certificate (**Annexure-XIII**)) has to be issued by the supervisor specifying and attaching the articles that

 - iv. have been published by the student from the Thesis work. Only these articles should be excluded from the check, no other article of student or supervisor should not be excluded from the check
 - v. Similarity contents are from candidate's previous published work without proper citation. Candidate will be required to resubmit the work with proper citations
 - vi. If the published work is co-authored by the others, the researcher shall submit a consent letter from co-author(s) and publisher permitting him to use the work in his Thesis.
 - (c) Low-level plagiarism: When the plagiarism is a result of negligence or without intent to
 - xii) Cheat and the similarity between documents marginally outside the limit , the candidate may be allowed to resubmit the work with proper citations.
 - (d) Mid-level Plagiarism: Failure to cite proper citations, copying few paragraphs only. Intent to cheat is very low and may be due to lack of knowledge. The similarity between documents is outside the limit. The candidate may be allowed to resubmit the work with proper citation and with a warning not to repeat the mistake again otherwise registration in the programme will be cancelled.
 - (e) High-level plagiarism: Deliberate and planned attempt to copy the work done by someone else. Large amount of data taken from someone else's work, art work copying, source code copying etc. Intention to cheat is very clear. The candidate's registration may be cancelled.

2 The Thesis resubmitted as recommended by the Departmental Research Committee in view of clauses (1)(a) to (d), will be again placed before Departmental Research Committee and the candidate will also be required to be present to substantiate the necessary improvements made by him in the Thesis

12.5 Plagiarism reported after the of Award of Degree

(a) In case, any plagiarism is reported to the University when a Ph.D. degree has already been awarded, the Vice-Chancellor may constitute an expert committee to enquire into charges of plagiarism and the committee will submit its report with recommendations.

(b) The expert committee may give the opportunity of hearing to the concerned parties as it deems fit.

(c) The Vice-Chancellor will place the report along with recommendations of the committee before the Academic Council for its consideration and action

13. EVALUATION OF THESIS

- (i) **The Supervisor will submit the list of six experts (three Indian experts from outside Punjab & three experts from outside India) and the Vice-Chancellor will appoint two examiners from a list of six experts, one from within or without Punjab & one from outside India for Thesis evaluation. For the disciplines of Literature, History, Education, Physical Education, Law & Agriculture, the Thesis evaluation will be conducted by two experts (One from Punjab and another may be from outside Punjab).** The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.
- (ii) The examiner will be free to seek clarifications on any matter from candidate's supervisor or the co-supervisor through Director Research. The Director Research will ensure the secrecy of examiner's identity and the reports submitted by the examiners.
- (iii) The examiner will state in his/her report:
- Whether he/she recommends the award of the degree to the candidate without any changes.
 - Whether Thesis is acceptable, subject to the satisfactory answer to the queries raised by the examiner during the final viva-voce examination.
 - Whether he/she recommends re-submission of the Thesis after revision. In case an examiner recommends revision of the Thesis, he/she will also indicate the nature of changes.
 - Whether he/she recommends rejection of Thesis.
- (iv) In the event of an examiner making recommendations for revision/modification of the Thesis, the candidate shall be free to defend his/her point of view through the Director Research. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision/modification as finally suggested by the examiner, before his/her case is processed further. It may be added that one examiner can recommend revision of Thesis only once. If a second

revision is recommended by the same external examiner, it will be treated as rejection of Thesis.

- (v) The candidate, who is required to resubmit the Thesis, must do so within one year from the date of receipt of comments of the examiner to him/her by the University, irrespective of his/her submission of defense, unless extension is specially given by the Vice-Chancellor. A resubmitted Thesis will be examined by the examiner, who has recommended re-submission unless he/she himself is unable to do so or declines to do so.
- (vi) In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the Thesis; on the recommendation of the Vice-Chancellor, the Thesis shall be referred to a third examiner to be appointed by the Vice-Chancellor from out of the original panel of examiners. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who submit similar recommendations shall be final. This procedure shall also be followed if the examiner, who has suggested modification, rejects the revised Thesis.
- (vii) Each examiner shall be given three month's time for the evaluation of Thesis. In case report from him/her is not received, he/she may be reminded through e-mail. After the period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the Thesis back to the University. If in due course, the report is received from the first examiner, the report will not be considered.

14. VIVA-VOCE EXAMINATION

- (i) The candidate is required to appear in an open house viva-voce examination, which shall be compulsory for all the candidates. This will normally be conducted at SBBSU by one of the two external examiners, who have evaluated the Thesis.
- (ii) The Director Research/Nominee and the Supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the university. There will be a presentation by the candidate before the following Committee:
 - a. Chancellor / Vice Chancellor or VC Nominee
 - b. Director Research (Chairman)
 - c. Dean/Head of the Department
 - d. Dean Academics
 - e. Supervisor/Co-supervisors
 - f. One External Subject Expert who had evaluated Thesis.

The quorum for holding the viva-voce examination will be at least any three members.

- (iii) In case an external examiner communicates that he/she is unable to conduct a viva-voce, the Vice-Chancellor will appoint an examiner and a copy of the Thesis will be sent to the 3rd Examiner.
- (iv) In case, a candidate could not defend his/her Thesis successfully in the Viva-voce board in the first

appearance, the board may recommend for reappearance within 30 days.

- (v) A candidate who is not successful in the second viva-voce also, his/her Thesis will be rejected.
- (vi) The report about the performance of the candidate in the viva-voce examination shall be recorded by the external examiner(s) only.

15. AWARD OF DEGREE

- (i) If the two examiners of the Thesis have recommended the award of the degree, and the viva-voce examiner is satisfied on the basis of performance of the candidate in the oral examination, he/she may recommend the award of the degree.
- (ii) The result of Ph.D. degree of a candidate be deemed to have been notified by Dean Academics and Controller of Examination shall publish the result.
- iii) Following the successful completion of the evaluation process and announcement of the award of Ph.D., the University shall submit a soft copy of the Ph.D. Thesis to UGC within a period of 30 days, for hoisting the same in INFLIBNET, accessible to all Institutions/Universities.

16. MIGRATION FEE

Candidates who wish to migrate to some other university is allowed to migrate with payment of Rs 20,000/- as registration fee (Only if the Course work is cleared and before the Pre submission Viva). For those candidates who wish to migrate from other university to SBBSU is only allowed if the slot of the Supervisor is vacant and after the presentation in front of RDC Committee.

Migration fee from some other university to SBBS University is Rs 10,000/-.

17. AMENDMENT OF RULES

These guidelines are subject to need based modification by the Competent Authority, depending upon the academic requirements of the University.



Annexure I

SANT BABA BHAG SINGH UNIVERSITY
(Established vide Sant Baba Bhag Singh University Act, 2014)

APPLICATION FORM FOR RECOGNITION OF SUPERVISOR /CO-SUPERVISOR FOR Ph.D. DEGREE

Faculty of _____ Subject: _____

APPLICATION FOR (Please Tick)

ALLOCATION OF SUPERVISOR CHANGE OF SUPERVISOR:
INCLUSION OF CO-SUPERVISOR: DELETION OF CO-SUPERVISOR:

1. Name of the Scholar (in Capitals)

2. Father's Name

3. Enrolment No.

4. Department

5. a) Address for Communication

b) Mobile No:

E-mail id:

6. Photo Copy of Admission. (Letter should be enclosed)

7. Photo Copy of Tuition Fee paid Receipts (along with admission receipt) to be enclosed: _____

8. Name of the Present Supervisor/Co-supervisor: _____ (being changed)

Designation:

Address:

Mobile No: _____ E-mail id: _____

9. Name of the New (Proposed) Supervisor

Name of the New (Proposed) Co-Supervisor: _____

Designation:

Address:

Mobile No:

E-mail id:

10. Synopsis submitted status.....

11. Reasons for Change of Supervisor/Co-supervisor

a) Research Scholar :

b) Reasons and Comments from Supervisor/Co-supervisor duly signed, with Seal & Date.

12. Specialization of New Supervisor/Co-supervisor.

13. I hereby accept to work under the New Supervisor/Co-supervisor and I understand that any further request for change of Supervisor/Co-supervisor will not be permitted by the University.

Date:

Signature of the Research Scholar

I have No Objection for change of Supervisor

I accept to act as Supervisor

(Signature of Present Supervisor with seal)

(Signature of New Supervisor with seal)

I have No Objection for change/Inclusion/Deletion of Co-supervisor

(Signature of Present Co-Supervisor with seal)

(Signature of New Co-Supervisor with seal)

Note: List of Enclosures:

1. Application letter.
2. Admission Letter.
3. Previous Fee Receipts.

All the above mentioned list of enclosures should be submitted in duplicate.

Annexure II

Synopsis Format

1. Excluding Cover Page, the length of a Thesis,, synopsis should be 6-8 pages including tables and figures in place. Synopsis should be on A4 size paper in Times new Roman 12 size font with 1.5 line spacing. Eight hard copies and a soft copy on CD in word and .pdf format of the synopsis are required to be submitted.

2. Title/Cover Page.

3. Introduction (should not exceed three pages including Figs.):

The Engineering/ Technological/ Scientific/ Used/Social relevance or importance of the research work should be reported.

4. Brief Literature survey (should not exceed two pages)

5. Problem formulation (should not exceed one page):

Need and significance of proposed research work. The details of the following should be mentioned briefly, clearly and sufficiently a. Research problem b. Research Methodologies

6. Objectives (should not exceed one page):

The objectives and scope of the research work should be clearly mentioned. The conceptual, analytical, experimental and methodological details within which the research has been carried out should be well defined. The future scope should also be mentioned for further research.

7. Methodology/ Planning of work (should not exceed two page)

8. Facilities required for proposed work

9. Proposed Place of work

10. Signature of candidate

11. Duly signed by supervisor

Annexure -III

STUDENT PROGRESS REPORT

(To be submitted twice in a year)

Ref. No _____

Date: _____

Name of the student	
Roll No.	
Institute/ Department	
Programme	
Topic of Thesis/Thesis	
List of Work Completed in last 6 months (Extra sheet as Appendix "1" may be attached)	
Comments by the Supervisor/Co-Supervisor	
Comments by the Dean/CoD/HoD	
Name & Signature of Supervisor/ Co-Supervisor	Name & Signature of Dean/CoD/HoD

Director (Research & Development)

Annexure- IV
APPROVAL PERFORMA OF THESIS BY RESEARCH
DEGREE COMMITTEE

Ref. No _____

Date: _____

Name of Student	
Roll No. of Student	
Institute/ Department	
Programme	
Topic of Thesis/Thesis	
Batch	
Name of Supervisor (In Capital)	
Name of Co-Supervisor (In Capital),if any	
Approved Objectives	
Approved	Yes/No
Remarks, if any	
Name & Signatures of members of Research Degree Committee	
Vice Chancellor/Nominee of VC	
External Expert	
Dean Academics	
Dean/HoD	
Supervisor/Co-Supervisor	

Signature of Director Research, RDC

Annexure –V

GENERAL INFORMATION FOR THESIS

Title of research work

A

Thesis Submitted To

**Sant Baba Bhag Singh University
Padhiana, Jalandhar Punjab-144030 (India)**



FOR

THE DEGREE OF “DOCTOR OF PHILOSOPHY” IN

IN FACULTY OF

By

Name of Research Student

Qualification

Supervisor

Name of Guide

Designation

Department

S.B.B.S. University Village Khiala, Padhiana Jalandhar, Punjab-144030 (India)

Month and Year

Annexure VI



SANT BABA BHAG SINGH UNIVERSITY
(Established vide Sant Baba Bhag Singh University Act, 2014)

Ref. No. _____

Dated: _____

PRE-SUBMISSION CERTIFICATE

This is to certify that Mr. /Ms/ Ku. _____

has presented his/her pre-submission seminar before the expert Committee on

in the Subject _____ and Faculty of _____ for the requirement of submission of
final Ph.D. Thesis as per UGC 2016 regulation.

Date:

Place:

(Seal and Signature of Guide)

(Forwarded by Head of Department)

Director (Research & Development)

Sant Baba Bhag Singh University,
Village Khiala, Padhiana,
Jalandhar, Punjab-144030.



Annexure VII

Faculty of _____
Subject: _____

SANT BABA BHAG SINGH UNIVERSITY
(Established vide Sant Baba Bhag Singh University Act, 2014)

CERTIFICATE

This is to certify that the work presented in this Thesis entitled “.....” is the own work of Conducted in the Department of, Sant Baba Bhag Singh University Jalandhar Punjab under my supervision. This work has not been submitted earlier to any University/Institution for any research degree to the best of my knowledge.

Date:

Place:

Name, Designation

Signature of Research Guide

Annexure VIII



SANT BABA BHAG SINGH UNIVERSITY
(Established vide Sant Baba Bhag Singh University Act, 2014)

DECLARATION/UNDERTAKING

I hereby declare that the research work embodied in the Thesis entitled “.....” is my own contribution and results of investigations carried out under the supervision ofDepartment of ,Sant Baba Bhag Singh University from to This research work is original and has not been submitted earlier to any University/ Institution for the award of any diploma or degree.

Date:

Place:

(Name and Signature of Research Student)

Annexure IX

Reference No.

Dated:

No Objection Certificate for Part-Time Ph.D Students
(Should be typed on the letter head of the sponsoring organization)

To

The Vice Chancellor
Sant Baba Bhag Singh University
Jalandhar

Subject: No objection Certificate

Dear Sir,

We have no objection if Mr./Mrs/Ms. _____,

Designation: _____ is on Regular rolls of the organisation. He/She may be

admitted to the Ph.D. Program in the department of

_____ at Sant Baba Bhag Singh University as a part-

time student for the session 2017-18. His/ her official duties will permit sufficient time for the research.

Signature and Seal of the Sponsoring Authority

Note: The candidate should also submit a certificate stating that the research facilities exist in his organization (which can be self-certified).

Annexure- X

Reference No.

Dated:

**Affidavit for the Full-Time Ph.D students duly signed by the Magistrate
(Duly Attested by Magistrate/ Tehsildar on Stamp paper of Rs 10/-)**

To whom it may Concern

It is certified that Mr/ Ms/Miss _____ S/o/D/o _____

_____ resident of _____

_____ Date of Birth _____

Aadhar No(Copy of Aadhar to be attached): _____ is pursuing his/her PhD
in _____ branch from Sant Baba Bhag Singh University, Padhiana,

Distt: Jalandhar for the July/August 2017. It is further certified that:

- a) I will do Ph.D (Full Time) degree from SBBSU and will not join any job on Regular or Partime basis for a minimum of 3 years (from the admission date)
- b) I will fulfill the 75 % attendance criterion in each semester for a minimum duration of 6 semesters.
- c) I am not indulged in any kind of criminal activities and there is no court case/police case associated with me.
- d) I will govern all the Ph.D rules and regulations of the Sant Baba Bhag Singh University in true sprits.
- e) In case of any misleading/wrong information my candidature for the Ph.D may be cancelled.

I certify that I have given correct information and have read all the above terms .

Signature of Student

Dated:

Annexure- XI

Joining Report of the Candidate

Ihereby join for research work leading to the Ph.D.
Degree of Sant Baba Bhag Singh University, on this date..... as a Full-time/Part-
time Scholar in the Department of
..... under the Supervision of
Dr.....on Dated:_____

Signature of the Candidate

Signature of the Supervisor/Co-Supervisor

Director R & D

To

**The Registrar
SBBS University,
Padhiana**



Annexure-XII

SANT BABA BHAG SINGH UNIVERSITY (Established vide Sant Baba Bhag Singh University Act, 2014)

Ph.D. Fee

All candidates will have to pay fees as prescribed by the SBBS University for Ph.D. degree.

S.NO.	Purpose	Fee(In Rs)
1	Enrolment/Enrolment-cum-Admission Form Fee	2500
2	Registration Fee(After defending the Synopsis)	10,000
3	Course work Fee	30,000
4	Course work Examination Fee	500
5	Per Semester Fee	20,000
6	Late fees for one year extension (Sixth year)	25,000
7	Late fees for two year extension (Seventh year)	35,000
8	Topic Modification Fee	10,000
9	Late fees for paying semester fee	2000 per month
10	Late submission of six monthly progress report	500 per month
11	Thesis submission/ evaluation fees	15,000
12	Thesis submission Late Fee (after due date)	10,000
13	Migration Fee (If Migrated to some other University from SBBSU)	20,000
14	Migration Fee (If Migrated from some other University to SBBSU)	10,000
15	Security Amount (Applicable from 2018 onwards) Refundable	Rs 2000/-



Annexure-XIII

SANT BABA BHAG SINGH UNIVERSITY
(Established vide Sant Baba Bhag Singh University Act, 2014)

Self-Plagiarism Exclusion Certificate

In the thesis submitted by _____ Regd. No. _____ for the award of PhD,
the content of the Chapters have been published in

(Give the details of the work published in Journals/Books etc)

- 1.
- 2.
- 3.
- 4.

This published work has been included in the thesis and has not been submitted for any
degree to any University/Institute.

(Signature of the Candidate)

(Signature of Supervisor(s))