

17/6/10

**PANJAB UNIVERSITY, CHANDIGARH-160014 (India)**

(Etted. Under the Panjab University Act VII of 1947-  
enacted by the Govt. of India)

From

To

**The Registrar  
Panjab University  
Dewan Anand Kumar Hall  
Chandigarh-160014**

1. The Deans of the Faculties of  
Arts, Science, Languages, Education  
Design & Fine Arts.
2. The Chairpersons of University  
Teaching Departments.
3. The Directors  
Panjab University Regional  
Centres (Muktsar and Ludhiana).
4. The Principal  
Home-Science College  
Sector-10, Chandigarh.

No.ST. 3538-3608

Date: 14/6/2010

Dear Sir/Madam,

This is to inform you that the Vice-Chancellor (as per authorization given by the Syndicate vide Para 22, dated 30.1.2010) has approved the enclosed Guidelines for the award of Ph.D. degree (which are in conformity with U.G.C. Minimum Standards and Procedure for award of Ph.D. degree Regulation 2009). These guidelines will become effective from June 15, 2010.

Yours faithfully,

D.A./as above

  
(Bikram Singh)  
Deputy Registrar (General)

To NU

-1-

## **STANDARD AND PROCEDURE FOR AWARD OF Ph.D DEGREE**

*In conformity with*

**UGC (Minimum Standards and Procedure for Award of Ph.D.  
Degree) Regulation 2009.**

1. The admission to Ph.D Programme shall be through Entrance Test. The Entrance Test for enrolment for Ph.D Programme shall be rigorous and would be coordinated by the person not below the rank of Professor nominated by the Vice-Chancellor. Care be taken to set the question paper/s with utmost interest so that only bright candidates with research potential are admitted to Ph.D Programme.

*No exemption from Entrance Test/s be given for admission to enrolment for Ph.D. except to those who have qualified UGC/CSIR (JRF) Examination/SLET/GATE/Teacher Fellowship holders/ direct awardee of fellowship by DST (INSPIRE), ICMR or any other national agency. Candidates who have joined M. Phil after taking admission on the basis of university entrance test for Ph.D./M. Phil will be eligible. In case of science and engineering departments/institutes it will be the decision of the department whether to admit the candidates without fellowship, though he/she has cleared the SLET/Ph. D. entrance test, because of cost involved in laboratory work. Cases of Sponsored Foreign Students holding valid Research Visa for doing Ph.D. under the ICCR/other academic exchange programme fellowships of governments will be decided by the academic committee of the department concerned. They will not be required to appear in the entrance test.*

2. Before the conduct of Entrance Test for admission to Ph.D., all the faculty members of the University Teaching Departments/Institutes/Schools/Centres, etc. shall put on the notice boards their areas of specializations and number of students to be supervised. Only the pre-determined number of students be admitted to Ph.D. Programme.

3. The written test shall be followed by an interview in the form of interaction to be organized by the department/institute, as the case may be. At the time of interview, Doctoral candidates are expected to discuss their research area. Interview is essential for enrolment for the Ph.D Programme.
4. Ph.D. Programmes shall not be conducted through distance education mode.
5. Wherever applicable, approval of the Ethical Committee is necessary before registration.
6. Supervisor/s for a selected candidate shall be decided in a joint meeting of the Academic and Administrative Committees/Advisory committee according to the research interest of the candidate/s indicated during the interaction, subject to the consent of the Supervisor/s. Co-supervisors can be from different departments/institutes.
7. After joining Ph.D. programme, the candidate shall undertake a course work for a minimum period of one semester. The course work would include three papers, to be decided by the Boards of Control of the respective subjects/disciplines (Out of three one paper may be on Subject Specific Research Methodology).

*If found necessary, the course work may be carried out by Doctoral candidate in sister department/institute either within or outside the University for which due credit will be given to them.*

8. The students will have to qualify in the course work in order to continue in the Ph.D Programme. The mode and method of assessment has to be decided by the respective Board of Controls.
9. The students who have done the equivalent course work in M. Phil. need not do the same again during their Ph.D. Programme.

10. The already approved revised Proforma/formats/ application forms for Ph.D. enrolment, registration, thesis examiner's report, viva-voce report and sample of the title cover of thesis and colour of thesis (Faculty-wise), be made part of the Ph.D. booklet.
11. Fee, as prescribed by the Syndicate from time to time, be charged for seeking six months' extension beyond one and a half years (normal period of one year plus six months' extension without fee) in the submission of synopsis.
12. A candidate will be required to submit the synopsis to the Chairperson of the Department concerned, who, in turn, will forward the same to the University office within a week of its receipt, after approving the title in a meeting of administrative and academic committees.
13. In case a candidate fails to submit the synopsis to the Chairperson of the Department within a period of two years, his/her enrolment shall stand as automatically cancelled. No separate intimation will be sent to the candidate.
14. In case any revision/modification in the title of Ph.D. thesis is suggested by the Research Degree Committee, the issue must be resolved by the Chairperson of the Department concerned and the Supervisor within one month of the decision of the Research Degree Committee, failing which a reminder be issued by the office for doing the needful. In such cases, the Dean of the Faculty be authorized to take decision, on behalf of the Research Degree Committee, on the recommendations of the Chairperson and the Supervisor/s.
15. Six monthly Progress Report (December 31, June 30) recommended by the supervisor and countersigned by the Chairperson of the department be sent to the Secrecy Branch (Thesis Section) and a copy of the report be also kept in the personal file of the candidate to be maintained by the Department concerned.

16. Upon satisfactory completion of Course Work including Research Methodology, which shall form part and parcel of Ph.D. Programme, the Ph.D. Scholar shall undertake research work and produce a draft thesis within a reasonable time, as stipulated by the University.
  
17. The maximum time limit for submission of Ph.D. thesis be fixed as eight years from the date of enrolment, i.e. normal period: three years, extension period: two years (on year to year basis with usual fee prescribed by the Syndicate from time to time) and condonation period: three years, after which enrolment and registration of the candidate be treated as automatically cancelled. The relevant regulations be amended accordingly. After completion of four years, the research scholar will not be allotted University Hostel on normal fee. He/she may be allowed to stay for specific period not exceeding one year at guest charges.
  
18. A fee of Rs.5,000/-, or as prescribed by the Syndicate from time to time, be charged for condonation of delay in the submission of Ph.D. thesis after expiry of the period of five years and rupees 10000/- per year after six years from the date of enrolment.
  
19. Ph.D candidates shall publish one research paper in a referred Journal/patent by the time of submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter /reprint.
  
20. The thesis produced by the Ph.D student in the Institution/Departments and submitted to the University, shall be evaluated by at least two experts, out of which at least one shall be from outside the State. One of the examiners may be from outside the Country.

21. The Certificate submitted by a Ph.D. candidate at the time of submission of his/her thesis to the effect that the thesis is a piece of original research work be signed by the candidate and countersigned by the Supervisor(s) and Chairperson of the Department concerned.
22. In cases where the title of Ph.D. thesis is changed/modified at the time of submission of the thesis, the Chairperson of the Department, Supervisor and the Dean of the Faculty (on behalf of the Research Degree Committee) should make recommendation and the Dean of University Instruction be authorized to take decision in the matter, on behalf of the Joint Research Board.
23. At least 3 months before the submission of the thesis, the candidate must inform the Dean of University Instruction for appointment of examiners for evaluation of the thesis. The panel of the examiners for evaluation of a Ph.D. thesis should be sent by the Chairperson (in consultation and consent of the Supervisor/s) of the Department to the office.
24. The appointment of examiner/s for evaluating a Ph.D. thesis be not repeated within a period of **one year** and this should be ensured by the Chairperson of the Department and Secrecy Branch. Secrecy Branch will make data base of the examiners appointed by various departments.
25. Two persons from the same city, but from different institutions may be suggested in the panel of examiners for evaluation of a Ph.D. thesis.
26. The examiners suggested for evaluation of Ph.D. thesis should be University Professor or equivalent. If an examiner of the rank of Professor is not available in a subject, the Vice-Chancellor be authorized to look into the matter and take appropriate decision.
27. A faculty member can supervise maximum of **eight** Ph.D. students. A member from outside the university can supervise maximum of **four** students as joint supervisor. In addition, each Supervisor shall be allowed to supervise one additional Sponsored Foreign student

holding valid research Visa for doing Ph.D. under the ICCR/other academic exchange programme fellowships.

28. To cut short delay between registration and submission of Ph.D. thesis, the meeting of the Joint Research Board be held quarterly.

29. To cut short delay in considering the synopsis for Ph.D. and appointment of Supervisors, the meetings of the Research Degree Committees be held quarterly.

30. The Thesis Section must dispatch the thesis to the examiner within a week. The existing system of seeking consent from the examiners by the Secrecy Branch be continued.

31. On receipt of satisfactory evaluation reports, Ph.D students shall undergo a viva-voce examination which shall also be openly defended.

32. The Examiner should be requested to bring the Ph.D. thesis at the time of viva-voce, if not already sent by him/her to the office.

33. Ph.D. thesis examiner be communicated that in case of acceptance of the thesis for the award of the degree to the candidate, examiners report would be supplied to the candidate without disclosing the identity of the examiner. This provision be mentioned in the proforma for Thesis Examiner's Report.

34. Norms for appointment of Supervisors/Joint or Co-Supervisors:

- (1) Teachers/scientists working in the University Teaching Departments, University Institutes, University Schools, University Centers, P.U. Regional Centers/Government Institutes of the level of CSIR Lab., DST approved Institutions, BARC, etc./approved Research Centers or affiliated Colleges of Panjab University shall be eligible to become

Supervisors/Joint or Co-Supervisors for guiding Ph.D. research provided they fulfill the following conditions:

- a. Hold the Ph.D. degree with published research work, such as books, research papers in refereed research journals at least three years preceeding the appointment as supervisors/co-supervisors.
  - b. Evidence of having been engaged in research after Ph.D. There can be a supervisor and maximum of two supervisors.
- (2) A teacher fulfilling the above conditions and interested in supervising research of candidates seeking enrolment for Ph.D., shall communicate his/her interest to the Chairperson of the concerned Teaching Department in the University (through Head of the Institution) along with the relevant documents as evidence of fulfilling the above conditions provided facilities exist in the department for undertaking research.
  - (3) Such a request of the teacher shall be placed before the joint meeting of the Administrative and Academic Committees of the concerned Department for consideration and recommendation to the Registrar's Office.
  - (4) In case a Supervisor is from an affiliated College, the University shall satisfy itself that the requisite infrastructure and academic facilities for supervision of research are available in the College. The availability of requisite infrastructure and academic facilities for supervision of research in a College shall be assessed by the Committee constituted by the Vice-Chancellor.
  - (5) The joint meeting of the Administrative Committee and Academic Committee of the Department will consider the matter relating to the topic and plan of research of the Ph.D. candidate and assignment of Supervisor/Joint or Co-Supervisor for the purpose of registration.



**NOTE:** Those teachers of the University/Colleges who have already been approved as Supervisors to guide Ph.D. research and have guided/have been guiding the Ph.D. students be allowed to continue to guide their students except those who are pursuing Ph.D. research themselves.

- (6) Joint Supervisors may be appointed, on the request of the candidate and the Supervisor, from the Teaching Departments and Postgraduate Regional Centers of the Universities recognized by the U.G.C. and also from the national/autonomous institutions, national/autonomous organizations and national/autonomous laboratories to be certified by the Chairperson of the concerned Department, provided they fulfill the conditions mentioned above for a supervisor.

**NOTE:** No fee be charged from the concerned institutions, etc. for the above purpose. However, they would be required to complete the prescribed application form for the purpose.

- (7) A superannuated teacher below the age of 65 years be allowed to supervise candidates as for regular faculty for Ph.D.
- (9) In exceptional cases, new candidates may be enrolled for Ph.D. under the supervision of a retired teacher who has reached 65 years of age.
- (10) The Emeritus Professors can supervise up to four students up to the age of 70 and two after that, if they so wish.
- (11) No teacher who is himself/herself enrolled or registered for Ph.D. can simultaneously guide research for Ph.D. In case of such a teacher already supervising research for Ph.D., the candidate/s working under him/her will have the option to retain the same topics of their research.

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