

PH.D. ORDINANCE 2023 (1st Amendment-2024)

**For the Degree of
DOCTOR OF PHILOSOPHY**

**(Approved in the meeting of Academic Council held on
September 25, 2024)**



**Khwaja Moinuddin Chishti Language University
Sitapur-Hardoi Bypass Road
Lucknow**

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Khwaja Moinuddin Chishti Language University, Lucknow

Ph.D. Ordinance-2023 (1st Amendment-2024)

This Ordinance of the University shall be known as Khwaja Moinuddin Chishti Language University, Doctor of Philosophy (Ph.D.) Ordinance, 2023 (1st Amendment-2024), and shall come into effect from the date of its approval by the Competent Authority of the Khwaja Moinuddin Chishti Language University.

This Ordinance shall cohere to, and cover all the provisions made by the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022, and amendments from time to time.

The Degree of Doctor of Philosophy (Ph.D.) of the Khwaja Moinuddin Chishti Language University, Lucknow shall be conferred upon the candidates who fulfill the requirements as specified in this ordinance.

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

This Ordinance shall be called "Khwaja Moinuddin Chishti Language University, Doctor of Philosophy (Ph.D.) Ordinance, 2023 (1st Amendment-2024)".

The Khwaja Moinuddin Chishti Language University (hereinafter referred to as University) would consider the admission to programme in the Faculties established as per the Statutes of the Khwaja Moinuddin Chishti Language University.

Those candidates who have been registered for Ph.D. programme before the promulgation of this Ordinance would be governed by UGC (Minimum Standards and Procedures for the Award of M.Phil./Ph.D. Degrees) Regulations 2016 following its subsequent amendments as on dates August 27, 2018 and October 16, 2018 and earlier Ordinances of the University under which they have been admitted.

From the date when these Ordinances come into operation, all previous Ordinances on the subject shall cease to have effect. Provided that this revocation shall not affect the previous Ordinances so revoked or anything done or suffered under any previous



Ordinances so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any Ordinances so revoked.

2. DEFINITIONS:

All the definitions prescribed in the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 shall be applicable as they are mentioned in the Regulation.

3. ELIGIBILITY CRITERIA FOR ADMISSION TO THE PH.D. PROGRAMME:

Candidates for admission to the Ph.D. programme should have successfully completed:

- 3.1 A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory/regulatory body, like CA/CS/ ICWA as UGC has decided in its 550th meeting held on February 18, 2021, with at least 55% marks in aggregate, or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution. **The qualified CA/CS/ ICWA will be eligible for degree in Commerce and Management stream.**
- 3.2 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (Non-Creamy Layer), Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- 3.3 Provided that a candidate seeking admission after a 4-year/8-semester bachelor's



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- degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.
- 3.4 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (Non-Creamy Layer), Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- 3.5 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. programme.
- 3.6 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (Non-Creamy Layer), Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.
- 3.7 A candidate whose M.Phil. Dissertation has been evaluated and recommended for award of the degree, may be admitted to the Ph.D. programme of the University on provisional basis even before the Viva-Voce.
- 3.8 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.
- 3.9 Admission to the Ph.D. programme will be allowed in those subjects in which



regular programmes are being offered by the University. The degree would be awarded in the subjects in which the candidate is admitted. However, Interdisciplinary research may be encouraged by respective departments by taking Co-Supervisors from other related disciplines.

4. DURATION OF THE PROGRAMME:

- 4.1 Ph.D. programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.
- 4.2 A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Regulations/Ordinance of the University; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.
- 4.3 Provided further that, the female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme.
- 4.4 In case where a student enrolled for Ph.D. Programme happens to get appointed in job, he/she may opt for Ph.D. Part-Time mode to continue his/her research work. The candidate may avail this facility only after successful completion of Ph.D. course work, by submitting an application duly recommended and forwarded by the Supervisor as well as Head of the Department, and approval from the Vice Chancellor. All other requirement for Part-time Ph.D. programme will be applicable to the candidate.
- 4.5 The duration of programme for every candidate shall be counted from the date of



his/her admission in Ph.D. programme till the date of successful Pre-Submission Presentation and the candidate's seat will be considered vacant on the same day.

- 4.6 The date of first fee deposit will be considered as the date of admission.
- 4.7 A Register for all the students for both- course work, and for the subsequent completion of the Ph.D. programme is to be maintained in the office of the Departments.

5. PROCEDURE FOR ADMISSION:

- 5.1 The University shall advertise admission notification on its website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in Hindi, and the other one (1) in English.
- 5.2 The admission notification will clearly mention the number of vacant seats available for each subject/discipline, criteria for admission, procedure for admission and all other relevant information.
- 5.3 The admission will be made in accordance with the reservation policy of the Central/State Government as applicable from time to time.
- 5.4 The Ph.D. programme in a Department shall be classified under any one of the following categories:
- (a) Full-Time Ph.D. Programme
- (b) Part-Time Ph.D. Programme
- 5.5 All the work related to the Ph.D. programme will be convened by a committee consisting five members headed by the Convener, Ph.D. The formation of the committee shall be approved by Vice-Chancellor on the recommendation of Convener, Ph.D. The office of the Convener, Ph.D. will function as a repository for all documents and records related to Ph.D. programme.



6. FULL-TIME PH.D. PROGRAMME:

- 6.1 Candidate enrolled for Ph.D. programme shall not be permitted to take admission in any other regular degree programme till the award of the Ph.D. Degree, unless any specific regulation of dual degree comes into effect.
- 6.2 The admission in the Ph.D. programme shall be based on the Research Entrance Test (RET) comprising of written test followed by an Interview.

Conditions for Admission in Full Time Ph.D. Programme:

Admission to the Ph.D. programme in full time mode shall be made using the following methods:

- i. Students with valid Fellowship/Scholarship (Junior Research Fellowship) in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests shall be exempted from the entrance test and admitted directly on the basis of Interview only.

Apart from the above mentioned, as per the recommendation from the University Grants Commission (UGC) detailed in public notice No.F.4-1(UGC-NET Review Committee)/2024(NET)/140648, dated March 27, 2024, from the academic session 2024-25 onwards, the National Eligibility cum Entrance Test (NICE) score will be utilized for Ph.D. admission in place of written test conducted by the university.

- a) For candidates who qualify for the Junior Research Fellowship (JRF), admission to Ph.D. programmes will be based on an interview, in accordance with the UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022.
- b) For candidates qualifying under Category 2 (eligibility for appointment as Assistant Professor and admission to Ph.D.) and Category 3 (admission to Ph.D. only), admission will be determined based on 70% weightage for NICE test scores and 30% for the interview performance. The Ph.D.



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admissions will therefore be based on the combined merit of NET marks and interview/viva voce scores.

The NET marks obtained by candidates in Categories 2 and 3 will be valid for one year for Ph.D. admissions.

Candidates referred in (i) of Clause 6.2 will be given preference/weightage as per criteria mentioned in **Annexure-A**.

- 6.3 The regular faculty members of this University/ other Universities/ Colleges can continue Ph.D. in Full-Time mode after completion of three years continuous service provided that discipline/subject is available in the respective department of the University in which Ph.D. programme is being offered, subject to NOC and Relieving Certificate (as applicable) to take admission in the programme under full time mode.

The teacher will be permitted to take admission in full time mode only if he/she submits Study Leave permission. Other conditions and rules regarding the Study Leave shall be applicable for full time mode as have been described in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 under the point of 8.2 Study Leave, and subsequent amendments from time to time, as well as University Rules.

- 6.4 All those applicants who do not fall in the 6.2 (i) criteria will have to appear in the written test conducted by the University. Candidates who qualify the written test will have to appear in Interview/Viva-Voce.
- 6.5 The final selection of the candidate for Ph.D. shall be based on the 70% weightage to written test and 30% weightage to his/her performance in the Interview.
- 6.6 Candidates who are exempted from the written test will be selected only on the basis of Interview/Viva-Voce only as mentioned in **Annexure-A**.
- 6.7 The Interview panel will comprise of Convener, Ph.D., Dean of Faculty



- concerned, one member from the Admission Committee, SC and OBC nominee, one external subject expert and internal subject expert (Head/ Subject In-charge as applicable) approved by the Vice Chancellor.
- 6.8 The quorum for the interview panel shall be of **four** members. However presence of external subject expert is essential in the panel.
- 6.9 The Interview Board will award marks as suggested in **Annexure-A**. Any modification/alteration/amendment of the Interview panel shall be at the sole discretion of the Vice Chancellor.
- 6.10 The final merit for admission to Ph.D. programme shall take into account the total score of written tests (in cases where applicable) and Interview. The University shall adhere to the Central/State Reservation Policy, as applicable.
- 6.11 The University shall decide the total number of eligible students to be called for an interview based on the number of Ph.D. seats available in the subject concerned.
- 6.12 The University shall maintain a list of Ph.D. Supervisors specifying the name of the Supervisor, his or her designation, the Department/Faculty, along with the details of Ph.D. scholars i.e. the name of the registered Ph.D. scholar, the topic of his/her research work, and the date of admission on the website of the University. The list will be updated on a regular basis.

7. PART-TIME PH.D. PROGRAMME:

- 7.1 Ph.D. programmes through Part-Time mode will be permitted, provided all the conditions stipulated in UGC (Minimum Standards and Procedures for award of Ph.D. Degrees) Regulations, 2022, including Entrance Test and completion of course work as mentioned in **Ph.D. Ordinance-2023 (1st Amendment-2024)** of Khwaja Moinuddin Chishti Language University are fulfilled.



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- 7.2 Part-Time Ph.D. will be allowed provided all the conditions mentioned in the Ph.D. Ordinance are met and applicable as and where required.
- 7.3 A candidate shall be considered as a Part-Time research scholar if he/she is employed and has submitted an NOC (No Objection Certificate) from the head of the institution/organization where he/she is employed.
- 7.4 The Teacher of this University admitted in Part-Time Ph.D. programme may continue to receive the salary.
- 7.5 The time duration of Part-Time Ph.D. programme shall be a minimum of three (3) years and maximum of Six (6) years. A further extension of two (2) years may be granted in special circumstances on the recommendation of RAC, DRC and approval of the Vice Chancellor.
- 7.6 A Teacher serving in this University will be eligible to enroll for Ph.D. programme under Part-Time mode after completion of probation period or at least one year of service.
- 7.7 Other than the teacher of this University, the candidate is required to have at least three years of continuous service experience in any Recognized Educational Institutions, Union Government, State Government(s), Arm Forces, PSUs or Corporations listed in BSE or NSE and others recommended by DRC and approved by the Vice Chancellor.
- 7.8 The University shall obtain a "No Objection Certificate" through the candidate for a Part-Time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating that:
- The candidate is permitted to pursue studies on a Part-Time basis.
 - His/her official duties permit him/her to devote sufficient time for research.



- iii. If required, he/she will be relieved from the duty to complete the course work.

- 7.9 The selection of the candidates for the Part-Time Ph.D. programme shall be based on same criteria as mentioned for Full Time Mode.
- 7.10 Any matter related to Part-Time Ph.D. where the ordinances are silent or unclear shall be decided by the Vice Chancellor.

Change of Research Status from full time to part time

- 7.11 The student has successfully completed the pre-Ph.D. course work prescribed within the duration and his proposal is approved, can be permitted for change of Ph.D. status from full time to part-time.
- 7.12 For change of status from full time to part time, the student must have obtained a regular/ full time employment.
- 7.13 The maximum duration of Ph.D. programme will remain same for such candidates.
- 7.14 The student desirous of changing the status from full time to part time shall be allowed to do so only once in the entire period of Ph.D., within the first two years of the Ph.D. from the date of their registration. The student shall submit an application to the Chairperson, DRC with the recommendation of Supervisor, alongwith relevant evidence/ reason for the change of status. The DRC shall submit its recommendation to the concerned Dean of Faculty for necessary action.

8. ADMISSION OF INTERNATIONAL STUDENTS IN PH.D. PROGRAMME:

- 8.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.



- 8.2 Such students must submit their application directly to the Convener, Ph.D. after consultation with the faculty member (Supervisor) with whom he/she wish to work.
- 8.3 Except the waiver in admission, rest of the conditions will remain same as mentioned in the Ordinance.

9. RESEARCH ENTRANCE TEST:

- 9.1 Appearing in the Research Entrance Test (RET) shall be mandatory for all except the candidates exempted under the clause 6.2 (i).
- 9.2 Appearing in Interview is mandatory for all candidates.
- 9.3 The entrance test syllabus shall consist of 50% questions of Research Methodology and 50% questions related to subject concerned.
- 9.4 Students who have secured 50% marks in the entrance test are eligible to be called for the Interview.
- 9.5 A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC, Differently-Abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time.
- 9.6 In the Interview, candidates will be required to discuss their research interest/area through a presentation before the interview panel and the following points should be ensured:
- The candidate possesses the competence for the proposed research.
 - The research work can be suitably undertaken at the University.
 - The proposed area of research can contribute to new/additional knowledge.



iv. The Interview Panel shall award marks as per **Annexure-A**.

9.7 The final merit of admission in the programme shall be as follows:

Total Marks = Marks Secured in RET + Marks Secured in Interview including weightage for JRF/NET/UP-SLET).

Note: Those who are exempted from RET, 30% preference/weightage allocated for Interview shall be scaled up to 100%.

10. ALLOCATION OF THE RESEARCH SUPERVISOR:

(Eligibility criteria to be a Research Supervisor/Co-Supervisor, Number of Ph.D. scholars permissible per supervisor etc.)

- 10.1 Permanent faculty members working as Professor/Associate Professor of the University with a Ph.D., and at least **five** research publications in the UGC-Care listed, peer-reviewed or refereed journals; and
- 10.2 Permanent faculty members working as Assistant Professors with a Ph.D., and at least **three** research publications in the UGC-Care listed, peer-reviewed or refereed journals may be recognized as Research Supervisor in the University.
- 10.3 The contractual faculty members of the University under self-finance scheme who are selected through duly constituted selection committee, and have minimum eligibility of supervisor as prescribed by UGC and as decided by the Academic Council/ Executive Committee are also eligible to be a supervisor.
- 10.4 Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 10.5 Such approved Research Supervisors can not supervise research scholars in other



- institutions/ universities; however, they can only act as Co-Supervisors only.
- 10.6 Co-Supervisors from within the same department or other departments of the University or other Institutions may be permitted on the recommendation of DRC and approval of the Vice-Chancellor.
- 10.7 Adjunct Faculty members shall not act as Supervisors and can only act as Co-Supervisors.
- 10.8 Any regular or contractual teacher of the University who is to be recognized as the research supervisor for the first time shall submit an application alongwith relevant documents to the respective Chairperson of DRC. The chairperson shall place the matter before the DRC which shall recommend the teacher as research supervisor to the Dean of Faculty concerned. The Dean of Faculty shall approve the respective teacher to be a research supervisor. However, teachers already supervising Ph.D. will be deemed to be possessing necessary eligibility.
- 10.9 After the approval, a notification shall be issued from the Convener, Ph.D./Registrar. All the formalities regarding the allocation of Ph.D. supervisors shall be initiated by the Convener, Ph.D./ Registrar.
- 10.10 Newly appointed Faculty Members at all levels may be allowed to register Ph.D. scholars under their supervision only after the successful completion of their probation period. However, other eligibility criterion will remain the same.
- 10.11 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/Faculty/University may be appointed.
- 10.12 Approved Supervisors of the University may act as Co-Supervisor in other Universities/ Institutions/Organizations. An NOC for the same may be issued by the Registrar or any competent authority on the basis of the submitted application.



10.13 Provided that, at any point of time, the total number of candidates under a research Supervisor shall not exceed the number as prescribed including the candidates under co-supervision.

Allocation of Research Supervisors:

10.14 The allocation of Research Supervisor for a selected research scholar shall be decided by the Committee consisting of Head of the Department and the proposed Supervisor(s) based on the following Criteria:

- Available vacancy per Supervisor.
- Specialization of the Supervisor.
- Common research interest of the scholar and the Supervisor as indicated by them with mutual consent.

10.15 The Supervisors will be allotted to the candidate within two months from the commencement of the Ph.D. Course Work.

10.16 A supervisor can not supervise his/ her relative, whether by blood, adoption or by marriage. In this Ordinance "relative" means the relations provided in the explanation to section 20 of the U.P. State Universities Act, 1973.

11. NUMBER OF PH.D. SCHOLAR PER SUPERVISOR:

11.1 A Professor at the any given point of time cannot guide more than Eight (8) Ph.D. Scholars.

11.2 Associate Professor as a research Supervisor can guide up to a maximum of Six (6) and;

11.3 Assistant Professor can guide up to a maximum of Four (4) Ph.D. scholars. This limit is applicable even for Co-Supervisors.

11.4 Ph.D. seats for Part-Time applicants shall be a maximum of Two (2) seats for Professor/ Associate Professor and One (1) for Assistant Professors.



- 11.5 The seats under new Supervisors would be declared in a phased manner (e.g. 50% seats in first year and rest of the seats in next consecutive year).
- 11.6 A Co-Supervisor cannot be below the rank and grade of an Assistant Professor.
- 11.7 In case of relocation of a Ph.D. female scholar due to marriage or otherwise the research data shall be allowed to be transferred to the University/Institution to which the scholar intends to relocate provided all the other conditions in these regulations are followed, and the research work does not pertain to a project sanctioned to the University/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent University and Supervisor for the part of research already undertaken.
- 11.8 Faculty Members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a Co-Supervisor after superannuation, but not after attaining the age of 70 years.
- 11.9 The Faculty Members of the University, who are themselves enrolled as Ph.D. scholars in this University or in any other Institute/University cannot act as Ph.D. Supervisor/Co-Supervisor.
- 11.10 If the Supervisor of a candidate proceeds on LIEN/Leave/Deputation for more than Twelve (12) months or he/she proceeds on leave for less than Twelve (12) months, but later extends the leave beyond Twelve (12) months he/she will continue as Supervisor unless he/she wishes to withdraw his supervision, with the condition that the research scholar's work will not be affected, and it will be the supervisor's responsibility to conduct RAC (Research Advisory Committee) meetings in time in consultation with the Head of Department and Convener, Ph.D.



- 11.11 If the supervisor is unable to do so or the research scholar's work is being affected, then in such a situation, the process of changing the supervisor can be initiated.
- 11.12 If the supervisor wishes to withdraw his/ her supervision, in such cases he/she may recommend for a fresh supervisor with the mutual consent of proposed supervisor and the candidate essentially. The recommendation should be duly forwarded by Head of the department as well as Dean of the Faculty concerned. The final decision in this regard shall be taken by the Vice Chancellor.

12. CHANGE OF SUPERVISOR:

- 12.1 If a candidate for some reasons intends to change his/her Supervisor, it may be permitted by the Vice Chancellor on the recommendation of DRC. This recommendation should be duly forwarded by Head of the department as well as Dean of the Faculty concerned. In such cases the mutual consent of the present Supervisor, the proposed Supervisor and the candidate is essential.
- 12.2 If the Candidate is not satisfied with the recommendation of DRC, he/she may move a fresh application to the Vice Chancellor and the decision of the Vice Chancellor will be final and binding on all the parties.
- 12.3 If a candidate has been assigned a new Ph.D. supervisor, he/she shall continue his/her research with the new supervisor till the submission of thesis.
- 12.4 A candidate may change their supervisor only once, except in exceptional circumstances as determined by the Vice Chancellor.
- 12.5 The candidate registered in any National Research Institutes, and the degree has to be awarded by this University. In such cases, the Supervisor will be from this University and Co-Supervisor from parent institutions. The Co-Supervisor shall be a permanent researcher not below the level of Scientist-C in that Research Institute where the students carry out research work.



Note: The research Supervisor should declare the number of Ph.D. scholars registered with him/her periodically to the University. He/she cannot increase the number by using recognition from multiple universities.

13. COURSE WORK:

13.1 Six months course work of Ph.D. programme is mandatory for all (Full-Time and Part-Time) research scholars. Upon completion of their coursework, part-time Ph.D. candidates are required to spend a minimum of 10 days per semester, including public holidays, at the research site, as directed by their supervisor. The supervisor will maintain an attendance record for these days.

Credit Requirements:

13.2 The Credit requirement for the Ph.D. course work is a minimum of 12 credits, including:

- i. Research and Publication Ethics (2 Credits)
- ii. Research Methodology Course (4 Credits)
- iii. Subject Specific Course (Department Wise) (4 Credits)
- iv. Computer Application Course (2 Credits) (or any other course as decided by BoS in place of 13.2 (iv))

13.3 The DRC can also recommend SWAYAM/ MOOCS/ UGC recognized online courses as part of the credit requirements for the Ph.D. programme. If a research scholar earns some course credits through online courses from the prescribed curriculum and holds a certificate of completion for the course, the credits will be accepted in such a case.

13.4 If a candidate fails in the course work examination, or could not appear in the examination, he/she will get another chance to re-appear in the next course work examination, only after the submission of examination fee.

13.5 If a candidate fails to complete his/her course work, he/she may be provided another chance to complete his/her course work. The student is expected to



complete their coursework during the next coursework offered by the University. However, the minimum period of three years of Ph.D. programme for such candidates will be counted from the date of admission.

- 13.6 If the candidates fail consecutively in the second attempt, his/her registration shall be cancelled. Further, attempts if any or any decision pertaining to registration will be at the sole discretion of the Vice Chancellor.
- 13.7 In exceptional circumstances or other extraordinary situations, provisions for online learning should be made available in accordance with the guidelines of National Education Policy (NEP) 2020 or as prescribed by the University Grants Commission (UGC). These provisions ensure that education continues seamlessly through online platforms, ensuring access and flexibility for students during such times.

Minimum Standard for Completion of thesis:

- 13.8 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-Point Scale in the course work to be eligible to continue in the programme and submit his/her thesis. The evaluation criteria for the Ph.D. coursework shall be in line with the University's result rules.
- 13.9 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- 13.10 Candidates already holding M.Phil. Degree and admitted to the Ph.D. programme, or those who have already completed the course work, will be exempted from the Ph.D. course work.
- 13.11 A certificate of exemption may be issued from the Dean of the Faculty on the



request by the candidate with proof of relevant documents.

13.12 All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the first or second semester.

Preparation and Submission of Synopsis/ Research Proposal:

13.13 Upon successful completion of the coursework and achieving the required marks or grades as outlined in Clause 13.8 of this Ordinance, the Ph.D. scholar will prepare a Research Proposal or Synopsis, with consultation of his/ her supervisor, and present before the Departmental Research Committee (DRC) for approval.

13.14 If the DRC determines that the synopsis does not meet the required standards, it will provide specific suggestions for improvement. The candidate must incorporate all necessary changes in the synopsis as per the suggestions of the DRC.

13.15 Once the synopsis is approved, the candidate will commence his/ her research work.

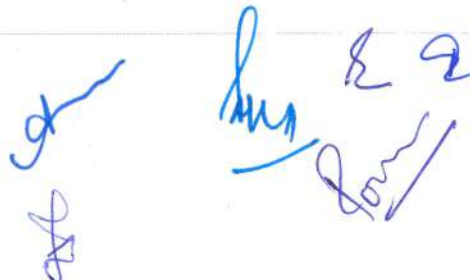
14. RESEARCH ADVISORY COMMITTEE:

14.1 There shall be a Research Advisory Committee for each Ph.D. scholar.

Composition of RAC:

- i. The Head of the Department will be chairperson of the committee.
- ii. One external subject experts nominated by the DRC.
- iii. One external subject experts nominated by the supervisor
- iv. The supervisor (Convener)
- v. Co-Supervisor (if any) of the concerned Ph.D. scholar

14.2 The supervisor will serve as the convener of the committee. The quorum will be considered complete when at least three members are present, provided that at

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least one subject expert is among them.

Functions of the RAC:

14.3 The Committee shall have the following responsibilities:

- i. To review the research proposal, provide assistance in completing the research topic.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

14.4 A Ph.D. scholar is recommended to appear before the Research Advisory Committee every six months to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance.

14.5 The Research Advisory Committee shall submit its recommendations along with the copy of progress report of Ph.D. scholar to DRC. The DRC, after reviewing the mentioned report, will forward it along with its own report /observations to the Convener, Ph.D. Programme. A copy of such recommendations shall also be provided to the Ph.D. scholar.

14.6 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

15. DEPARTMENTAL RESEARCH COMMITTEE (DRC), ITS COMPOSITION AND FUNCTIONS

15.1 There shall be a Departmental Research Committee for each department.



Composition of DRC:

Departmental Research Committee (DRC) shall consist of:

- (i) All members of the Board of Studies
- (ii) Head of department as the Chairperson;
- (iii) All the supervisor (s)
- (iv) One faculty member as SC/ST nominee (if not already there in BoS)
- (v) One faculty member as OBC nominee (if not already there in BoS)

15.2 If the SC/ST and OBC nominee is not available in the Department, the Head of the Department can invite the above representative members from any other Department of the University.

15.3 The quorum for a DRC meeting will be considered complete with the presence of 50% of its members, provided that at least one of them will be an external member.

15.4 The Head of the Department may appoint a faculty member as convener of the DRC, for a period of one year. In the absence of Head of the department the senior faculty member shall be chairperson of the committee.

Functions of the DRC:

- i. To recommend the teachers as supervisor
- ii. To review and finalize the synopsis/ research proposal.
- iii. To allot supervisor to the candidate
- iv. To take necessary action on the RAC report.
- v. To promote the research in the department.
- vi. To create an ecosystem for research activities.
- vii. To conduct pre submission seminar/ presentation.

16. EVALUATION AND ASSESSMENT METHODS:

(Minimum Standards/ Credits for award of the degree etc.)

Pre-Submission Presentation:

16.1 Upon satisfactory completion of course work and obtaining the marks/grade



- prescribed in clause 9 (3) of UGC Regulation-2022, (A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.) the Ph.D. scholar shall be required to undertake research work as prescribed above and produce a draft thesis.
- 16.2 After completion of research work by the Ph.D. scholar, he/she will make a Pre-Submission Presentation before the DRC. The DRC will send the final report of successful Pre-Submission Presentation to the Convener, Ph.D.
- 16.3 If the DRC is not satisfied with the work of the candidate, the candidate has to comply with the instructions of DRC, and deliver a fresh presentation in the stipulated period specified by the DRC. The DRC shall record the reasons for the same and suggest corrective measures and will send the report of Pre-Submission Presentation to the office of Convener, Ph.D.
- 16.4 The seat of candidate shall be considered as vacant on the date of successful Pre-Submission Presentation.
- 16.5 Ph.D. scholars submitting their thesis within 4 years are required to publish at least **two** research papers. Those submitting between 4 to 5 years must publish **three** research papers, while scholars submitting their thesis between 5 and 6 years are required to publish **four** research papers. Any further extension of the Ph.D. duration, along with additional requirements, will be subject to the approval of the Vice Chancellor.
- 16.6 All publications must be published in Scopus/ SCI/ UGC-CARE Listed or peer-reviewed or refereed journals.
- 16.7 In addition, before submitting the thesis, each research scholar will be required to present two papers in a national seminar and submit the corresponding certificates.



Plagiarism Check:

- 16.8 Plagiarism verification must be conducted by a designated competent authority, and a certificate confirming this should be issued to the candidate. This certificate must be included with all other required documents at the time of thesis submission.
- 16.9 This plagiarism check should be in conformity with the Gazette of India dated July 23, 2018 [UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018] and further amendments from time to time.

Submission of the Thesis:

- 16.10 The candidate is required to submit the thesis within six months from the date of his/her successful Pre-Submission Presentation.
- 16.11 The candidate shall submit the thesis to the office of Head of the Department, with due endorsement of the Supervisor. While submitting the thesis, the candidate shall submit the following as mentioned in (Annexure-G):
- Three hard copies and one soft copy of the abstract of thesis consist of 500-600 words describing the salient features of his/her work.
 - Three hard copies and one soft copy of the thesis in Hindi or English or any other language approved by the respective DRC.
 - No-dues Certificate.
- 16.12 A thesis once submitted cannot be re-submitted except when the examiner recommends for the revision of the thesis.
- 16.13 The Head of the Department shall forward the thesis to the Dean of the Faculty concerned.
- 16.14 The Dean of the Faculty concerned shall forward the thesis to the Convener, Ph.D.



/Registrar office.

16.15 The office of Convener, Ph.D. /Registrar will issue a certificate of submission to the candidate.

17. THE PANEL OF EXAMINERS FOR EVALUATING THE Ph.D. THESIS:

17.1 The Supervisor shall propose a panel of six experts (excluding working faculty members from this University and University/institution of the Co-Supervisor) to the Chairperson of the Board of Studies, for approval of external examiners, prior to the submission of the thesis. In this panel at least 3 examiners must be from outside the state, and shall be specialized in the area of the thesis concerned.

17.2 Such examiner(s) should be academician not below the rank of Associate Professor with a good record of scholarly publications in the field.

17.3 The panel of external examiners shall not include relative of the candidate.

18. THESIS EVALUATION:

18.1 The panel of External Examiners duly approved by the Board of Studies shall be sent by the Head of the Department to the Convener, Ph.D. /Registrar within a week after the submission of the thesis in the department.

18.2 The Convener, Ph.D. /Registrar shall send this panel of examiners within three days, to the Vice Chancellor or his nominee to get the approval of two External Examiners.

18.3 The Convener, Ph.D. /Registrar shall get in touch with each Examiner over e-mail with a soft copy of the abstract/summary to secure acceptance of the Examiner apart from communicating through post. The hard copy of the thesis will be sent to the expert only on demand.

18.4 The said exercise shall be undertaken by the Convener, Ph.D. /Registrar within



three days of the receipt of approval from the Vice Chancellor. The Convener, Ph.D. /Registrar shall forward the thesis and the abstract to the Examiners within a week from whom consent has been received (via email or postal services) and take necessary action to get the report of the Examiners.

- 18.5 The Examiners shall be requested to submit their individual reports within two months of the receipt of the thesis.
- 18.6 In case of refusal from the Examiner(s), the Convener, Ph.D. /Registrar will get a fresh approval from the Vice Chancellor for another Examiner from the approved list.
- 18.7 In case, an Examiner does not send his/her report within the said period, a reminder shall be sent to him/her over email/post. This shall be followed by a subsequent reminder after a fortnight.
- 18.8 In the event of the report not being received from the Examiner within three months from the receipt of the thesis, a new Examiner shall be appointed from the approved list.

19. EXAMINERS' REPORTS:

- 19.1 The examiners shall submit the report on a prescribed format as given in **Annexure -E**.
- 19.2 If both the examiners recommend acceptance of the thesis for the award of the degree, the thesis shall be accepted.

Thesis Rejected:

- 19.3 If both the Examiners recommend rejection of the thesis for the award of the degree, the thesis shall be rejected.
- 19.4 If the Examiner(s) raise some queries/seek clarifications, the candidate shall be required to give satisfactory answers to the queries at the time of Viva-Voce.



- 19.5 If one or both the Examiners recommend revision of the thesis, the candidate shall resubmit the thesis after revision within six months.
- 19.6 If one Examiner recommends rejection of the thesis and the other recommends acceptance, then the Convener, Ph.D. /Registrar shall send the thesis to a third Examiner from the approved list. In such cases the majority decision shall prevail.

20. VIVA-VOCE:

- 20.1 After receiving the positive report, the Convener, Ph.D. /Registrar will take the approval of the Vice Chancellor or his nominee for one External Examiner to conduct the Viva-Voce, and subsequently inform the Head of the Department and the Supervisor to organize the Viva-Voce as soon as possible.
- 20.2 The Supervisor will be the internal examiner. The HoD will inform the External Examiner about the date of Viva-Voce. The same will be communicated to the Convener, Ph.D. /Registrar. TA/DA and Honorarium as per University rules or as approved by Vice Chancellor would be paid to the External Examiner.
- 20.3 The HoD will arrange the Viva-Voce of the candidate within one month from the date of communication from the Convener, Ph.D. /Registrar for conducting the Viva-Voce.
- 20.4 The Viva-Voce will be held in the department concerned in open mode. A notice will be served for the purpose of inviting all students, research scholar and faculty members to participate in the viva-voce.
- 20.5 The viva-voce board shall consist of the Supervisor, the Head of the department or his nominee, and at least one of the two external examiners.
- 20.6 In some special circumstances if the External Examiner is unable to conduct the Viva-Voce, the open Viva-Voce can be conducted through online mode with the permission of Vice-Chancellor.



- 20.7 The recording of complete Viva-Voce through online mode shall be preserved by the Head of the Department/Supervisor and also make it available if sought by the competent authority.
- 20.8 The External Examiner shall submit the confidential report in a hard copy through Head of the Department to the Convener, Ph.D. /Registrar. (Annexure-K)
- 20.9 In the case of inability of the Supervisor or Co-Supervisor to conduct the Viva-Voce due to valid reason, the Head of the Department shall make arrangements to conduct the Viva-Voce.
- 20.10 The Head of the Department or any other senior faculty member of the department/ University shall act as internal examiner. However, in such cases, the work shall be deemed to have been carried out under the guidance of the original Supervisor/Co-Supervisor only.
- 20.11 If a candidate, after the submission of the thesis, has gone abroad, the Viva-Voce shall be conducted online, if necessary.

21. RESULT COMMITTEE:

Composition of Result Committee:

- 21.1 Result Committee shall consist of:
- Vice Chancellor or his nominee (Chairperson)
 - Controller of Examinations (Member)
 - Convener, Ph.D. /Dean, Academics (Member)
 - Dean(s) of concerned faculty(s) (Member)
 - Registrar (Convener)



Functions of Result Committee:

- i. To convene a meeting within 03 days after receiving the report of Viva-Voce.
- ii. To take cognizance of the recommendations of the External Examiner and declare the result accordingly, in anticipation of approval from Academic Council.
- iii. The results will be announced following a successful meeting of the Results Committee, and a notification will be issued by the office of the Controller of Examinations.
- iv. After the notification, the research scholar may be issued a provisional certificate. (Annexure-L)

22. FEE STRUCTURE:

- 22.1 Fee shall be as prescribed by the University from time to time.
- 22.2 Full fee, as applicable, shall be payable by the candidate for the entire period of extension granted (if any).
- 22.3 The rules of the University shall prevail regarding the fee refund.

23. ADMISSION CANCELLATION:

- 23.1 A candidate's admission can be cancelled by the Convener, Ph.D., upon the recommendation of the DRC, after the approval of Vice Chancellor, in any of the following situations:
 - i. If the candidate is absent for a continuous period of three months without prior information/sanction of leave by Supervisor.
 - ii. If the candidate fails to renew his/her registration and does not pay the prescribed fee in time.



- iii. If two consecutive six monthly progress reports of the candidate are unsatisfactory.
- iv. If the candidate fails to submit the thesis within the maximum stipulated time as provided in this Ordinance.
- v. For any errant behaviour, such as indiscipline, anti-University or anti-National activity, moral turpitude or any behaviour which is unlike that of a student.
- vi. If any vacancy arises due to cancellation of admission that may be filled by the wait listed candidates before the completion of course work.

24. DEPOSITORY WITH INFLIBNET/INSTITUTIONAL ELECTRONIC ARCHIVE:

- 24.1 Following the successful completion of the evaluation process and before the announcement of the award of degree, the University shall submit a soft copy of the thesis to the University Grants Commission within a period of thirty days for hosting the same on INFLIBNET/Institutional Electronic Archive, so as to make it accessible to all Institutions/Universities.
- 24.2 The University shall issue a certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedures For the Award of Ph.D. Degree Regulations, 2022). (Annexure-F)

25. MISCELLANEOUS:

- 25.1 Any doubt or dispute about the interpretation of these Ordinances shall be referred to the Vice Chancellor, whose decision, in his capacity as the Chairperson, Academic Council, shall be final.
- 25.2 The Vice Chancellor is authorized to:

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- i. order a special procedure for the evaluation of a thesis to protect the work of classified nature involving national security and sovereignty and/or to protect the intellectual property rights of the candidate, the Supervisor and the University.
- ii. relax any of the provisions laid in this Ordinance for handling circumstances not covered by this Ordinance.

26. LEAVE RULES:

- 26.1 A scholar shall be eligible to avail leave as per the University rules applicable to students of the University.
- 26.2 He/she shall not be entitled for any inter-semester breaks. However, he/she would be entitled for an additional leave of up to 10 days on medical grounds in an academic year. The aforesaid leave provisions are cumulative. However, all such leave would not be reckoned for calculation of minimum requirement of 36 months for submission of thesis and in such a situation, requirement of full 36 months needs to be completed (including course work).
- 26.3 The leave shall be granted by the Head of the Department on the recommendation of the Supervisor.
- 26.4 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme, or as notified by UGC/State Govt. of Uttar Pradesh.
- 26.5 In addition to the above, all candidates pursuing Ph.D. are entitled to avail 30 days Duty Leave (DL) annually for attending/participating in conferences/seminars/ workshops/training programmes.
- 26.6 The teachers of Khwaja Moinuddin Chishti Language University who are granted study leave to pursue their Ph.D. in full time mode are required to complete their



Ph.D. within stipulated time of the sanctioned leave. If a teacher fails to complete the Ph.D. within this timeframe, the University reserves the right to take appropriate action. Other relevant rules regarding the leave shall be applicable as per the University rules.

27. DATE OF AWARD OF DEGREE:

- 27.1 The date of Viva-Voce will be the date of the award of the Ph.D. degree.
- 27.2 Its intimation shall be duly and immediately forwarded by the Head of the Department, through the Dean, to the Convener, Ph.D. /Registrar.
- 27.3 Prior to the actual award of the degree, the University shall issue a provisional certificate. (Annexure -L)
- 27.4 A dedicated register shall be maintained by the office of the Convener, Ph.D., within the University to record information of all Ph.D. degrees awarded across various departments. This register must comprehensively include the following details:
- i. Name of the Candidate
 - ii. Title of the thesis
 - iii. Name of the Supervisor/s
 - iv. Date of the Registration
 - v. Enrolment No.
 - vi. Date of Submission
 - vii. Date of Viva-Voce
 - viii. Date of Award of Ph.D.
- 27.5 This information should be uploaded on the University website also.



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Note: Any issue related to the Ph.D. Programme that is not addressed or is unclear in the Ordinance shall be resolved by the Vice-Chancellor. The Vice-Chancellor's decision will be final and binding.



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ANNEXURE - A

Interview Award List					
Maximum Marks = 30					
(Part A) For JRF and NET/SLET Qualified Candidate (Maximum 7 Marks)	Explanation				Marks given to Candidate
					Marks for JRF and NET/SLET
	Students who have qualified JRF under Category-1 shall be given 7 marks				
	Students who have qualified NET exam under Category-2 shall be given 5 marks				
Students who have qualified for admission to Ph.D. under Category-3 only shall be given 3 marks.					
(Part B) Academic Record (Maximum 8 Marks)	Explanation				Marks given to candidate
		80% and above	60% to less than 80%	55% (50% in case of SC/ST/OBC NCL/ Differently-Abled/ EWS) to less than 60%	
	PG	03 Marks	02 Marks	01 Marks	
	UG	03 Marks	02 Marks	01 Marks	
	Teaching Experience* (1 mark for one each year) Maximum 2 marks.				
(Part C) Interview Performance (Maximum 15 Marks)	Explanation				Marks given to Candidate
	The marks shall be awarded to the candidate on the basis of performance before the interview board. The interview shall comprise on Research Aptitude and Subject knowledge.				
Total Marks in interview					



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Total marks in Interview (Maximum 30 Marks)	Marks in Part A + B + C	
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*Teaching experience implies the experience in teaching from recognized colleges and universities by being employed as permanent/contractual teachers in the HEIs.

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ANNEXURE - B

CANDIDATE'S DECLARATION

I,....., certify that the work embodied in this Ph.D. thesis entitled is my own bona-fide work carried out by me under the supervision of and the co-supervision offor a period of(months/days) from to.....at Khwaja Moinuddin Chishti Language University.

The content embodied in this Ph.D. thesis has not been submitted for the award of any other degree/diploma.

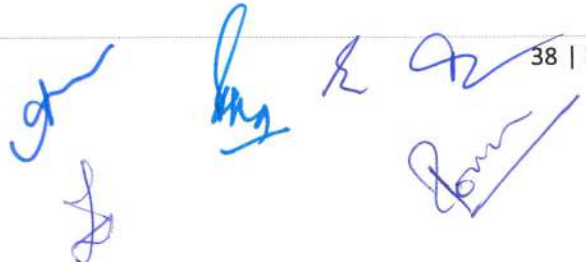
I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not willfully used any other person's work, paragraph, text, data, results etc. reported in the journals, books, magazines, reports, dissertations, thesis, etc., or available at websites/internet and included them in this Ph.D. thesis and cited that as my own work.

Date:

(Signature of the Candidate)

Place: Lucknow

(Name of the Candidate)





ANNEXURE - C

CERTIFICATE FROM THE SUPERVISOR/CO-SUPERVISOR

This is to certify that the research work embodied in the thesis entitledby Mr./Ms. was carried out under my/our supervision and that the candidate has worked under me/us for the period required under the Ordinance.

Date:

(Signature of the Supervisor/Co-Supervisor)

Place: Lucknow

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ANNEXURE - D

CERTIFICATE FROM THE HEAD OF THE DEPARTMENT/DIRECTOR OF THE
INSTITUTE FOR SUCCESSFUL COMPLETION OF PH.D. COURSE WORK

This is to certify that Mr./Ms. has successfully completed the
Ph.D. course work on (date of declaration of result) as required under the
Ordinance.

Date:

(Signature of the Head of the Department

Place: Lucknow

/Director of the Institute)

[Handwritten signatures in blue ink]



CONFIDENTIAL

ANNEXURE - E

PH.D. THESIS EVALUATION REPORT PROFORMA

Note: The report may kindly be sent to the Registrar of the University in a separate sealed cover (not along with the thesis) under Registered Post/Speed Post/Air Mail or on email phdevaluation@kmclu.ac.in

Name of the Candidate :

Title of the Thesis :

Enrolment No. :

Department :

The examiner may make a specific recommendation by placing a tick (✓) against any one of the following:

RECOMMENDATION OF THE EXAMINER

- i. I recommend that the Ph.D. degree be awarded.
- ii. I recommend that the Ph.D. degree be awarded subject to incorporation of minor suggestions/corrections in consultation with the Supervisor before Viva-Voce.
- iii. I recommend that the thesis be revised and resubmitted for evaluation as per suggestions/observations.
- iv. I recommend that the thesis be rejected for reasons given in the detailed report.
(For giving detailed report use the space on the back of this page.)

Note: Strike off which is not applicable. Only one option may be exercised from the above mentioned options.

In case the examiner recommends award of the Ph.D. degree:

- i. The Examiner is requested to attach a detailed report on the enclosed sheet.
- ii. The Examiner is also requested to indicate in the proforma enclosed, the questions which he/she would like the candidate to answer at the Viva-Voce.



RECOMMENDATIONS FOR PUBLICATION OF THE THESIS

- i. I recommend for Publication.
- ii. I do not recommend for Publication.

In case the examiner recommends for Publication of the thesis:

He/she may indicate his/her suggestions to revise/improve the thesis for publication.

(On a separate sheet)

Name of the Examiner :
Address :
Mobile :
E-mail :
Place :
Date :

Signature of the Examiner (With Date)

SUGGESTIONS FOR MINOR CORRECTIONS

In case the Examiner recommends minor changes to be made in consultation with the Supervisor, he/she may kindly mention the suggested changes. These comments will be conveyed to the candidate to enable him/her to revise his/her thesis. (If the space is not sufficient, please attach extra sheet/s):

Signature of the Examiner (With Date)

SUGGESTIONS FOR REVISION

In case the Examiner recommends revision and resubmission of the thesis, he/she may kindly state the reasons for doing so. These comments will be conveyed to the candidate to enable him/her to revise his/her thesis. (If the space is not sufficient, please attach extra sheet/s):

Signature of the Examiner (With Date)



DETAILED REPORT FOR REJECTION

In case the examiner recommends rejection of the thesis, he/she may kindly state the reasons for doing so in the space provided. (If the space is not sufficient, please attach extra sheet/s):

Signature of the Examiner (With Date)

Handwritten signatures in blue ink, including a signature on the left and a larger signature on the right.



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TENTATIVE QUESTIONS FOR THE VIVA-VOCE

Submitted by (Name of the Candidate) :

Department :

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

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ANNEXURE - F

CERTIFICATE AS PER THE UGC (MINIMUM STANDARDS AND PROCEDURE
FOR AWARD OF PH.D. DEGREE) REGULATIONS, 2022

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr./Ms. Son/Daughter of
..... was awarded Ph.D. degree in the subject of
..... Enrolment No. by this University
in the year

As per University rules/records, his/her Ph.D. degree fulfills provisions made by the
University Grants Commission (Minimum Standards and Procedures for Award of Ph.D.
Degree) Regulations, 2022, and amendments from time to time.

REGISTRAR



ANNEXURE - G

DOCUMENTS TO BE SUBMITTED WITH THESIS

1. Three hard copies of thesis with soft cover and printed on both sides of paper which will include:
 - i. Candidate's Declaration
 - ii. Certificate from Supervisor/Co-Supervisor
 - iii. Certificate from Head of Department/Director of Institute for successful completion of course work
 - iv. Certificate of Plagiarism check
2. Three copies of Abstract.
3. Soft copy of Abstract and Thesis along with the listed documents in CD or Pen Drive.
4. Thesis submission fee receipt in original.
5. Photocopies of fee receipts of every year.
6. No Dues Certificate on prescribed proforma.



ANNEXURE - H

FORMAT OF THE PH.D. THESIS

The following format may be normally adopted for the Ph.D. Thesis:

1. Cover Page
2. Inner Cover Page
3. Self-Declaration Certificate from the Candidate (Annexure - B)
4. Certificate from the Supervisor/Co-Supervisor (Annexure - C)
5. Certificate of the completion of Course Work/Certificate for exemption from course work.
6. Certificate of Plagiarism Check
7. Acknowledgements
8. Contents/Index
9. List of Symbols, Figures and Tables, if any
10. Chapters
11. References
12. Appendices

Note: References should be arranged chronologically in alphabetical order. Typical style of writing the references is given below:

For single author, Surname, Initials, Title of the Article, Journal Name, Volume, Pages, Year.

For two authors, Surname and Initials of first author, Surname and Initials of second author, Title of the Article, Journal Name, Volume, Pages, Year.

For more than two authors, Surname and Initials of first author, Surname and Initials of second author, Surname and Initials of third author, Title of the Article, Journal Name, Volume, Pages, Year.

While citing the references in the text, the following format should be followed: Surname (Year) or Surname et al. (Year).



ANNEXURE - I

COPYRIGHT TRANSFER CERTIFICATE

TITLE OF THE THESIS :

CANDIDATE'S NAME :

COPYRIGHT TRANSFER

The undersigned hereby assigns to the Khwaja Moinuddin Chishti Language University, Lucknow all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph.D. Degree.

(Signature of the Candidate)

Note: However, the author may reproduce or authorize others to reproduce material extracted verb at in from the thesis or derivative of the thesis for author's personal use provided that the source and the university's copyright notice are indicated.



ANNEXURE - J

PRE-SUBMISSION PRESENTATION COMPLETION CERTIFICATE

This is to certify:

- i. That Mr./Msis a bonafide research scholar of the department ofat Khwaja Moinuddin Chishti Language University has satisfactorily completed the Ph.D. course work and has been successful in comprehensive examination.
- ii. That his/her open Ph.D. thesis Pre-Submission Presentation on (topic) was held on (date) in the Department/University.
- iii. That the DRC is satisfied/not satisfied with the quality of the work of candidate.
- iv. That the candidate described the thesis work satisfactorily/unsatisfactorily and answered the questions related with the basic understandings of the subject and thesis work satisfactorily/unsatisfactorily.

(In case of dissatisfaction, the DRC will mention clearly the suggestions for the improvement of quality of work/performance of Pre-Submission Presentation.)

Date:

(Signature of Convener/ Chairperson of DRC)

Place: Lucknow



ख़्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ
Khwaja Moinuddin Chishti Language University, Lucknow

(Uttar Pradesh State Government University)

File No.

CONFIDENTIAL

ANNEXURE - K
VIVA-VOCE CERTIFICATE

DEGREE OF DOCTOR OF PHILOSOPHY (PH.D.)
EXAMINER'S REPORT ON THE VIVA-VOCE

Title of the Thesis :

Name of the Candidate :

Department :

(Date & Time of the Conducting the Viva-Voce)

Date:

Time:

RECOMMENDATIONS

.....
.....
.....
.....
.....

(I Recommend that the Ph.D. Degree be awarded) {}

(I Recommend that the Ph.D. Degree not be awarded) {}

(Signature of the Examiner)

Counter signed by the
Supervisor

Forwarded by the HoD with seal

Name of the Examiner
Address

Note: The report may kindly be sent to the Registrar through Dean of Faculty concerned duly signed by the Examiner in a sealed cover.

[Handwritten signatures in blue ink]



ANNEXURE - L

PROVISIONAL CERTIFICATE

DOCTOR OF PHILOSOPHY

Serial No.

Enrolment No.

This is to certify that (Name of the Candidate.....) having successfully completed all the requirements in terms of the Ordinance relating to Ph.D. Degree has been declared eligible for the award of the Degree of **Doctor of Philosophy** of the University in the year

The Title of the Ph.D. thesis:

Date:

REGISTRAR

Place:

This Provisional Degree is valid till the original degree is issued.



ANNEXURE -M

FORMAT FOR SYNOPSIS OF PROPOSED RESEARCH

(1) Name:

(2) Department :

(3) Faculty/Field:

(4) Roll No. :

(5) Supervisor :

1. Title Page (one page)

(Proposed Title of the Thesis, Name of the Candidate, Roll No., Name of Supervisors, Field of Study, Faculty, University Name, Date)

2. Brief Introduction (one page):

(Aims and Objectives of the Research in about 200 words)

3. Brief Review of the Previous Work (national and international) (two pages) :

4. Identification of Research Problem (one page):

5. Expected Impact on Academics/ Industry (one page):

6. Methodology of the Research Work (one-two pages):

7. Major Inputs (infrastructure) Required (one page):

8. List of up-to-date References (in standard format) (two pages):

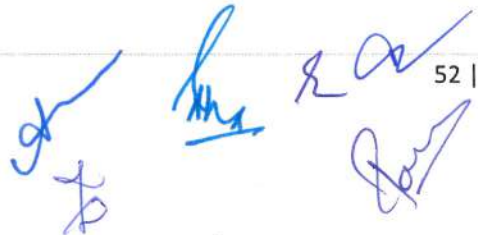
(books, international journals, national journals, reports, etc.)

9. Schedule of Activities (PERT Chart) (one page):

Note: The synopsis should not have more than ten (10) pages and it must have signatures of candidate.

Name and Signature of Supervisor(s)

Name and Signature of the Candidate





APPENDIX -N

Ph.D. PROGRESS REVIEW AND MONITORING REPORT

Meeting No.

Date of RAC Meeting:

1. Name of the Candidate:
2. Registration/ Enrolment Number:
3. Research Title:
4. Research Place:
5. Supervisor's Name:
6. Co-Supervisor (if any):

PhD RESEARCH PROGRESS REVIEW

1. Mention the status of research progress till last Attended RAC dated:
 - a. Progress satisfactory/Not satisfactory/Absent in last RAC
 - b. Status of course work:
 - c. Status of Research paper publication:
 - d. Status of Research work
 - e. Have you maintained data register?
2. Mention present status of research progress:
 - a. Status of course work:
 - b. Status of Research paper publication:
 - c. Bring updated data register forwarded by supervisor(s)
 - d. Have you completed the research work as per the suggestions in last RAC?
(Provide details with the signature of supervisor(s))

Date:

Name & Signature of Scholar

Name & Signature of Supervisor:

Name & Signature of Co-Supervisor:



APPENDIX -O

REQUEST FOR EXTENSION OF Ph. D. DURATION

1. Name of Candidate :
2. Enrollment No. :
3. Faculty and Field :
4. Date of Admission :
5. Title of thesis :

DETAILS OF PROGRESS OF Ph D WORK (as on date)

Pre Ph.D. Course Work :

Research Progress :

Publications :

REASONS OF EXTENSION OF DURATION
(may attach an additional sheet, if necessary)

Period of extension already granted :

Period up to which extension is requested :

Ph.D. Candidate

RECOMMENDATIONS OF THESIS SUPERVISOR(S)
(may attach an additional sheet, if necessary)

Enclosures :

Recommendation of DRC:

Approval of Vice Chancellor:



APPENDIX -P

PROPOSAL OF CHANGE/SUBSTITUTION OF Ph. D. THESIS SUPERVISOR

1. Name of Candidate :
2. Enrollment No. :
3. Faculty and Field :
4. Date of Admission :
5. Title of thesis :

DETAILS OF EXISTING Ph.D. THESIS SUPERVISOR TO BE SUBSTITUTED

Name :

Designation :

Institution/ University where working:

Address with full details:

DETAILS OF THE PROPOSED NEW Ph. D. THESIS SUPERVISOR

Name :

Designation :

Institution/ University where working:

Address with full details:

Is the proposed supervisor approved Ph D. Thesis Supervisor of Khwaja Moinuddin Chishti Language University? (If not, kindly enclose a copy of your detailed curriculum vitae)

(Signature of Supervisor (to be substituted))

(Signature of Supervisor (Proposed))

Recommendation of DRC :

Approval of Vice-Chancellor :