

May 27, 2004

**JAMIA HAMDARD
(Deemed University)**

**BYE-LAWS
GOVERNING THE DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMME
IN JAMIA HAMDARD**

- 1.0 The Ph.D. Programme in all the faculties in Jamia Hamdard shall be a full time course. However, in the Department of Management Studies and in the Department of Computer Science, the admission to Ph.D. course could be on part-time basis also.

The applicant must have obtained Master's degree or equivalent degree from Jamia Hamdard or from an institution recognized by Jamia Hamdard, in the subject concerned or in such allied discipline as approved for the purpose by the Board of Research Studies (BRS). However, applicants who have obtained Master's degree in the subject concerned will be considered for admission first. The candidate should have secured at least 55% marks in aggregate (or an equivalent CGPA as decided by Jamia Hamdard) in his/her Master's degree examination.

2.0

- (a) For admission to Ph.D. Programme, a candidate shall apply to the University on the prescribed Application Form after the release of the admission notification. Each department shall communicate to the Chairman, Admission Committee, the number of candidates to be registered in Ph.D. Programme by each faculty member of the department before the admission process begins each year.
- (b) Eligible candidates shall have to appear in a written test and/or interview/experimental test. The written test shall be conducted by the Admission Committee/Controller of Admissions. The candidates short-listed on the basis of the written test may be invited to appear before an interview board, constituted by the Vice-chancellor. The interview will not have weightage exceeding 20%.
- (c) The candidates who have cleared NET examination conducted by the CSIR/UGC/ICMR or Senior Research Fellow selected directly by UGC/CSIR/ICMR will be exempted from appearing in the written test. They, however, shall have to appear in an interview which will be conducted within two months of declaration of UGC-CSIR (NET) result. Admission notice for NET qualified students will be issued through newspapers and/ or web site.

- (d) The interview board, proposed by the Admission Committee for Ph.D. admission shall be as follows.

Dean of the Respective Faculty	– Chairman
Heads of all the Departments where students will be admitted	- Members
One nominee of Vice Chancellor from the Department Chairman or one of the members of the Admission Committee	- Member
	- Member

- (e) Candidates working in institutions having MoU with Jamia Hamdard will be exempted from entrance test of Jamia Hamdard for admission to Ph.D. programme. However, they shall have to apply to Jamia Hamdard for admission to Ph.D. programme on the prescribed application form within the due date.
- (f) If a teacher does not have a funded project, he/she shall register only one Ph.D. student in an Academic year. Provided that additional student may be registered if the student is in receipt of a fellowship from an external funding agency such as CSIR, ICMR, UGC etc. However, total number of registered students should not be more than the following:

Category of supervisor	No. of students allowed to guide	Additional No. Candidates in projects/NET (JRF) qualified that can be admitted
Professor	8	2
Reader	6	2
Lecturer	4	2

The supervisor while forwarding the names of candidates for Ph.D. registration shall mention students already registered with him/her clearly indicating those in the project(s)/NET qualified and those not in the project(s).

- (g) If registration of candidates to work in a funded project is desired, then the PI may select candidates from the available merit list of candidates prepared on the basis of the last test held. Names of three selected candidates from the merit list of entrance test/interview for one vacancy shall be provided to the PI of the project where student is to be appointed and registered for Ph.D.

Alternatively, PI may advertise the vacancies in the project in newspaper and conduct a written test/interview of the applicants. The interview committee will be as under.

- Head of the Department : Chairman

- PI/Co-PI : Member
- One subject expert to be selected by :
The Vice Chancellor out of a panel
suggested by PI : Member
- Chairman/Member of Admission : Member
Committee

The candidates selected in the projects following this procedure shall be directly admitted to Ph.D. without appearing in the Ph.D. Entrance Test of Jamia Hamdard. The selected candidates shall also be required to fill-up the admission form of Jamia Hamdard.

- (h) Reservation policy of the Jamia Hamdard shall also be applicable to admission to Ph.D. programme. All Supervisors/PIs shall conform to reservation policy of Jamia Hamdard.

2.1 Teachers of Jamia Hamdard need not appear in the test / interview for registration to the Ph.D. programme.

2.2 Candidates who can be admitted to the Ph.D. programme on part-time basis in the Department of Management Studies or in the Department of Computer Science could be in the following categories:

Sponsored Category

Employees of Public Sector Undertakings or Government Departments or Research and Development Organizations or Private Organizations, as approved by the University, shall be eligible for admission under this category. Such candidates should have a minimum experience of two years. Sponsored candidates shall be required to submit a certificate from their employer, stating that the candidate would be treated as on duty with their salary and allowances and they will be permitted to devote sufficient time for research. These candidates shall be required to attend the respective department in Jamia Hamdard on full-time basis for a period of at least thirty days every year. Only those candidates will be admitted in this category who are living in National Capital Region.

Teacher's Category

Teachers of recognized educational institutions are eligible for admission to Ph.D. programme under this category. These candidates will be required to submit "No Objection Certificate" from their Institutions, in which it will be clearly mentioned that the candidates will be required to attend their respective departments in Jamia Hamdard for at least 20 hours per month. During winter & summer vacations, these candidates will have to devote their full-time to research work at Jamia Hamdard. They will also be required to give seminars to

students/faculty of Jamia Hamdard every month in the areas of their specialization/research-work.

- 2.3 The selected candidates shall contact the proposed supervisor and prepare synopsis on the research topic. Ten copies of the synopsis shall be submitted to the Dean of the Faculty through Head of the Department along with the duly filled registration form (Ph.D. registration form will be available from the Office of Dean/HOD) to be placed before the Board of Research Studies for approval.
- 2.4 Foreign nationals shall have to obtain Research Visa as one of the essential requirements for Ph.D. registration in Jamia Hamdard. They will not be required to appear in the entrance test. They may be given offer of admission without formal approval of the BRS, after receiving recommendations from the head of the department and Dean of the faculty.
- 3.0 The Board of Research Studies for a Faculty shall comprise:
 - (a) Dean of the Faculty - Chairman*
 - (b) All Heads of the Departments of the Faculty
 - (c) All Professor in the Faculty
 - (d) One Reader of the Faculty by rotation in order of seniority for two years provided that he/she holds a Ph.D. degree or an equivalent qualification.
 - (e) One lecturer of the faculty by rotation in order of seniority for two years provided that he/she holds a Ph.D. degree or an equivalent qualification.
 - (f) Two external experts, who should be eminent scholars of any of the two disciplines of the faculty, by rotation appointed by the Vice Chancellor in consultation with the Dean of the Faculty. Their term will be for two years.
 - (g) Provided however that if the Vice Chancellor decides to attend any Board of Research Studies meeting, he shall be in the chair.

Registrar (or Asstt. Registrar (Academic) as nominee of the Registrar) may also attend the meeting.

- 3.1 The Board of Research Studies shall meet at least four times a year once in every quarter as per the following schedule:
 - First week of August
 - First week of November
 - First week of February
 - First week of May

- 3.2 The Board of Research Studies shall consider each application for registration and examine whether the topic, as proposed by the candidate in consultation with the supervisor(s) and recommended by the Head of the Department, is suitable or not and, if suitable, approve the same for registration of the applicant in Ph.D. programme. If, however, the Board of Research Studies considers that the topic and/or supervisor(s) are not suitable, it may suggest suitable changes, for reasons which are to be recorded. Date of Registration will be decided by the BRS. The proceedings of the meeting of the BRS shall be submitted to the Vice Chancellor for his approval. Registrar will then issue a notification in this regard.
- 3.3 After the selection list of candidates admitted to Ph.D. Programme is issued by Admission Committee, the selected candidates will be given provisional admission subject to approval of registration (Ph.D. topic, supervisor etc.) by the Board of Research Studies of the respective faculty. The candidates will be required to submit the prescribed fee within the stipulated time as indicated in the admission offer letter. Such provisionally admitted candidates will be entitled to use reading room of the library, CIF etc. In case, the Board of Research Studies does not approve the registration of a candidate, the refund of fee can be claimed by such a candidate. However, no interest will be paid by the University.
- 3.4 The fee as decided by the University from time to time will be payable annually till the candidate submits the thesis. However, the teachers of Jamia Hamdard who register themselves for Ph.D. course shall be exempted from payment of such fee.
- 3.5 Candidates who are registered for Ph.D. programme will have to give at least three seminars during the entire tenure of the Ph.D. programme. However, he/she will have to give at least one presentation once a year. Wide publicity should be made about the seminar so that other faculty members and research workers may attend. They can also be given teaching assignment not exceeding 10 hours per week. However, in order to ensure equal opportunity to every student, departmental Head will notify schedule of teaching involving each scholar of the department in the beginning of the academic session. Candidates working in institutes will also be encouraged to follow this practice.
- 3.6 The candidate may apply to the Board of Research Studies through his / her supervisor(s) and the Head of the Department for permission to modify/change the research topic. The application shall be considered by Board of Research Studies. While recommending the change of the topic, the Board of Research Studies shall indicate if the suggested change is major or minor. In the case of a major change, the thesis shall not be allowed to be submitted before one year from the date from which the change was approved by the Board of Research Studies. In the case of a minor change, thesis may be submitted as per schedule after the approval of the change by the Board of Research Studies.

Provided further that any change that does not involve change in broad field or approach but is meant merely for specification or clarification of title shall be considered as a minor change, whereas a change in the broad field/approach/methodology for research shall be considered as a major change.

- 4.0 A candidate may be allowed by the Head of the Department, on the recommendation of the supervisor(s), to continue his/her research work at some other centre after one year, if:
- (a) Facilities for further work do not exist in the Department, or
 - (b) The Head of the Department is satisfied that it would be in the interest of the candidate to do further research work at such a centre,
 - (c) The condition of one year residency, however, will not be applicable for the candidate enrolled to work under the supervisors belonging to the approved research centres of Jamia Hamdard.
- 4.1 If a supervisor is not satisfied with the work of a candidate, he will inform the Dean through the Head of the Department. The matter shall be considered by the Board of Research Studies in order to decide whether the candidate should be allowed to continue his/her research for the Ph.D. degree. In case a dispute arises between the supervisor and the candidate at the final stages of completion of the thesis, the Board of Research Studies shall adjudicate. If the matter remains unresolved, the case will be referred to the Vice Chancellor for final decision.
- 5.0 No candidate shall be allowed to submit his/her thesis earlier than two years from the date of registration. (See also 4.0(c). Provided further that the students working part-time for Ph.D. will not be allowed to submit their Ph. D. thesis earlier than three years from the date of registration.
- 5.1 A candidate shall be allowed to complete his/her research work and submit the thesis in a maximum period of six years. In case he/she is unable to complete his/her research and submit the thesis within this period, he/she may apply, through supervisor(s) and the Head of the Department, for grant of extension. Extension may be granted by the BRS up to a maximum period of two years. The extension shall be granted for one year at the first instance. The second extension of another year shall depend upon the satisfactory progress of the work in the extended period of one year. If it is found that the progress of the candidate in the extended period is not satisfactory, his/her admission shall be cancelled by BRS. No extension beyond 8 years shall be permissible under any circumstances.
- 5.2 If a candidate fails to submit his/her thesis within the period allowed under these regulations, his/her registration shall be considered as cancelled. However, he/she may be allowed to register himself/herself again on payment of the full prescribed fee, after obtaining approval from the Board of Research Studies.

5.3 The candidate shall submit four printed or typed copies of his/her thesis to the Head of the Department, who in turn shall forward them to the Dean of the faculty.

(a) The thesis shall be accompanied by:

- (i) A receipt of payment of the prescribed examination fee.
- (ii) Four typed or printed copies of an abstract of the thesis, not exceeding 1000 words, which shall be sent to each of the examiners.

(b) The thesis must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of the known facts or theories; in either case it shall give evidence of the candidate's capacity for original research, critical examination and judgment.

(c) The thesis shall be satisfactory in its literary presentation.

(d) The thesis shall include the following certificate signed by the supervisor and co-supervisor(s), if any.

This is to certify that the thesis entitled "TITLE OF THE THESIS" submitted to the Faculty of(name of the faculty), Jamia Hamdard, New Delhi, in fulfillment of the requirements for the award of degree for Doctor of Philosophy in
(name of the subject), embodies the original research work carried out by Mr./Ms..... (name of the candidate) under my/our supervision and has not been submitted in part or full for any degree or diploma of this or any other university. It is further certified that the scholar has devoted more than two/three years, the minimum stipulated period, for the completion of the work.

(e) A CD containing the contents of thesis, preferably in PDF format shall also be required to be submitted along with the thesis.

5.4 Provided that a candidate may incorporate in his/her thesis, contents of any work which he/she may have published on the topic. But he/she shall not submit, in his/her thesis, any work for which another degree has been conferred or to be conferred by this or any other university/institution. The work carried out by the candidate for the award of M.Phil degree of Jamia Hamdard, can however, be incorporated in the Ph.D. thesis of the candidate. The candidate shall submit a certificate along with his/her thesis that the thesis does not contain, without explicit acknowledgement, any work, published or unpublished, of any other person.

5.5 The thesis should also contain the following Copyright Statement.

“The copyright of the work presented in this thesis rests with the author (Name of the candidate). No part of this thesis can be reproduced in any form without the written permission of the author” .

Signature of the
candidate

6.0 The Dean, shall forward all the four copies of the thesis to the Examination Section for evaluation by the examiners.

6.1 Prior to, or at the time of the submission of the thesis, the supervisor shall submit a panel of at least six experts working in the field of the thesis at institutions other than Jamia Hamdard in India or abroad to the Dean of the Faculty. From the panel, the Vice Chancellor will appoint two external examiners, one of whom shall also be appointed as examiner to conduct the viva voce examination.

6.2 The thesis shall be sent for evaluation to three examiners of whom one shall be the concerned supervisor and the other two shall be appointed by the Vice-Chancellor as referred to above in Clause 6.1.

Along with the thesis and other papers, it shall be communicated to the examiners that they, if they desire, may send questions to be asked from the candidate at the time of viva voce.

After a proper evaluation, an examiner may recommend:

That the thesis be accepted for the award of the Ph.D. degree.

Or

That the thesis be rejected.

Or

That the thesis be allowed to be resubmitted with improvement and for this purpose may make such suggestions as he/she may deem fit. Provided that the candidate shall ordinarily resubmit the revised thesis within one-year from the date on which the comments of the examiner(s) are provided to him/her by the University. Extension in the date of re-submission may be given by the Dean of the Faculty up to a maximum period of one year.

6.3 When the reports of all the examiners are received in the Examination Section, they shall be sent to the Dean of the concerned faculty for necessary action.

6.4 The thesis may be resubmitted, if so recommended by the examiners, thrice at most and it shall be re-examined by the examiners(s) who assessed the original thesis, unless any of them is unable or unwilling to do so.

- 6.5 Re-submission of the thesis must be accompanied by a receipt of payment of prescribed amount of examination fee.
- 6.6 In case there is a difference of opinion between the examiners with regard to the acceptance of the thesis, the Vice Chancellor, upon consulting the Supervisor, the Head of the Department and the Dean, may refer the thesis to another examiner who may be out of the approved panel, whose opinion shall be considered as final.
- 7.0 Except for a thesis that is rejected, a viva voce shall be held. The examiners of the thesis may send, if they so desire, along with their reports, questions to be asked from the candidate by a panel constituted for conducting the viva voce examination. While sending the proforma for examiner's report, the examination branch should explicitly mention to the examiner, "Question for the candidate" on a separate sheet. The panel for viva voce shall consist of three examiners and will include the Head of the Department, the supervisor of the candidate (co-supervisor in case of a candidate whose supervisor is from a national institute/R&D Centre with whom the Jamia has signed and MoU) and one of the two external examiners who had examined the thesis of the candidate and shall be appointed by the Vice-Chancellor. The Dean of the Faculty will be the convenor of the viva voce examination. The date of viva voce examination shall be fixed by the Convenor in consultation with the Supervisor and the Head of the Department after the receipt of the positive comments from the examiners of the thesis.

Presence of the external examiner shall ordinarily be essential for the conduct of the viva voce. The recommendation of the panel of viva voce examiners shall be sent by the Dean to the examination section for declaration of result and for reporting to the Board of Research Studies. All the members of the viva voce shall be entitled to remuneration.

- 7.1 The external examiner belonging to a place other than Delhi, shall be entitled to travel by AC 2-Tier. He/she will be paid other allowances as per the Jamia Hamdard rules. Prior approval of the Vice Chancellor must be obtained for travel by air/higher class of railways.
- 7.2 Wherever there is a co-supervisor (supervisor in case of a candidate working in a national institute/R&D centre etc with whom the Jamia has signed MoU) he /she shall be an additional member of the panel of examiners for viva voce. However, he/she shall not be entitled for any TA/D.A. from Jamia Hamdard for taking part in the viva voce examination.

- 7.3 The candidate shall be required to present the work incorporated in the thesis in an open seminar. The viva voce shall be conducted by the panel of examiners after the presentation in the office of the Dean.
- 7.4 When viva-voce is successfully held, the candidate will be required to submit a summary of Ph.D. thesis in floppy diskette to the Web Cell for uploading on the Web Site. The summary should include title, subject, names of student, supervisors along with e-mail IDs, name of faculty and department, source of funding and date of viva voce. If work is done in the institute, name of institute should also be included in the summary.
- 8.0 A candidate who is registered for Ph.D. degree shall not be allowed to join any other course unless it is prescribed by the Board of Research Studies in order to strengthen the candidate's capability to pursue his/her research project. He/she may be permitted to join and appear in the examination of a part-time diploma course in a language if it is considered useful for pursuing his/her research.
- 9.0 A supervisor shall be from amongst the Professors/ Readers/Senior Lecturers/Lecturers of Jamia Hamdard. A lecturer during his/her probation period will not be eligible to register a student as supervisor. He/she, however can act as a co-supervisor. A scientist of a national laboratory or institute or an R&D Centre with whom Jamia Hamdard has signed a MoU or a scientist of an institution who takes a student who has done Masters from Jamia Hamdard can be a supervisor. Such scientists will have to approach the Board of Research Studies for recognition as supervisors. He/she will have to submit written request duly forwarded by the Director/Head of the Institute along with ten copies of Bio-data and list of publications. In his/her application he/she will indicate the name of subject in which recognition is sought.
- 9.1. Supervisor may recommend the name of the co-supervisor for approval by BRS. A co-supervisor may be a faculty member from the same or any other department or may be a scientist or a person holding an equivalent position in an institute or an R&D Centre of national or international repute. Such scientists/persons shall have to approach the Board of Research Studies for recognition. The number of co-supervisors will not exceed two.

For a candidate, registered with a scientist of a national institute or an R & D Centre with whom Jamia Hamdard has signed a MoU as supervisor, it shall be mandatory to have a co-supervisor from the concerned department of the Jamia. In such cases, the co-supervisor shall be one of the examiners for evaluating the thesis and for conducting the viva voce examination (see also 7.0 and 7.2).

In the publications, the affiliation of such a candidate shall be both the institute/R & D Centre where the candidate has worked and Jamia Hamdard. In order to augment active collaboration, both supervisor and co-supervisor should discuss the research problem and provide an intellectual input.

- 9.2 If an institution (not having an MoU with Jamia Hamdard) has taken a student for Ph.D. who has taken Master's degree from Jamia Hamdard, such a scientist or a teacher in such Institutes may be considered as a supervisor. However, only reputed institutes such as those established by the Council of Scientific & Industrial Research (CSIR), Indian Council of Medical Research (ICMR), Indian Council of Agricultural Research (ICAR), Indian Council for Social Science Research (ICSSR), Department of Science & Technology (DST), Department of Biotechnology (DBT), Department of Ocean Development (DOD), Ministry of Environment & Forests MoEF), Ministries of Home Affairs, Defence etc will be considered for this purpose. Applications for such supervisors may be submitted to proposed co-supervisor who will be from Jamia Hamdard will submit his recommendations to Head of Department along with the profile of supervisor, the institution and concerned laboratory. The Head of Department will submit his comments to the Dean who will put up the matter to the Board of Research Studies for final decision.

Such candidates will be exempted from entrance test of Jamia Hamdard for admission to Ph.D. programme. Their Ph.D. admission will be subject to recognition of concerned supervisor by the BRS. They shall have to apply to Jamia Hamdard for admission to Ph.D. programme on the prescribed application form within the due date.

In the publications, the affiliation of such a candidate shall be both the institute / R & D Centre where the candidate has worked and Jamia Hamdard. In order to augment active collaboration, both supervisor and co-supervisor should discuss the research problem and provide an intellectual input.

- 9.3 A teacher of Jamia Hamdard may function as co-supervisor for any number of candidates, A Scientist working in an institute having an MoU with Jamia Hamdard or any other reputed institute as mentioned in para 9.2 may also function as co-supervisor for any number of candidates.
- 9.4 A University teacher shall not be appointed supervisor if he happens to be a near relation (i.e, father, mother, wife, husband, son, daughter, husband's or wife's brother/sister, grandson/grand daughter, nephew/niece and first cousin) of the candidate.
- 9.5 If the supervisor retires or otherwise leaves the University/Institute before the thesis of a candidate has been completed, he/she may continue to guide the candidate. However, a co-supervisor will be appointed in such cases. If a

supervisor of the candidate or the candidate himself/herself requests for a change, another supervisor may be appointed.

- 9.6 If a person working in an institution other than Jamia Hamdard is employed on the academic staff of the Jamia, he/she shall be allowed to register for Ph.D. Degree the students who were working under his supervision in his/her old institution subject to fulfillment of Jamia Hamdard regulations. Such a candidate shall not submit his/her thesis until one year after registration in this University.
- 10.0 All Bye-laws of Jamia Hamdard related to students' conduct and discipline shall apply to the research scholars registered for the degree of Doctor of Philosophy at Jamia Hamdard.
