

Maulana Azad National Urdu University

The Regulations for the PhD Program of Maulana Azad National Urdu University

[Duly Approved: Item 26.2.08 of 26th Meeting of Academic Council]

[Amended dated 18.08.2017 (Clause 29.1 (f))]

S.No.	Contents	Page No.
1.	Preliminary	2
2.	Commencement	2
3.	General	2
4.	Eligibility Criteria	3
5.	Procedure for Admission	4
6.	Part-time PhD Program	7
7.	Format/Pattern of Entrance Test	8
8.	Duration of the Program	8
9.	De-Registration	9
10.	Re-Registration	10
11.	Joining the Program	10
12.	Attendance	10
13.	Allocation of Research Supervisor	12
14.	Course Work	15
15.	Evaluation of Course Work	18
16.	Research Synopsis and Topic Allocation	19
17.	Modification in the Research Topic	20
18.	Paper Presentations, Publications and Pre Submission Seminar	21
19.	Cancellation of PhD Admission/Registration	23
20.	Academic Clearance Certificate	24
21.	Format of the Thesis	25
22.	Submission of PhD Thesis	26
23.	Evaluation of PhD Thesis	27
24.	Viva-Voce Examination	29
25.	Award of PhD Degree	31
26.	Provisional Certificate	31
27.	Depository with INFLIBNET	31
28.	Admission Procedure for International Students	32
29.	Composition of Departmental Research Committee and Research Advisory Committee	33
30.	Terms and Conditions for PhD Program in Off-Campus Colleges of MANUU	35
31.	Publication of PhD thesis and Research Work	35

Maulana Azad National Urdu University

1. Preliminary

These regulations shall be called the Regulations for the PhD Program of Maulana Azad National Urdu University and shall be applicable to the PhD Program. These regulations are in consonance and in the spirit of the *University Grants Commission (Minimum Standards and Procedure for Award of MPhil/PhD Degrees) Regulations, 2016* and shall supersede the existing MANUU regulations governing the PhD program.

2. Commencement

These regulations shall come into force from the date of notification issued by the University to that effect.

3. General

- 3.1 There shall be a Program leading to the award of Degree of Doctor of Philosophy (PhD) in the disciplines approved by the Academic Council based on recommendations of the Board of Studies and School Board concerned.
- 3.2 The School Board shall submit its recommendations to the Academic Council after necessary scrutiny and consideration of the proposals for introduction of PhD Program received from the Heads of the Departments (HoDs)/Directors of Centres concerned, duly approved by the respective Board of Studies/Advisory Boards as the case may be.
- 3.3 The PhD Program to be offered in any subject shall be offered through regular mode only (full time/part time) with the approval of the Academic Council.
- 3.4 The admission for PhD Program shall be once a year and admissions shall take place at the beginning of the academic session.
- 3.5 HoDs/Directors through concerned Dean shall submit a status report of the seats and availability of Research Supervisors for admission to PhD Programs well in advance to the Central Admission Committee or as prescribed by the University to enable the University to announce the same in the prospectus cum application form for admission.

“A seat is deemed to be vacated, only when thesis is submitted or registration is cancelled.”

Maulana Azad National Urdu University

- 3.6** University shall maintain the list of all the PhD registered students on its website on year-wise basis. The list shall include the name of the registered candidate, date of enrolment/registration, enrolment number, roll number, topic of his/her research, name of his/her Research Supervisor/Co-Supervisor. The HoD/Director and Dean of the concerned school shall ensure that the list of PhD enrolled students is uploaded and updated on the University website periodically.

4. Eligibility Criteria

- 4.1** Candidates having Master's degree in the concerned subject or an allied subject or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or an equivalent grade in a point scale wherever grading system is followed.

Provided that the Academic Council, on the recommendations of the Board of Studies/ School Board concerned may from time to time approve the list of the allied subjects, if any.

- 4.2** A relaxation to the extent of 5% of marks or an equivalent relaxation of grade in qualifying examination, shall be given to those belonging to SC/ST/OBC (non-creamy layer) and differently abled categories of candidates, or to those who have obtained their Master's degree prior to 19th September, 1991.
- 4.3** The eligibility marks of 55% or an equivalent grade in a point scale wherever grading system is followed and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 4.4** A candidate is required to have studied and passed Urdu, at least at 10th/12th/UG or higher level either as the medium of instruction or as a subject or as prescribed and notified by the University Prospectus from time to time.
- 4.5** The eligibility for admission is subject to amendment by the University from time to time.
- 4.6** A candidate possessing a degree considered equivalent to Master's/MPhil Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority of that country or of India for the purpose of assessing,

Maulana Azad National Urdu University

accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to PhD Program.

5. Procedure for Admission

5.1 Admission to PhD Program shall be available once in a year by notification on the MANUU website and via advertisements (newspapers etc) for the eligible candidates.

5.2 The number of seats for PhD Program shall be notified and only the predetermined number of students shall be admitted to PhD Program. However, the University reserves the right not to fill all the notified seats.

5.3 The Entrance Test (ET) shall be conducted at the Centre(s) notified in advance by the University.

5.4 The admission of candidates to the PhD Program shall be approved by the Central Admission Committee or like committee constituted by the University for this purpose.

5.5 A candidate shall apply for admission to the PhD Program as per the University notification within the stipulated date.

5.6 University shall admit candidates to PhD Program through a two stage process:

5.6.1 An entrance test of 100 marks based on objective type multiple choice questions each carrying 1 mark. The syllabus of the Entrance Test shall consist of 50% of research methodology and 50% shall be subject specific. The syllabus, coverage and nature of questions of entrance test shall be on the pattern and level of UGC/CSIR-NET. The duration of the written test shall be of two hours duration.

5.6.2 An interview of 20 marks. In the interview, a candidate is required to discuss his/her research interest area through a presentation before a duly constituted Departmental Research Committee/Interview Board. The Interview Board shall also consider the following aspects:

5.6.2.1 the candidate possesses research aptitude and the competence for the proposed research;

5.6.2.2 the research work can be suitably undertaken at the University;

5.6.2.3 the proposed area of research can contribute to new/additional knowledge.

5.6.2.4 the candidate possesses writing skills in Urdu.

Maulana Azad National Urdu University

- 5.7** The medium of entrance examination shall be Urdu, except in case of PhD Program in language disciplines, which may set the question paper in the language concerned or as notified by the University.
- 5.8** A candidate who qualifies the entrance test and also the candidates exempted from appearing in written test but qualified for the interview shall be required to submit a preliminary Research Proposal and present the same before the Departmental Research Committee/Interview Board.
- 5.9** A candidate must secure at least 50% marks in the entrance test (written test component) and also 50% marks in the interview to qualify for admission to PhD Program.
- 5.9.1** Candidates who have qualified UGC/CSIR-JRF/NET/ valid GATE score/SLET/ teacher fellowship holder or have been awarded MPhil Degree in concerned subjects are exempted from entrance test and shall be awarded score/weightage for the written test component. However, they are required to attend the interview compulsorily. In lieu of the entrance examination, 50% marks shall be awarded to such candidates who have qualified SLET/MPhil awarded; 60% marks shall be awarded to such candidates who have qualified UGC/CSIR-NET/valid GATE score and 70% marks to those who have qualified UGC/CSIR-JRF. However, if the candidates desire to secure more marks in the written test component they may appear in the entrance examination.
- 5.9.2** A candidate with MPhil Degree shall be considered for admission and exemption from PhD entrance written test provided the candidate has been awarded MPhil degree as per UGC regulations-2009/2016 and with at least 55% in aggregate or equivalent grade in course work in concerned subject with a relaxation to the extent of 5% of marks or an equivalent grade to those belonging to SC/ST/OBC (non-creamy layer) and differently abled categories of candidates. The candidate has to provide a valid proof of the same from the competent authority (Registrar/Controller of Examinations) of the concerned University before the PhD interview. The candidates with MPhil through distance education mode shall not be exempted from written examination.
- 5.9.3** An MPhil scholar of MANUU whose MPhil dissertation has been evaluated with satisfactory report and viva-voce is pending, as on closing date of application, shall be considered for written test exemption. To this effect,

Maulana Azad National Urdu University

candidate has to provide the certificate from Controller of Examinations that the evaluation reports are satisfactory. In case the candidate is selected for PhD Program, his/her admission shall be provisional subject to passing the MPhil viva-voce examination. During that period, the scholarship of the candidate shall be withheld. If candidate fails in viva-voce examination, his/her admission shall be cancelled and the fee paid shall be forfeited.

- 5.9.4** The last date of the submission of application form shall be the cut-off date for consideration of any exemption/eligibility for admission until and otherwise specifically mentioned by the University.
- 5.10** Qualifying the Entrance Test shall in no way entitle the candidate to any right to admission in the PhD Program.
- 5.11** The candidate's merit for admission would be determined in terms of the total marks secured by him/her in written test component together with interview. In case of a tie, the marks secured by him/her in the qualifying examination shall be taken into consideration. If the marks secured in the qualifying examination are also equal, then the marks secured in the previous degree examination shall be taken into consideration. In case of a tie again, age (Date of Birth) shall be taken into consideration. Senior candidates in terms of age shall be preferred.
- 5.12** If admitted, the research scholar shall have to pay the prescribed fees on the scheduled date(s) of admission as announced. They shall also be eligible for scholarships/fellowships as per University rules which are subject to revision by the UGC/competent bodies of the University.
- 5.13** The University shall follow the rules of reservation of Government of India in the matter of admission of candidates belonging to SC/ST/PWD/OBC and such other categories as notified by the Government of India and or by the University.
- 5.14** A PhD candidate, if employed, shall submit a letter from his/her employer at the time of admission that he/she shall be granted necessary leave for the entire duration of the PhD Program.
- 5.15** A candidate shall be permitted to change his/her status from full-time to part-time researcher for a valid reason which shall be approved by the Vice Chancellor on the recommendations of Departmental Research Committee. In such cases the minimum and maximum duration shall be as applicable to part-time PhD.

Maulana Azad National Urdu University

- 5.16** Candidates who change their status from full-time to part-time shall not be entitled for scholarship.
- 5.17** A candidate who is admitted to PhD Program either as full-time or as part-time research scholar shall not join any other regular full-time course leading to a degree of this University or any other University. Any violation of this regulation shall automatically lead to the cancellation of his/her admission from the PhD Program.
- 5.18** A full-time research scholar shall not accept any employment during the tenure of the PhD Program.
- 5.19** No candidate shall be eligible to register for the PhD Program if he/she is already registered in any regular full-time/part-time degree program of study in this University or any other University/Institution.

6. Part-time PhD Program

The following categories of candidates shall be eligible for admission to the regular PhD Program on part-time basis on production of written permission from his/her employer:

- 6.1** Any permanent employee with two years of regular service in any UGC/CSIR recognised University/College or Public Sector/Government Organisation having adequate research facilities. The candidate must give an undertaking that he/she would take leave for a minimum of one year; initial six months leave for attending the classes of the PhD course work/defining the problem and six months leave prior to submission of PhD thesis during the tenure of the PhD Program. However, such candidates have to provide reasonable proof of fieldwork/lab work periodically to the satisfaction of the concerned Research Supervisor/Research Advisory Committee and may also be required to present the same before the Departmental Research Committee. Failure in this regard shall lead to cancellation of the PhD registration.

Any offer of admission under this category shall be further subject to the discretion of the University and approval of the Vice Chancellor.

- 6.2** A permanent faculty member of MANUU, whether at headquarter or at off-campus, having at least two years of teaching experience in the University. However, faculty members desirous of pursuing part-time PhD

Maulana Azad National Urdu University

shall be required to take leave of 6 months to complete the Semester I course work examinations.

Any offer of admission under this category and leave to faculty members shall be subject to the discretion of the University and approval of the Vice Chancellor.

Provided that such candidates shall have to follow the rest of the admission process and fulfil all other requirements as per the extant PhD Regulations.

6.3 A candidate seeking admission as part-time research scholar must give an undertaking that he/she would take leave for a minimum of one year; initially six months leave for attending the classes of the PhD course work/defining the problem and six months leave prior to submission of PhD thesis during the tenure of the PhD Program.

6.4 A candidate seeking admission as part-time research scholar shall submit an assurance from the employer that the required leave of one year shall be sanctioned for the purpose stated, as an additional document at the time of registration. Without the permission letter from the employer the PhD admission shall not be granted.

7. Format/Pattern of Entrance Test

As per the procedure for admission mentioned in Para 5 clause 5.6.1 & 5.6.2; the syllabus, coverage and nature of questions of entrance test shall be on the pattern and level of UGC/CSIR-NET examinations.

8. Duration of the Program

8.1 Regular full-time PhD Program shall be for a minimum duration of three years, including course work and a maximum of six years from the date of registration/admission.

8.2 Regular part-time PhD Program shall be for a minimum duration of four years, including course work and a maximum of six years from the date of registration/admission.

8.3 In case a PhD research scholar fails to submit the thesis within the period of six years, he/she shall submit an application for extension, along with the progress report of the work done to the Departmental Research Committee through Research Advisory Committee explaining the reasons of delay in the submission of thesis. The

Maulana Azad National Urdu University

request duly recommended by Research Advisory Committee must be submitted to the Head of the Department (for the consideration of Departmental Research Committee) at least two months before the expiry of the registration period, failing which the request for extension is liable for rejection.

8.3.1 An extension up to not more than three months shall be granted to the research scholar by the Departmental Research Committee after due scrutiny of the reasons for the delay and the recommendations of the Research Advisory Committee.

8.3.2 Any extension beyond three months and up to maximum of one year shall require the approval of the Vice Chancellor.

8.3.3 If a PhD research scholar fails to complete his/her PhD Program even after stipulated extension periods mentioned above, his/her admission stands cancelled. However, the Academic Council, on exceptional grounds, may consider further extension of not more than one year.

8.4 The women candidates and Persons with Disability (more than 40% disability) shall be given a relaxation of two years for PhD in the maximum duration. In addition, the women research scholars shall be provided Maternity Leave/Child Care Leave once in the entire duration of PhD program for up to 240 days by the Vice Chancellor.

This period of Maternity Leave/Child Care Leave shall not be counted in the total span period required for submission of PhD thesis.

8.5 During the extension period, research scholar shall not be entitled for any scholarship/fellowship.

9. De-Registration

In exceptional cases like employment/national and international academic fellowships or otherwise, a PhD research scholar shall be allowed to de-register, only after completion of first year of the registration and also successful completion of the course work on the recommendation of the Departmental Research Committee and the approval of the Vice Chancellor.

9.1 The research scholar shall be required to re-register within a period of two and half years failing which his/her admission stands cancelled.

9.2 The de-registered positions shall not be considered vacant until and unless admission/registration is cancelled.

Maulana Azad National Urdu University

- 9.3** The PhD thesis shall be submitted in such duration that the span of initial registration and re-registration does not exceed the total span stipulated for PhD Program.
- 9.4** The period of de- registration shall not be counted for calculating the minimum duration of PhD Program.
- 9.5** De-registration shall be allowed only once in the entire duration of PhD Program.

All such cases shall be examined individually on the basis of the merit of the case and shall be further subject to the approval of the Vice Chancellor.

10. Re-Registration

- 10.1** The de-registered research scholar shall be eligible for re-registration and for this purpose he/she shall submit an application to Head of the Department at least two months in advance. The Head of the Department shall place the same before Departmental Research Committee and the recommendations of the Departmental Research Committee shall be submitted for the approval of Vice Chancellor.
- 10.2** Re-registered research scholar, after approval shall be required to pay the admission fee, semester fee and other fee as applicable.

11. Joining the Program

The candidates selected for PhD Program shall be required to join the course within the days prescribed by the University, failing which his/her admission shall stand cancelled.

12. Attendance

- 12.1** Both full-time and part-time research scholars shall have to secure a minimum aggregate of 75% attendance in order to be eligible to appear in the PhD course work examination subject to relaxation on medical grounds as per University rules.
- 12.2** A relaxation of not more than 10% of the attendance could be given on valid medical ground on the production of medical certificate subject to acceptance by HoD and approval by Dean of the School concerned. Further, only those medical certificates shall be considered for which HoD was informed during the illness or those that are submitted within two weeks of the said illness.

Maulana Azad National Urdu University

- 12.3** A PhD research scholar deputed by the University to take part in any co-curricular or extra-curricular activity, sports or like may be given an additional concession of up to 5% of attendance. Such concession shall be available for the days of actual participation in the event, including journey time with the prior approval of the Dean of the School concerned.
- 12.4** A PhD research scholar who fails to secure minimum consolidated attendance of 75% shall not be eligible to appear in the PhD course work examinations and his/her admission shall stand cancelled.
- 12.5** Full-time PhD research scholar shall compulsorily have to put in 75% of attendance in his/her first year of the residency.
- 12.6** From the second year onwards, if the research scholar is required to be on fieldwork, the recommendation and certification of the Research Supervisor is admissible.
- 12.7** Only such scholars shall be considered for scholarship who put in 75% attendance each month. For the purpose, the HoD/Director concerned shall maintain an attendance register which needs to be daily signed by research scholars from the Semester II onwards. The course work classes in Semester I shall serve the purpose of attendance verification and compliance. Those who are exempted from course work shall be required to sign the attendance register from Semester I onwards.
- 12.8** The research scholar shall be required to be in continuous touch with the Research Supervisor concerned.
- 12.9** The Research Supervisor must report any absence from research work by the research scholar due to illness, maternity leave or other circumstances to the Head concerned and Departmental Research Committee.
- 12.10** Negligence of research work on the part of research scholar must be recorded and reported by the Research Supervisor to the Research Advisory Committee and Departmental Research Committee.
- 12.11** Any leave or absence from research work shall require prior intimation and approval of the Departmental Research Committee. This period shall be counted in the total span period for submission of thesis.
- 12.12** The Dean concerned on the recommendations of the Research Supervisor, Research Advisory Committee and Head of the Department may permit a research scholar to be absent from the University for not more than three months at a

stretch, if he/she considers it essential for the research scholar to be elsewhere in connection with his/her research work.

13. Allocation of Research Supervisor

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of PhD research scholars permissible per Supervisor, etc.

13.1 A faculty member with requisite qualification recommended by the Board of Studies and subsequently approved by the Academic Council shall work as the Research Supervisor for PhD research scholars.

13.2 The following faculty members shall be eligible to be Research Supervisors/Co-Supervisors :

13.2.1 A regular professor of the University with a PhD degree with at least five research publications in relevant area in refereed journals.

13.2.2 A regular Associate Professor of the University with a PhD degree and at least two research publications in relevant area in refereed journals.

13.2.3 A regular Assistant Professor of the University with at least one year of post PhD teaching experience and at least two research publications in relevant area in refereed journals.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, University shall relax the above condition for recognition of a faculty member as Research Supervisor with reasons recorded in writing.

The cut of date for ascertaining any eligibility/experience shall be the date of admission notification or earlier as per the requirement of the University.

13.2.4 Any induction of new Research Supervisor on above condition shall be deliberated and approved in Departmental Research Committee and shall be placed for the approval in Board of Studies, School Board and Academic Council.

13.3 The Departmental Research Committee shall allocate a Research Supervisor depending upon the number of research scholars per Research Supervisor, the available specialization among the faculty supervisors and the research interest of the research scholar as indicated by the by him/her in his/her presentation before Departmental Research Committee. The allotment/allocation of Research

Maulana Azad National Urdu University

Supervisor shall in no case be left to the individual research scholar or faculty member to decide. Further in the allotment of research scholars, due care shall be taken that the research scholars are proportionately and judicially allocated among all the eligible Research Supervisors.

13.4 Number of PhD scholars inclusive of both full-time and part-time permissible per Research Supervisor at a given time is as under:

13.4.1 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, can guide up to a maximum of eight (08) PhD research scholars.

13.4.2 An Associate Professor as Research Supervisor/Co-supervisor, at any given point of time, can guide up to a maximum of six (06) PhD research scholars.

13.4.3 An Assistant Professor as Research Supervisor/Co-supervisor, at any given point of time, can guide up to a maximum of four (04) PhD research scholars.

13.4.4 However, at any given point of time, the number of part-time research scholars shall not be more than two per research supervisor.

13.5 Each Research Supervisor shall be entitled to take a fresh research scholar after submission of the thesis of his/her previously allotted research scholar based on maximum permissible number of that faculty member. The submission of thesis or cancellation of registration shall mark the creation of vacant seat with a Research Supervisor.

13.6 Only a full-time regular faculty member of the University can act as a Research Supervisor as per the prescribed eligibility conditions. There shall be no provision of external Research Supervisors. However, Co-Supervisor shall be allowed in inter-disciplinary areas from other Departments/Centres of MANUU with the approval of the Departmental Research Committee or from other related Institutions outside MANUU with the approval of Competent Authority on such terms and conditions as may be specified and agreed upon by the concerned institutions. In all such cases, both the Research Supervisor and the Co-Supervisor shall give their written consent.

13.7 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from

Maulana Azad National Urdu University

outside, the Department shall appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the concerned Institutions/Colleges. In all such cases, both the Research Supervisor and the Co-Supervisor shall give their written consent. However, in such cases the appointment of Co-supervisor shall not be permitted after a lapse of two years from the date of registration of the research scholar.

13.8 The Supervisor/Co-Supervisor of the research scholar once allotted and approved shall not ordinarily be changed.

13.8.1 However, in exceptional circumstances like demise/medical reasons/lien/leaving the University/non availability of approved Research Supervisor or Co-supervisor for a period of more than one year, or any other reason; with convincing justification for such a change, the Departmental Research Committee/Board of Studies, shall allocate an alternate eligible faculty member as Research Supervisor of that research scholar, and forward it to the School Board and Academic Council for consideration and approval.

13.8.2 In the event of transfer of Research Supervisor to off-campus/headquarter as the case may be the following shall apply:

- i.** If it is during the initial period of one year, the scholar shall be transferred to the place of Research Supervisor as per the governing norms for the off-campus colleges of PhD regulations.
- ii.** If it is after the initial one year period, the scholar shall be allotted a Co-supervisor and the existing Research Supervisor shall remain as Supervisor.

To that effect DRC shall allot the Co-supervisor.

In case of change of Research Supervisors within the Department, the mutual consent of the Research Supervisors shall also be considered by the Departmental Research Committee.

Provided further that till the arrangement of an alternate Research Supervisor is made, the Head of the Department/Director of the Centre/Dean of the School, as the case may be, shall act as Supervisor of the PhD research scholar.

13.6 In case of retirement of the Research Supervisor, he/she shall be converted to Co-supervisor and the new Research Supervisor shall be allotted to the PhD research scholar concerned by the Departmental Research Committee.

Maulana Azad National Urdu University

- 13.7** A Research Supervisor, whose superannuation is due in two years, shall not be considered for appointment as Research Supervisor for new batch of research scholars.
- 13.8** Faculty members on deputation/long leave of more than a year shall not be included in the list of proposed Research Supervisors in a Department and in determining the maximum enrolment strength.
- 13.9** In case of relocation of a PhD woman research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the woman research scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the University/Research Supervisor from any funding agency. The woman research scholar shall however give due credit to the University/Research Supervisor for the part of research already done.

14. Course work

- 14.1** Research scholars provisionally admitted to the PhD Program shall be required to undertake the course work prescribed by the Department/Centre concerned.
- 14.2** The course work shall be treated as prerequisite for PhD preparation.
- 14.3** All Departments/Centres shall offer at least three courses/papers in Course Work. A minimum of four credits shall be assigned to the course on Research Methodology, which shall cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other two courses shall be advanced level courses preparing the students for PhD degree.
- 14.4** The following shall be the outline for course work in PhD Semester I:
- 14.4.1** Compulsory Research Methodology Course (4 credits/100 marks)
- 14.4.2** Compulsory Course on Broad Field of study (4 credits/100 marks).
- 14.4.3** One Optional Course (4 credits/100 marks). Optional courses shall be developed in view of the research thrust area of the Department/Centre. The Departmental Research Committee/Board of Studies of subject concerned shall decide and develop the optional courses to be offered to PhD research scholars. Each of these optional courses shall be of 4 credits (100 marks) each.

Maulana Azad National Urdu University

The syllabus of all the courses of PhD coursework shall have to be approved by the Academic Council as recommended by the Board of Studies and the School Board concerned, as perceived relevant to the individual discipline/subject.

PhD Course Work - Semester I				
S.No.	Courses	Course Type	Credits	Mark
1.	Research Methodology	Core	04	100
2.	Broad field of Study	Core	04	100
3.	To opt for one course among the electives offered by the Department.	Discipline specific elective	04	100

Note:

1. All courses are to be specifically titled with course objectives and outcomes clearly spelled out as also the credits and teaching hours.
2. All approved courses shall be given unique course codes by the Examination Branch as per the existing decision of the Academic Council. HoD/Director shall submit the list of courses offered to Examination Branch and obtain the course codes for each course/paper of the PhD program.

Allocation of Research Supervisor:

HoDs/Directors shall ensure that allocation of Research Supervisors be completed within a period of two months of the commencement of classes.

PhD Semester II

1. **Allocation of Topic:** Within the first four weeks of the commencement of the Semester-II, Research scholar shall present and submit the synopsis before the concerned Departmental Research Committee on the dates/schedule notified by the Departmental Research Committee to finalize the synopsis and get approved the synopsis and the bilingual versions (English and Urdu) research topic/title, wherever applicable. The candidate is required to submit the soft copy of the approved synopsis to 'ShodhGangotri'.
2. Develop one Review Paper based on literature review and a seminar presentation on the same before DRC as prescribed and notified by the Department/Centre.
3. One seminar presentation on Research Design/Methodology before DRC adopted by the research scholar.
4. Participation in at least one discipline/methodology based workshops of one week duration or equivalent.
5. Participation in at least one workshop on ICT/Computer/SPSS/ or as prescribed by the Department/Centre.
6. HoDs/Director to ensure that all the above requirements are complied within the stipulated time period.
7. DRC to issue a Certificate to that effect to each individual research scholar which shall be required at the time of submission of thesis.

Maulana Azad National Urdu University

- 14.5** All courses prescribed for PhD course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized Academic Bodies.
- 14.6** The syllabi of the courses, the marks and credits assigned to each course, and the number of teaching hours assigned to each course per week, shall be approved by the concerned Board of Studies and displayed on the website of the University before commencement of the concerned academic session.
- 14.7** The Department where the research scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Departmental Research Committee.
- 14.8** The research scholar holding MPhil degree as per UGC Regulations 2009/2016 with at least 55% marks or equivalent grade in course work and admitted to the PhD Program in the concerned subject shall be exempted by the University from the PhD course work. The MPhil research scholar moving to PhD program in allied subjects shall be required to compulsorily register for PhD course work.
- 14.9** In case of the research scholar holding MPhil from other Universities, the decision for exemption from course work shall be taken by the Departmental Research Committee keeping in view the nature of MPhil, coursework in MPhil and conditions of Para 14.8. However, such candidate shall be required to submit the application for course work exemption within two weeks of the commencement of classes failing which he/she shall have to undertake the PhD course work. The Departmental Research Committee shall decide on all such applications on priority but not later than one week. The recommendations of the Departmental Research Committee for each such research scholar shall be recorded and the notification to this effect shall be issued for each batch of research scholars. This shall constitute the basis for the coursework exemption. MPhil from Distance Mode shall not be considered for coursework exemption or for that matter in other kind of exemption.
- 14.10** The syllabus of PhD course work shall also be applicable for MPhil course work. In each concerned subject the course work and course work examination/evaluation shall be same for PhD and MPhil.
- 14.11** Research scholars shall be required to successfully complete the course work prescribed by the concerned Department/Centre during the initial one or two

semesters. All research scholars have to compulsory fulfil attendance requirement and appear in Semester I examinations as notified and prescribed by Examination Branch. In case a research scholar fails in Semester I or have backlogs or improvement, he/she shall be given one more chance in Semester II end examinations only. If a research scholar fails in second attempt also or fails to clear all papers he/she shall be declared as fail and his/her admission shall stand cancelled.

14.12 The pattern of the PhD course work examination question paper shall be uniform for all the Departments.

14.13 The medium of examination for the PhD course work examination shall be Urdu for all subjects except those in Language disciplines.

15. Evaluation of Course Work

15.1 Each Theory courses shall be evaluated on the basis of Continuous Internal Evaluation (CIE) and Semester-End Examination (SEE), the weightage of which shall be as follows:

Continuous Internal Evaluation (CIE) : 30% of allocated marks

Semester-End Examination (SEE) : 70% of allocated marks

15.2 A PhD research scholar has to obtain a minimum of 55% of marks or its equivalent grade in the course work in order to be eligible to continue in the Program and submit the thesis.

15.3 The Continuous Internal Evaluation in a theory course shall comprise of written tests (at least two); assignments/annotated bibliographies/review papers (at least one); and presentations/seminars (at least one).

15.4 In case a research scholar fails in the Continuous Internal Evaluation, he/she shall be declared as fail in the Continuous Internal Evaluation in the said course and shall not be allowed to appear in the Semester-End examination of that course. Such a research scholar shall, however, be permitted to appear in the next semester-end examination only if he/she has passed the Continuous Internal Evaluation in the concerned course.

15.5 The course work should be completed in the initial first two semesters failing which his/her PhD registration shall automatically get cancelled. For this purpose, the two successive examinations conducted after the admission of the research

scholar, and for the batch of research scholar of which he/she belongs to, be counted.

- 15.6** The Evaluation of PhD course work shall be based on the absolute grading method as the provisions of Examination Regulations under CBCS of MANUU subject to the provisions clause 15.2.

16. Research Synopsis and Topic Allocation

- 16.1** During the period of coursework, the Departmental Research Committee shall allot Research Supervisors (as per Para 13.3) to research scholars considering the research specialization of the Research Supervisor and research interest of the research scholar. The Departmental Research Committee shall notify the date and ask the research scholar to make presentation before Departmental Research Committee. HoDs/Directors shall ensure that allocation of Research Supervisors be completed within a period of two months of the commencement of classes. The Dean of the School concerned shall ensure compliance to this effect.
- 16.2** Within the first four weeks of the commencement of the Semester-II, research scholar shall present and submit the synopsis before the concerned Departmental Research Committee on the dates/schedule notified by the Departmental Research Committee to finalize the synopsis and get approved the bilingual versions (English and Urdu) of his/her research topic/title, wherever applicable. The copy of the duly approved synopsis shall be submitted to Head of the Department for record and to the Dean of the School concerned for information. HoDs/Directors shall ensure that topic finalization be completed within the stipulated time period. Dean of the School concerned shall ensure compliance to this effect.
- 16.3** A PhD research scholar shall prepare a synopsis of the proposed research work in consultation with his/her Research Supervisor. The synopsis shall include: topic of research, objectives, hypothesis, literature review, methodology, chapter plan, references and any other relevant information the research scholar would like to submit in support of the proposed research topic. Each Department/Centre shall prescribe and make available the tentative outline of synopsis to the research scholars.
- 16.4** A PhD research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of his/her work for evaluation and

further guidance. The six months progress report in prescribed format shall be considered by Research Advisory Committee and submitted to Head of the Department. The half-yearly Progress Report shall cover, among others, aspects such as the review of literature, data collected, techniques developed, progress in research, discussion of the work done including any findings, etc. If necessary, the progress report may be forwarded to the Departmental Research Committee by the Head of the Department for further examination.

Provided that if a research scholar fails to submit the progress report of his/her work within the specified period of time, his/her fellowship shall be withheld till he/she submits the progress report.

- 16.5** If a PhD research scholar fails to submit two consecutive half-yearly progress reports in time and/or if the progress of the PhD research scholar is not satisfactory for two half-year periods, the Research Advisory Committee or Head of the Department in consultation with Research Supervisor shall present the case before Department Research Committee for the cancellation of his/her registration.

17. Modification in the Research Topic

- 17.1** Any major change in the title of the research shall be authorised by the Board of Studies only on the recommendations of the Departmental Research Committee provided that:

17.1.1 The research scholar shall inform the Head of the Department through the Research Supervisor about the change indicating the reasons at least six months before the submission of the thesis; and

17.1.2 The exact topic/title is within the broad area of research identified at the time of approval of synopsis.

- 17.2** The Head of the Department shall convene a special meeting of the Departmental Research Committee in order to discuss the proposed change/modification in the topic/title by the research scholar and make recommendations to that effect for the consideration of Board of Studies.

- 17.3** In case of a minor change in the topic/title, the Dean shall authorize the change on the recommendations of the Departmental Research Committee.

- 17.4** For effecting modifications in the topic of research

- 17.4.1** An application shall be submitted by the research scholar through Research Supervisor to Head of the Department indicating clearly the nature and extent of modification sought;
- 17.4.2** The original plan of work/synopsis approved by the Departmental Research Committee shall be annexed.
- 17.4.3** The modification shall be approved by the Departmental Research Committee and the Dean/Board of Studies (as the case may be);
- 17.4.4** The modification so approved shall be communicated in writing to the research scholar and Research Supervisor by the Head of the Department. The research scholar should keep the copy of notification for ready reference. It shall also be required at the time of the submission of PhD thesis.

18. Paper Presentation, Publications and Pre Submission Seminar

- 18.1** During the tenure of the PhD Program, a research scholar shall make (02) two paper presentations in conferences/seminars conducted by recognized Higher Educational Institutions/Organizations/Universities and produce evidence for the same in the form of certificate of paper presentation. The certificates shall be enclosed along with the thesis at the time of submission of thesis.
- 18.2** A research scholar shall publish at least one (01) research paper related to his/her PhD work in a refereed journal before the submission of the thesis for adjudication and produce the evidence of the same in the form of the reprint. The copy of research paper shall be enclosed in the thesis at the time of submission of thesis.
- 18.3** It is incumbent upon each research scholar to participate in seminars/conferences and publish the paper in consultation with Research Supervisor and submit the copy of the certificate/s of paper presentation and reprint/s of the research paper/s to Research Supervisor and Head of the Department. The Research Supervisor concerned shall give a certificate to effect that the paper presented in seminar/conference and paper published in refereed/peer reviewed journal are related to the topic of research and merit consideration as minimum requirement for PhD submission. This certificate shall be required at the time of submission of thesis.

Maulana Azad National Urdu University

In the situation of any dispute in this regard the decision of Departmental Research Committee shall be final.

- 18.4** Prior to the submission of the thesis, the research scholar shall make a Pre Submission Seminar presentation before the Departmental Research Committee concerned for getting feedback, comments and suggestions. The Pre Submission Seminar Presentation in the Department shall be open to all faculty members and other research scholars and shall be duly notified by the Head of the Department. The feedback and comments so obtained shall be suitably incorporated into the draft thesis by the research scholar in consultation with the Research Supervisor or as recommended by Departmental Research Committee.
- 18.5** The Pre Submission Seminar shall be held at least three (03) months prior to the thesis submission.
- 18.6** The presentation in the Pre Submission Seminar shall be approved by the Departmental Research Committee and the certificate shall be issued by the Head of the Department. The certificate must be enclosed at the time of submission of thesis.
- 18.7** The soft bound draft copy of the PhD thesis must be available during Pre Submission Seminar presentation. Further, at the time of Pre Submission Seminar, the research scholar must submit a hard copy of the summary of thesis in form of Pre Submission Seminar Paper to the Departmental Research Committee. The request for conducting the Pre Submission seminar should be made by the Supervisor to the Head of the Department.
- 18.8** The PhD research scholar shall incorporate the suggestions, given by the Departmental Research Committee, under the supervision of the Research Supervisor and submit the thesis within 90 days after Pre Submission Seminar, failing which he / she shall have to repeat the Pre Submission Seminar.
- 18.9** In case the Departmental Research Committee is not satisfied with the research work of the research scholar, he/she may be asked for another Pre Submission Seminar. This shall be recorded in the Minutes of the Departmental Research Committee.

19. Cancellation of PhD Admission/Registration

19.1 During the PhD course work period the PhD admission and registration of the PhD research scholar stands automatically cancelled in the event of non fulfilment of minimum attendance requirement and not passing the PhD course work in the stipulated time period.

19.2 Further, the Central Admission Committee of the University or the Competent Authority on the recommendations of the Dean of the School concerned may cancel the registration of a PhD research scholar, if he/she fails to satisfy the conditions stipulated in these Regulations and those prescribed by the University from time to time.

19.3 The cancellation of admission/registration or withholding the submission of thesis/result of the PhD research scholar shall be further subjected to any one or more of the following circumstances:

19.3.1 Where the progress of the research work has been reported to be unsatisfactory in two consecutive Half-yearly progress reports or when two consecutive progress reports are not submitted.

19.3.2 Where a research scholar discontinues his/her research, or when he/she accepts any appointment/employment without the written consent of the Dean of the School concerned.

19.3.3 The University may cancel the admission of a research scholar at any time for proven misbehaviour or misconduct of the research scholar in the University or elsewhere. In case of any pending disciplinary enquiry/criminal case against the research scholar, he/she shall not be allowed to submit the thesis.

19.3.4 If a research scholar is found guilty of committing any irregularity, malpractice, plagiarism, etc. in research, his/her result shall be withheld/cancelled by the Controller of Examinations at any stage.

20. Academic Clearance Certificate

20.1 Academic clearance shall be a pre-requisite for thesis submission. Every PhD research scholar shall produce the following documents in order to get Academic Clearance Certificate from the office of Dean concerned.

20.1.1 A copy of the letter of admission in the PhD Program along with a proof of having paid the prescribed fees and satisfied all conditions stipulated at the time of admission.

20.1.2 A transcript of PhD Course Work Examination or the resolution of Departmental Research Committee in case of course work exemption on account of MPhil.

20.1.3 A certificate from DRC for fulfilling the PhD Semester II requirement.

20.1.4 Participation certificate and a reprint of papers presented in the seminars/conferences attested by Research Supervisor and concerned Head of the Department.

20.1.5 A reprint of research paper published in a Refereed Journal attested by Research Supervisor and concerned Head of the Department.

20.1.6 A certificate from Research Supervisor attesting the relevance and quality of papers presented and published *viz-a-viz* the research study.

20.1.7 A copy of Pre Submission Seminar Certificate.

20.1.8 No Dues Certificates from the Department/University Library, Provost, Proctor, Academic section and Dean Students Welfare in prescribed format.

20.1.9 A copy of the notification regarding extension/modification of title/topic/change of Research Supervisor, if applicable.

20.1.10 Plagiarism Self Exclusion Certificate by the Research Scholar duly attested by the Research Supervisor specifying and attaching the articles that have been published by the research scholar from thesis work. Only these articles should be excluded from the check.

20.1.11 Plagiarism Verification Certificate issued by the University Library certifying and authenticating the check performed by the research scholar/Research Supervisor as per the rules notified by the University.

20.1.12 The leave particulars in case of part-time research scholar.

- 20.2** Required documents along with a soft copy of the thesis shall be submitted by the research scholar through concerned Head of the Department to the office of the Dean of the concerned School for obtaining academic clearance certificate. The academic clearance certificate shall be issued within a period of not more than 05 days from the date of submission of all the requisite documents in the Dean's office.
- 20.3** The academic clearance certificate shall be submitted to Controller of Examinations at the time of submission of thesis.

21. Format of the Thesis

- 21.1** PhD thesis submitted by the research scholar has to be bi-lingual (Urdu and English) except in case of other Language disciplines, where the research scholar shall submit the thesis in the language concerned.
- 21.2** The bi-lingual thesis must be printed and prepared as separate volumes viz. English version as one volume and Urdu version as other volume.
- 21.3** The thesis must be satisfactory as far as its language and presentation is concerned.
- 21.4** Topic of research, name of the research scholar, name of the Research Supervisor, name of the Department/Centre, name of the School and month & year of submission shall be printed in bold letters on the face of the cover page. Program, name of the research scholar and year of submission shall be printed in golden colour on the spine of the thesis.
- 21.5** The text of the cover page and the first inner page of the thesis shall be as per the prescribed format.
- 21.6** The text of the thesis shall be printed on both sides of the Executive Bond paper in the size of 8^{1/2}" x 11".
- 21.7** The text of the thesis shall be typed in double line space with margins of 1.5" on the left, 1" on the right, 1.25" on the top and 1.25" on the bottom and shall be laser printed.
- 21.8** The font size and style of English text in thesis shall preferably be 12 point font size in Times New Roman. For drawings and maps, these restrictions do not apply.
- 21.9** Urdu script in the thesis shall preferably be in *Noori Nastaleeq* in 15 point font size.

- 21.10** Persian script in the thesis shall preferably be in *Nask-e-Jadeed* in 15 point font size.
- 21.11** Hindi script in the thesis shall preferably be typed in *KrutiDev10* in 14 point font size.
- 21.12** Figures and tables shall be numbered based on the respective chapters, such as 1.1, 1.2, 2.5, 3.4 etc.
- 21.13** References shall be given at the end of the thesis for which standards adopted by standard journals and approved by the respective Board of Studies shall be used.
- 21.14** The soft copy of both English and Urdu versions of the abstract and thesis must be submitted in specified media (CD/DVD) and in a specified format (pdf). The soft copy of the thesis should be one single file, each of Urdu and English versions.

22. Submission of PhD Thesis

- 22.1** A full-time research scholar shall be eligible to submit his/her PhD thesis after completing at least three (03) years of research and after at least four (04) years in case of Part-time research scholars from the date of registration.
- 22.2** After obtaining the academic clearance, the research scholar shall submit through the Research Supervisor/Head of the Department/Director of the Centre two hard bound copies and five soft bound copies (not spiral binding) each of abstract and thesis and electronic version (two CDs) of the abstract and thesis to the Dean of the School concerned. PhD thesis submitted by the research scholar has to be bilingual (Urdu and English) except in case of other Language disciplines, where the research scholar shall submit the thesis in the language concerned. Each version English/Urdu of the thesis shall be a separate volume. Thus a research scholar has to submit a total of 4 hard bound copies (2 English and 2 Urdu versions) and 10 soft bound copies (5 English and 5 Urdu versions) each of abstract and thesis.
- 22.3** In order to ensure that the electronic version of the abstract and thesis is complete and exact replica of the print version accepted for the award of PhD, the Research Supervisor and Head of the Department shall authenticate the CDs submitted by the research scholar.
- 22.4** The reference style sheet/manual/book shall be adopted and decided by the Departments/ Centres as approved by the Boards of Studies concerned and Academic Council.

Maulana Azad National Urdu University

- 22.5** While submitting for evaluation, the thesis shall have a Declaration in the prescribed format duly signed by the research scholar and a Certificate by the Research Supervisor(s) in the prescribed format, countersigned by the Head and Dean or the Director of the Centre concerned, attesting to the originality of the work, vouching/certifying that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the University where the work was carried out or to any other Institution.
- 22.6** The Dean concerned shall forward the copies of thesis to the Controller of Examination for its evaluation by any of the examiners nominated by the Vice Chancellor.
- 22.7** No thesis shall be withheld by the Head/Dean/Director of the Department/School/Centre for more than three working days.

23. Evaluation of PhD Thesis

- 23.1** The Research Supervisor shall submit through HoD/Director to the concerned Dean of School a confidential panel of at least eight external subject experts/examiners (holding PhD degree in the concerned discipline /allied area) for evaluation of thesis, in order of preference, out of which at least four shall be from outside the State wherein University Headquarter is situated. The external examiners must not be below the rank of Associate Professor.
- 23.2** The panel of external subject experts/examiners for evaluation of the thesis shall be submitted from the Board of Studies approved panel of examiners.
- 23.3** The approved Panel of examiners shall be forwarded to the Controller of Examinations who in turn shall submit the same to Vice Chancellor for nomination of the examiners.
- 23.4** The PhD thesis submitted by the research scholar shall be evaluated by his/her Research Supervisor (internal examiner) and at least two external examiners (not in the employment of the University), of whom one examiner may be from outside the country approved by the Vice Chancellor from the panel of examiners.
- 23.5** Immediate relatives of the research scholar shall not act as examiner or evaluators.
- 23.6** The examination branch may send all communications to the examiners *viz* request for consent, sending of PhD thesis for evaluation and receiving evaluation report of the thesis by post or email.

- 23.7** The Controller of Examinations while communicating the appointment to the external examiner shall send a copy of the abstract and seek his/her willingness to adjudicate the thesis. After obtaining the consent of the examiner, a copy of the thesis shall be sent with a request to submit a detailed evaluation report of the thesis in the prescribed format and make a clear recommendation that:
- the thesis be accepted and viva voce be conducted (Detailed report to be given on a separate sheet)
 - the thesis be revised and resubmitted (Detailed report with specific observations and suggestions to be given on a separate sheet)
 - the thesis be rejected (Detailed report with specific observations and justification for rejection to be given on a separate sheet)
- 23.8** In case an examiner to whom the thesis has been sent for evaluation fails to forward the report to the University within 30 days, the Controller of Examinations shall remind the examiners to expedite the evaluation of the thesis.
- 23.9** Provided further that in case the report is not received within 60 days thereafter, the Vice Chancellor shall appoint another examiner from the already approved panel to evaluate the thesis.
- 23.10** If two external examiners reject the thesis, the research scholar shall be declared to have failed in the PhD Program and the registration stands cancelled.
- 23.11** If the external examiner(s) recommend/s revision of the thesis, the research scholar shall re-submit his/her thesis in a revised form as recommended by the external examiner(s) within a stipulated period as may be given by the Departmental Research Committee (not before three months and not later than six months) from the date the decision is communicated to him/her. During the extended period the research scholar shall not be entitled to scholarship.
- 23.12** Where a thesis has been re-submitted, it shall be evaluated by the original board of examiners, unless they or any one of them is/are not available or is/are unwilling to act. In that case the fresh examiner/examiners shall be selected from the panel submitted earlier.
- 23.13** In case one of the external examiners is not satisfied with the re-submitted thesis and suggests further improvement, the thesis shall be revised in the light of suggestions given and presented before DRC. After the review and approval of

Maulana Azad National Urdu University

thesis, the thesis shall be sent to same examiner again along with the recommendations of the DRC.

- 23.14** If one of the external examiners rejects the thesis then the thesis shall be sent to a third external examiner, who shall be appointed by the Vice Chancellor from the approved panel of examiners and the viva-voce examination shall be held only if the third examiner recommends that the thesis be accepted and viva voce be conducted.
- 23.15** If the third examiner also rejects the thesis, then the thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree and the registration stands cancelled.
- 23.16** In case all the examiners unanimously recommend that thesis be accepted and viva voce be conducted, the Controller of Examination shall inform the Dean and the Head of the Department/Director of the Centre concerned to conduct the viva-voce of the research scholar.
- 23.17** The entire process of evaluation of PhD thesis shall be completed normally within a period of six months from the date of submission of the thesis.
- 23.18** The PhD degree shall be awarded subject to successful completion of viva-voce.

24. Viva Voce Examination

- 24.1** The open viva-voce of the research scholar to defend the thesis shall be conducted provided that the evaluation report(s) of the two external examiners on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination.
- 24.2** The evaluation reports shall be sent by the examiner(s) to the Controller of Examinations, who shall consolidate the evaluation reports and send the same to Dean concerned for comments and for the conduct of viva-voce examination. Consequent to the receipt of the satisfactory report of the Dean, the Controller of Examinations shall seek the consent of one of the external examiners for the conduct of viva-voce examination. Further, in the decision of selecting the examiners, first preference shall be given to one who shall be at economical distance and shall be available for viva-voce examination in a reasonable time period.

Maulana Azad National Urdu University

- 24.3** In view of the tentative dates from external examiner, the Controller of Examinations shall take the opinion of HoD/Director and Research Supervisor on the suggested dates and fix the viva-voce examination.
- 24.4** If both the examiners do not respond within two weeks or are unable to fix a date for conducting the viva-voce examination within one month, the Controller of Examinations shall obtain the approval of the Vice Chancellor to appoint another examiner for examining the thesis and conducting the viva-voce examination of the research scholar.
- 24.5** Provided further, where the Research Supervisor (internal examiner) is not available and is not likely to be available in the next three months after the receipt of the last report from the external examiner, the Controller of Examinations may request the concerned Head/Director to conduct the viva-voce examination and the Head/Director shall act as the Research Supervisor in his/her absence.
- 24.6** In case the concerned Head/Director and Dean of the School are not available, the officiating persons shall conduct the viva voce.
- 24.7** The date fixed for viva-voce examination shall be notified and communicated to the research scholar. The date and time shall be displayed on the notice board of the concerned department well in advance.
- 24.8** The viva-voce shall not carry qualifying marks.
- 24.9** The viva-voce examination, based among other things, on the critique given in the evaluation report, shall be conducted by the Research Supervisor, at least one of the external examiners, HoD/Director and Dean concerned. The Dean shall chair the same. The viva-voce examination shall be open to members of the Departmental Research Committee, all faculty members of the Department and other interested experts/ researchers/students.
- 24.10** The Research Supervisor and external examiner conducting the Viva Voce examination shall submit their Report in the prescribed format. The report shall be duly signed and sealed by HoD/Director and Dean concerned. The Dean concerned shall send the same to Examination Branch.
- 24.11** In case a research scholar is not recommended for the degree by the examiners at the time of viva-voce examination, he/she may be permitted to re-appear in the viva-voce examination to be held not earlier than three months but not later than six months from the date of his/her first viva-voce. The viva-voce examination of

the research scholar for the second time shall be conducted by the original examiners unless they or any one of them is/are not available or is/are unwilling to act as such. In such case the substitute examiner/examiners shall be appointed preferably from within the panel submitted earlier.

24.12 Based on the successful completion of viva-voce examination, the Dean shall forward a confidential report to the Controller of Examinations recommending the declaration of the result of the PhD research scholar.

24.13 Subject to the provisions contained in these statutes where a research scholar applies for a copy of the report of the examiners, these reports in full or excerpts thereof shall be provided to the research scholar for the said purpose.

24.14 One hard copy of the thesis accepted by the University for the Award of degree of Doctor of Philosophy shall be deposited in the MANUU Library and the other copy shall be kept in the records of Examination Branch.

25. Award of PhD Degree

The Controller of Examinations shall on the basis of the report submitted declare the result of the research scholar for the award of Degree of Doctor of Philosophy after seeking approval from the Vice Chancellor.

26. Provisional Certificate

Prior to the actual award of the PhD degree, the University shall issue a provisional Certificate to the research scholar certifying to the effect that the Degree has been awarded in accordance with the provisions of the UGC (Minimum Standards and Procedure for Award of MPhil/PhD Degree) Regulations, 2016.

27. Depository with INFLIBNET

27.1 The research scholar shall submit two soft/electronic copies of PhD thesis to the Controller of Examination following the successful completion of viva-voce examination.

27.2 Following the successful completion of the evaluation process and before the announcement of the award of PhD Degree, the University shall submit an electronic version/soft copy of the PhD thesis to the UGC within a period of thirty days, for hosting the same in the digital repository of INFLIBNET/Shodhganga,

Maulana Azad National Urdu University

accessible to all Institutions/Universities. The other softcopy shall be hosted on the website of the University.

28. Admission Procedure for International Students

28.1 All those candidates who are not the citizens of India shall be considered as Foreign Nationals.

28.2 The notification to invite Indian students to apply for University Programs shall also apply to Foreign Nationals. No separate notification shall be given to invite application from Foreign Nationals.

28.3 Foreign Nationals shall be considered for admission into Research Program offered through merit and interview modes respectively.

28.4 Foreign candidates shall be advised to appear for interview along with other candidates on scheduled date of interview if they are eligible.

28.5 50% marks in Masters Degree and 50% marks in interview shall be considered as criteria for selection of foreign students in PhD Program.

28.6 Urdu as mandatory requirement is relaxed for foreign students.

28.7 Not more than two seats at a time shall be allocated to Foreign Nationals over and above the prescribed intake in PhD Program in the Department/Centre concerned. At no point of time there shall be more than two Foreign National PhD research scholars with a Research Supervisor.

This shall be further subjected to the discretion of the University and the approval of the Vice Chancellor.

28.8 Foreign Nationals are required to fulfil the minimum eligibility criteria as prescribed for Indian students. If a Foreign National's Board/Institution/University does not offer the program prescribed as eligibility condition, an equivalent program may be considered by the Admission Committee.

28.9 Foreign Nationals applying for PhD Program are required to produce a certificate stating that their educational program is equivalent in terms of length of study and quality to the qualifying degree examination recognized by this University.

28.10 If a Foreign National is selected for the PhD program, he/she shall be sent a letter of admission through post as well as e-mail.

28.11 If a Foreign National is selected into PhD Program, he/she shall produce the following documents: a) Student's Visa; b) Medical Certificate prescribed by Govt. of India and c) Clearance from MEA.

Maulana Azad National Urdu University

28.12 Fee for the Program shall be decided by the University authority before admission.

28.13 If admitted, foreign research scholars must pass a course in Urdu offered by the University before the completion of PhD.

29. Composition of Departmental Research Committee and Research Advisory Committee

29.1 Departmental Research Committee

Each Department shall have a Departmental Research Committee comprising of the following members, who are otherwise qualified as Research Supervisors, to monitor and facilitate conduct of quality research in the Department/Centre.

- a) Head of the Department/Director of the Centre (Ex-officio Chairperson)
- b) One Professor (a nominee of the Vice Chancellor)
- c) All Professors from the concerned Department/centre
- d) Two Associate Professors from the concerned Department/Centre
- e) Two Assistant Professors from the concerned Department/Centre. In case where number of eligible Assistant Professors is more than ten then the number of Assistant Professors in DRC shall be three.
- f) *One faculty member of concerned subject from* Off-Campus Colleges, if applicable (Amended).

The selection under category c), d), e) and f) given above shall be by rotation as per seniority.

The term of the membership of all members of Departmental Research Committee, other than ex-officio members shall be for a period of two years. Unless otherwise provided, two third of the members of the Departmental Research Committee shall form the quorum.

The meeting of the Departmental Research Committee shall be held at least once every three months. It may be held earlier, depending upon urgency of individual cases.

29.2 Research Advisory Committee

There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the University, for each PhD research scholar. The composition of RAC shall be:

- a) Research Supervisor of the research scholar as Convenor.
- b) One member recommended by the Research Supervisor from amongst the Research Supervisors of the Department/Centre/Off-Campus College.
- c) One nominee of the HoD/Director/ (Principal in case of off-Campus Colleges) who may be within or outside the Department/Centre.

The RAC members should otherwise be eligible Research Supervisor.

The RAC for each batch of the research scholars shall be constituted in DRC itself and notified towards the end of Semester-I.

This Committee shall have the following responsibilities:

- a) To review the research proposal and finalize the topic of research;
- b) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
- c) To periodically review and assist in the progress of the research work of the research scholar.

A research scholar shall appear before the Research Advisory Committee once in six months (preferably in the last month of the semester) to make a presentation of the progress of his/her work for evaluation and further guidance. The half-yearly progress reports shall be submitted by the Research Advisory Committee to the Head of the Department/ Director of the Centre with a copy to the research scholar.

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

Maulana Azad National Urdu University

30. Terms and conditions for PhD Program in Off-Campus Colleges of MANUU

- 30.1** The faculty members of the off-campus Colleges who fulfil the eligibility criteria prescribed by the UGC shall be allotted the research supervision for PhD research scholars. This shall apply only to those Colleges wherein proposal for PhD program has been approved by Academic Council on the recommendation of the Dean through School Board after due examination of eligible Research Supervisors, infrastructure requirements and supporting administrative and research promotion facilities.
- 30.2** The allocation of PhD research scholars at Headquarter and Off-Campus Colleges shall be based on the Entrance Test merit and campus selection options of the candidates in order of merit.
- 30.3** Research scholars who will be under the supervision of faculty members of the Off-Campus Colleges shall have the choice of doing PhD Course Work at concerned off campuses or at Headquarters. However, PhD Course Work Examinations; synopsis/topic approval presentation; pre-submission seminar; final Viva Voce; and like, as required by DRC, shall compulsorily be done at MANUU Headquarters. The department concerned at Headquarters shall give notice to that effect well in advance.
- 30.4** The research scholars shall not be paid any TA and DA by the University for coming to Headquarters and shall have to make their own arrangements for boarding and lodging.
- 30.5** The Research Supervisor of the Off-Campus College shall be paid TA and guest house accommodation for his/her visit to the MANUU Headquarters in connection with Pre-Submission Seminar presentation and viva-voce examination of his/her research scholars.

31 Publication of PhD thesis and Research Work

- 31.1** A research scholar who wishes to get his/her thesis published as a research monograph or a book, may do so with the permission of the University wherein he/she clearly mention that it is based on his/her PhD thesis submitted to MANUU.
- 31.2** For publication of research papers based on the PhD thesis in referred journals, no permission from the University shall be required. However, the research scholar shall have to mention in the paper that the research work is part of his/her PhD thesis.
- 32 Notwithstanding anything recorded in these regulations and in the event of any ambiguity/confusion/conflict relating to these Regulations, the decision of the Competent Authority shall prevail.**