GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

ORDINANCE FOR DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

IN ACCORDANCE WITH THE MDU REGULATIONS FOR ITS AUTONOMOUS INSTITUTES/COLLEGES FOR OFFERING Ph.D. PROGRAMS

***w.e.f.* 2026-27 Session**

1. SHORT TITLE, APPLICATION, COMMENCEMENT

1.1 These Regulations shall be called Minimum Standards and Procedure for Award of Ph.D. Degrees Regulations, 2026 of the Ganga Institute of Technology and Management, Jhajjar in accordance with MDU Regulations for its Autonomous Institutes/Colleges for offering Ph.D. Programs w.e.f. 2026-27 and University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022 and the amendments in the UGC Regulations made from time to time.

1.2 Ganga Institute of Technology and Management (GITAM), Jhajjar, Haryana, was established in 2008. The Institute is affiliated with Maharshi Dayanand University (MDU), Rohtak, and approved by the All India Council for Technical Education (AICTE), New Delhi. The Institute has achieved significant milestones in academic excellence and institutional development. It is accredited with an 'A' Grade by the National Assessment and Accreditation Council (NAAC), and its B.Tech. programmes in Mechanical Engineering, Electronics and Communication Engineering, along with its MBA programme, are accredited by the National Board of Accreditation (NBA). **A major milestone in the Institute's journey was the grant of Autonomous Status by the University Grants Commission (UGC) in July 2024, subsequently notified by MDU, Rohtak, in September 2024 for a period of ten years.** This recognition reflects the Institute's commitment to academic excellence and provides greater academic flexibility in curriculum development, teaching-learning practices, assessment, and evaluation, while maintaining the prescribed regulatory and quality standards. GITAM offers a diverse range of undergraduate and postgraduate programmes designed to meet the evolving needs of industry, technology, research, and society. The Institute offers undergraduate programmes in B.Tech. in Civil Engineering, Computer Science and Engineering, Computer Science and Engineering (Artificial Intelligence and Machine Learning), Computer Science and Engineering (Data Science), Fire Technology and Safety, Mechanical Engineering, Electronics and Communication Engineering, and Electrical Engineering, along with Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA). Its postgraduate programmes include M.Tech. in Structural Design, Computer Science and Engineering, Electronics and Communication Engineering, Electrical Power Systems, Cyber Forensics and Information Security, Machine Design, and Manufacturing and Automation, along with Master of Business Administration (MBA) and Master of Computer Applications (MCA). With a focus on outcome-based education, practical learning, industry interaction, professional development, and ethical values, GITAM strives to prepare graduates for successful careers and lifelong learning. Its emphasis on academic quality, technological advancement, and continuous improvement fosters an environment conducive to innovation, critical thinking, and professional competence.

1.3 The degree of Doctor of Philosophy (Ph.D.) will be awarded in Mechanical Engineering, Electrical Engineering, Electronics and Communication Engineering, Computer Science and Engineering and Management as approved by the M. D. University, Rohtak.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO THE Ph.D. PROGRAM

The following are eligible to seek admission to the Ph.D. program

2.1 Candidates who have completed:

A 1-year/2-semester master's degree program in the concerned/allied subject after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program in the concerned/allied subject after a 3-year bachelor's degree program **or** qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed **or** equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree program should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

2.1.1 A relaxation of 5% i.e. from 55% to 50% or its equivalent grade may be allowed for those belonging to SC/BC (non-creamy layer)/Differently-Abled and Economically Weaker Section (EWS) candidates of the Haryana State only.

2.2 Candidates who have completed the M.Phil. program with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. program.

2.2.1 A relaxation of 5% i.e. from 55% to 50% or its equivalent grade may be allowed for those belonging to SC/BC (non-creamy layer)/Differently-Abled and Economically Weaker Section (EWS) candidates of the Haryana State only.

3. PROCEDURE FOR ADMISSION

3.1 The candidate shall apply in a prescribed application format (**Annexure A**) for admission to Ph.D. program.

3.2 Separate application form(s) shall be filled up for each subject/program.

3.3 The Institute shall notify the number of seats to be offered by each Department for admission to Ph.D. program on bi-annual basis in two cycles as per schedule notified by the Institute from time to time. A copy of the same will be submitted to the MDU, Rohtak.

3.4 Admission to Ph.D. program shall be made in the following manner:

3.4.1 Admission of the students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR NET/JRF/GATE/CEED and similar National Level tests based on an interview.

3.4.2 Through Common Ph.D. Entrance Test conducted by MDU, Rohtak and based on interview in subjects where NET examination is not conducted by the UGC.

A. Admission of NET qualified candidates

a. The Ph.D. seats will be first offered to the candidates in the following order of preference.
   (i) Category-1 NET qualified candidates (Eligible for Award of JRF, Assistant Professor and Ph.D. admissions) based on their performance in the interview.
   (ii) Category-2 NET qualified candidates (Eligible for Assistant Professor and Ph.D. admissions).
   (iii) Category-3 NET qualified candidates (Eligible for Ph.D. admissions based on the maximum of the minimum cut offs prescribed by the UGC).

Note:

1. **The admission of the NET qualified candidates will be considered in the category (NET Category I/II/III) in which they were issued certificate by UGC.**
2. The Category-1 NET qualified candidates shall be admitted into the Ph.D. Programme based on the interview.
3. In case of category 2 and category 3 candidates, 70% weightage will be given for NET scores and 30% weightage for the interview for admission to Ph.D. programmes. The Ph.D. admission will be based on the combined merit of NET marks and the marks obtained in the interview.
4. For Category 1, the validity will be as mentioned in the UGC-NET Scorecard i.e. the candidates having valid NET Score will only be considered for admission to Ph.D. program.
5. The marks obtained in the NET by the candidates in Category 2 and 3 will be valid for a period of one year for admission to Ph.D.
6. The interview shall be of 30 Marks (15 marks for domain knowledge, 10 marks for research aptitude and 5 marks for research accomplishment).
7. Minimum eligibility will be 50% of marks in interview for Category 1, Category 2 and Category 3 candidates.
8. The admission processes for admitting students to Ph.D. Program will be as follows:
   i) The seats will be offered for admission of Category-1 candidates (JRF only) on the basis of merit prepared as per the interview.
   ii) The remaining vacant seats will be offered to Category 2 and Category 3 candidates in order of merit. The category 1 candidates may also apply for admission against the vacant seats, however, the admission will be based on 70% weightage of NET test score and 30% weightage for interview, and the validity of the UGC NET marks for this round of Counselling will be of one year.

b. INTERVIEW

The candidates will be given admission to Ph.D. program based on their performance in the interview by the interview board. At the time of interview, the candidates will be adjudged based on their domain knowledge, research aptitude and research accomplishment before a duly constituted Committee.

The interview domain in addition to above shall also include the following:

1. Competence for research
2. Feasibility of the research work at the Institute

The constitution of interview board shall be as follows:

(i) Director of the Institute – Convener
(ii) Dean Research and Development MDU Rohtak
(iii) All eligible Ph.D. supervisors of Department (s)

(iv) One faculty member belonging to SC/BC/Woman Category shall be co-opted as a Special Invitee in the Interview Committee, in case if they are not represented in (i) & (iii) above. In case, where there is no faculty member from SC/BC/Woman Category in the department, then one faculty member belonging to SC/BC/Woman Category from other department preferably from the same faculty will be co-opted as a Special Invitee. The Special Invitees in the interview board will act as observers only and will not be authorized to award marks for the interview purpose.

(v) The Director of the Institute may opt a Special Invitee from MDU, Rohtak.

Note:

(a) The Interview Committee shall comprise minimum of three faculty members

(b) In case, a Department does not have requisite faculty member, the same shall be constituted by the Director on the request of the concerned Head of the Department from amongst the teachers of the concerned/relevant Faculty/Faculty from MDU, Rohtak.

B. FOR ADMISSION THROUGH ENTRANCE TEST IN SUBJECTS WHERE NET EXAMINATION IS NOT CONDUCTED BY THE UGC

a. In subjects (Engineering etc.) where NET examination is not conducted by the UGC, an entrance test will be conducted by MDU, Rohtak. The syllabus of the Entrance Test will be decided by the MDU, Rohtak

b. Entrance Test will be of 100 marks of 100 questions and a candidate must secure 50% marks to qualify the same. In case of SC/ST / Differently-abled candidates of Haryana State, a relaxation of 5% of 50 i.e. 2.5% will be allowed.

c. Entrance test syllabus shall consist of 50% of Research Methodology and 50% shall be of subject specific.

d. For the selection of candidates based on the entrance test a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

e. The remaining vacant seats after the admissions to category 1, category 2 and category 3 will be offered to the candidates who have qualified the entrance test. The admission will be based on 70% weightage of entrance test score and 30% weightage for interview.

Note: If two or more candidates secure identical marks in the merit, the candidate senior in age will be given preference.

4. ADMISSION COMMITTEE: -

The constitution of Admission Committee shall be as follows:

i. Director – Convener

ii. One eligible Ph.D. supervisor from Each Department to be nominated by the Director.

iii. One faculty member belonging to SC/BC/Woman Category shall be co-opted as a Special Invitee in the Admission Committee, in case if they are not represented in (i) & (ii) above. The Special Invitees in the Admission Committee will act as observers only and will not be authorized to award marks for the interview purpose.

Note:

- The Admission Committee shall comprise minimum of three members.

5. ALLOCATION OF RESEARCH SUPERVISOR:

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

5.1 Permanent faculty members and working as Director/Principal/Professor/Associate Professor of the Institute with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the Institute with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor. Such faculty members should be as recognized as Research Supervisor by MDU, Rohtak, who have completed a minimum of two years of continuous service in the Institute prior to the declaration of Ph.D. seats. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.

5.2 Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the Director of the Institute.

5.3 In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/Institute may be appointed.

5.4 **An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.**

5.5 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

5.6 **Faculty members of the Institute willing to become co-supervisor for Ph.D. Program outside the university shall have to obtain NOC from the Director and all such seats shall be counted against the prescribed limit for supervising Ph.D. candidates. A disclosure regarding such seats shall be mandatory for each faculty member (supervisor/co-supervisor) at the time of offering vacant seats.**

NOTE:

i) At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in **Clause 5.4.**

ii) Regarding the publications, research Papers in Peer reviewed/ UGC Journals upto 13.06.2019 and UGC CARE Listed Journals from 14.06.2019 to 10.02.2025 or as decided by the MDU Rohtak from time to time in line with UGC Guidelines are permissible while deciding the eligibility of the supervisor/co-supervisor.

6. RESIDENCY PERIOD

The minimum residency period for Full-Time research scholars in the Institute shall be two years from the date of registration. The attendance of the full time Ph.D. Scholar has to be certified by the concerned supervisor and his/her absence without sanctioned leave shall be reported to the HOD/Director and RAC by the Supervisor.

7. COURSE WORK

7.1 The credit requirement for Ph.D. course work shall be of 12 credits (1 credit equals to 25 marks) in all comprising 2 courses of 4 credits each and two courses of 2 credits each. It shall be mandatory to offer one course on Research Methodology of four credits and another on Research and Publication Ethics of two credits. The Research Advisory Committee can also

recommend UGC recognized online courses as part of the credit requirements for the Ph.D. program. The HOD will ensure that the teaching learning course hours of the course work should be as per credit hours (minimum 12 credits**).**

7.2 All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education /pedagogy /writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluation etc.

7.3 A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the program and submit his or her thesis.

7.4 For each 04 credit course, the internal assessment will be of 30 marks and term-end examination of 70 marks. The Internal Assessment will comprise two written assignments (10 marks each) and two presentations (5 marks each).

For each 02 credit course, the internal assessment will be of 15 marks which shall comprise one written assignment of 10 marks and one presentation of 05 marks. The term-end examination will be of 35 marks.

The concerned teacher/Head of the Department shall maintain the record for at least six months after the declaration of results.

7.5 Every candidate shall be examined in the courses(s) as per criteria laid down in the scheme of examination approved by the Academic Council from time to time except the candidates who are exempted from the Ph.D. course work.

7.6 The amount of the examination fee for course work to be paid shall be governed by the rules of the Institute as applicable from time to time.

7.7 The candidate will be allowed to appear in course work examination, if he/she meets the following requirements:

(i) Bears a good moral character.

(ii) Has been on the rolls of Department/Institute during the concerned semester.

(iii) Has attendance of minimum 65%

Note:

1. Relaxation in shortage of lectures up to 20% will be allowed by the Head of the Department on the following grounds:
   - Self-illness;
   - Illness/death of parents, brother, sister or any other close family member;
   - Any other reason beyond the control of the student to the satisfaction of the Head of the Department.

2. If a candidate fails to complete Ph.D. Course Work examination due to non-fulfillment of required percentage of attendance as per Ph.D. Ordinance, such candidate will be permitted to attend the classes and pass the Ph.D. Coursework in the next Cycle. However, he/she will have to re-submit the full Ph.D. Course Work fee.
   (i) A candidate who fails to pass or having been eligible fails to appear in the examination will be allowed to clear the reappear paper(s) in consecutive two chances in December/May on such dates notified by the Institute (or as decided by the Institute from time to time). In reappear cases, the student will be exempted to appear in such papers in which he/she has obtained 55 per cent marks. If a candidate fails to pass Ph.D. course

work examination within the time stipulated above, his/her admission to Ph.D. program shall be cancelled.

(ii) The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.

(iii) The Controller of Examinations of the Institute (GITAM) shall publish a list of candidates who have passed the Ph.D. course work examination.

8. PROCEDURE FOR REGISTRATION

8.1 The candidates who have passed Ph.D. coursework are eligible to apply for registration to Ph.D. in the prescribed format (**Annexure B**).

8.2 **The Institute Research Committee and its Functions**

The Institute Research Committee (IRC) shall consist of the following:

(i) Director of the Institute will be the Chairman of IRC

(ii) All Professors, Associate Professors and Assistant Professors of the Department provided they are otherwise eligible for appointment as Ph.D. Supervisors.

(iii) External expert from the relevant field may be invited.

The Institute Research Committee (IRC) shall have the following functions:

(i) To allocate Supervisor to a student **within a month** after admission of candidate to Ph.D. Program keeping into the consideration of research area of the student and the supervisor.

(ii) To constitute the Research Advisory Committee (RAC) for each candidate on the recommendation of the Research supervisor within 15 days after the declaration of result of Ph.D. course work.

8.3 **Research Advisory Committee and its Functions**

A Research Advisory Committee (RAC) shall consist of the following:

(i) Concerned Supervisor (Convener).

(ii) Co-Supervisor (if any)

(iii) Any two faculty members eligible to be Ph.D. Supervisor. However, in case of non-availability, a faculty member from related/allied discipline as approved by the Director in consultation with the concerned supervisor may be co-opted.

The Research Advisory Committee shall have the following functions:

(i) To review the research proposal submitted by the candidate in prescribed format (**Annexure C**) and suggest the topic of research

(ii) To appoint a Co-supervisor in terms of **Clause 5**, if need be. It shall be ratified by DRC. Co-Supervisor can also be allowed in domains of interdisciplinary and intra-disciplinary nature from the Institute or from other institutions.

(iii) To guide the research scholar to develop the study design and methodology of research.

(iv) To periodically review the progress of the research work of the research scholar.

(v) Every six months, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations in the prescribed format (**Annexure D**) along with a copy of Ph.D. scholar's progress report to the HOD/ who further send the recommendations to the

Director for further processing. A copy of such recommendations shall also be provided to the Ph.D. scholar.

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

8.4 Application(s) on the prescribed form (**Annexure B**) for registration to Ph.D. program along with synopsis/research proposal (**Annexure C**) duly approved and signed by the Supervisor received upto 31st October/31st March (or as decided by the Institute from time to time) shall be considered by the Department twice a year. The candidature for the Ph.D. Registration would be valid for one year (within two cycles of Registration) from the date of his/her eligibility for the registration.

8.5 (A) A copy of the synopsis/research proposal of each applicant shall be sent to all the members of the RAC by its Convener, under intimation to the Head of the Department and a copy to the Director, at least seven days before the meeting. The candidates will be invited to defend their synopsis/research proposal before the RAC.

(B) The RAC may:

Recommend the research proposal in its original form to the Departmental Research Committee (DRC) for its consideration.

OR

Recommend the research proposal with amendments to the Departmental Research Committee (DRC) for its consideration.

8.6 (A) Head of the Department/Chairperson DRC shall place the application(s) along with the recommendations of the RAC before the Departmental Research Committee (DRC). The candidate(s) will also be invited to defend their synopsis/research proposal(s) before the DRC which shall consist of the following:

(i) Head of the Department concerned/Chairperson Appointed by the Director of the Institute

(ii) All Professors, Associate Professors and Assistant Professors (eligible to be appointed as Ph.D. Supervisor) from the Department

(iii) Dean Research and Development MDU Rohtak

(iv) Two outside experts nominated by the Vice Chancellor MDU Rohtak

(v) One outside expert may be nominated by the Director of the Institute for a period of two years.

(vi) Supervisor/Co-Supervisor of a candidate if he/she is not a member of DRC (Special Invitee)

(B) 2/5th of the members of DRC shall form the quorum. The proceedings of the meeting of the Departmental Research Committee will be valid if at least one out of two experts from MDU, Rohtak, attend the meeting.

8.7 The Departmental Research Committee may:

Recommend the research proposal recommended by RAC in its original form to the Board of Studies (BOS) for its consideration.

OR

Recommend the research proposal recommended by RAC with amendments to BOS for its consideration.

OR

Reject the proposal and send it back to RAC with reasons to be recorded. In this case, the RAC may recommend the fresh proposal by the candidate for consideration by the DRC.

8.8 The recommendations of the DRC for Ph.D. registration shall be placed before the BOS for its consideration and recommendation. The recommendations of BOS shall be placed before the Academic Council for its consideration and approval.

8.9 After the approval of Ph.D. registration, the candidate shall be duly informed about the same and he/she shall pay the registration fee etc. within a month of the date he/she is directed to deposit fee failing which his/her registration stands cancelled. However, the Director may extend this period in special circumstances with late fees as prescribed by the Institute.

8.10 Normally, the date of registration of the research scholar shall be the date on which the BOS recommends the registration of the candidate unless otherwise approved by the Academic Council.

8.11 The list of Ph.D. registered students will be uploaded on the Institute website by the Registration branch of the Institute within one month after approval of registration by the academic council. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment and date of registration. A copy of the same is to be submitted to the R&D cell of the Institute.

Note: The whole process of holding the meetings of the Research Advisory Committee, Departmental Research Committee and the BOS shall normally be completed within 3-4 months from the last date of receipt of application for Ph.D. registration in each cycle. **In case the department is not able to meet the deadline the HOD/Chairperson DRC would seek extension with valid reasons for not completing the registration process within the stipulated time from the Director.**

9. DURATION OF THE PROGRAM

9.1 Ph.D. Program shall be for a minimum duration of three years, including coursework, and a maximum duration of six (6) years from the date of admission to the Ph.D. program.

9.2 The registration to Ph.D. stands cancelled upon expiry of six years from the date of admission to Ph.D. program. However, a maximum of an additional two (2) years can be given through a process of re-registration on receipt of application (**as per the format prescribed in Annexure E)** along with the prescribed fee as decided by the Institute from time to time; provided, however, that the total period for completion of a Ph.D. program should not exceed eight (8) years from the date of admission in the Ph.D. program. The following committee will consider the request of the candidate for granting permission for additional two years:

(i) Director - Convener

(ii) HOD Concerned

(iii) Supervisor of the candidate

(iv) Co-Supervisor of the candidate, if any

The Committee shall give its recommendations for extension of period in submission of his/her Ph.D. thesis for not more than one year with an annual fee along with late fee

prescribed by the Institute from time to time specifying that no extension will be allowed beyond that period. The recommendations of the Committee shall be referred to the Academic Council for its approval. If the candidate still fails to submit the thesis within this permissible time, his/her registration to Ph.D. stands cancelled.

9.3 Provided further that, female Ph.D. scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. program in such cases should not exceed ten (10) years from the date of admission in the Ph.D. program.

9.4 Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. program on receipt of application for the same by the candidate in the prescribed proforma (**Annexure F).**

9.5 In exceptional cases, a research scholar may be allowed to de-register from the Ph.D. program after successful completion of minimum duration of two years (after minimum residency period) through a process of de-registration on receipt of application (**as per the format prescribed in Annexure G)** on the recommendation of the RAC and the approval of the BOS and Academic Council. The research scholar shall reregister within a period of two years by submitting the application in the prescribed format (**Annexure E**). The Ph.D. thesis should be submitted within such a period that the period of initial registration, de-registration and re-registration does not exceed the total duration of the Ph.D. program mentioned under **Clause 9.1.**

10. TOPIC MODIFICATION

The tentative broader topic shall be submitted by the candidate at the time of registration to his/her Ph.D. program and the final topic of Ph.D. thesis in line with the broader topic submitted at the time of registration shall be decided by the RAC before his/her Pre-Ph.D. submission seminar.

11. CHANGE OF SUPERVISOR

The change of supervisor may be allowed in the following cases:

(i) The supervisor has expired or has left the services of the Institute or the supervisor proceeds on leave and the research scholar makes a request in writing to change the supervisor.

OR

(ii) By mutual consent of both the supervisor and the Research Scholar.

OR

(iii) In case of extreme hardship where it becomes almost impossible for a candidate/supervisor to continue research work, then the request for change of supervisor be submitted to HOD who shall put the matter before the Departmental Committee as well as the concerned BOS . However, the change in such cases will be allowed after the approval of the Academic Council.

(iv) The candidate be allowed to submit the thesis after 1 year of change in Supervisor. The candidate should apply for the change of supervisor in the prescribed format (**Annexure H**).

12. MEDIUM

The medium of instructions and examination shall be Hindi/English/Sanskrit or as prescribed by the concerned BOS.

13. REQUIREMENTS DURING REGISTRATION PERIOD

13.1 Every research scholar will be required to show continuous progress during the period of his/her registration which will be monitored by the Research Advisory Committee.

13.2 The research scholar shall submit a half yearly progress report on the prescribed Proforma (**Annexure D**) for the period from 1st January to 30th June on or before 31st of July and for the period from 1st July to 31st December on or before 31st of January alongwith required annual fee.

13.3 The Research Supervisor shall place the report before the Research Advisory Committee in its meeting to be held preferably in the month of August/February. The research scholar shall also be invited to make a presentation before RAC regarding the progress of his/her work for evaluation and further guidance. The six monthly progress report, duly signed by the RAC, shall be submitted to the HOD/Chairperson DRC with a copy to the research scholar. The progress reports of the Research Scholar shall be placed before DRC on or before 31st March of each year by the HOD/Chairperson DRC who shall forward the same to the Registration Branch after the approval of DRC.

13.4 In case the progress report/presentation of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures and will communicate the same to the student concerned. After giving proper opportunity to the scholar if the student fails to implement suggestive/corrective measures within next six months, the RAC will send the recommendations to the Board of Studies for cancellation of the registration. The recommendations of the BOS regarding the cancellation of Ph.D. registration will be forwarded to Registration branch through the concerned HOD/Chairperson DRC for consideration of the Director. The action of the Director in such cases will be placed before the Academic Council for information.

13.5 Ph.D. student shall publish a minimum two research papers, one of which may be a review paper (at least one should be published and other may be in press/accepted) out of his/her research work. These papers should be in Scopus/Web of Science indexed/SCI or SCIE/ peer-reviewed journals. The research scholar shall preferably be first author and supervisor/co-supervisor/research guide may be the corresponding author in at least two research papers. In addition, a research scholar will make two paper presentations in conferences/seminars before the submission of the thesis. The proof of publications and paper presentation must be appended with the thesis.

13.6 Ph.D. scholars may attend at least one workshop of one-week duration (30 hours) on research methodology/ academic writing/ data or statistical analysis and research related issues within two years from the date of the admission to Ph.D. program. Participation certificate will have to be submitted with the thesis as proof of having attended it.

13.7 Prior to the submission of the thesis, the scholar should request the HOD/Chairperson DRC through his supervisor for pre-submission seminar with the permission for the same granted by RAC in the prescribed proforma (**Annexure I**). The HOD/Chairperson DRC shall arrange well within 30 days of the request of the scholar the pre-submission seminar before the IRC and two nominees of the Vice Chancellor, MDU Rohtak which shall also be open to faculty members and research scholars of the concerned Department /Institute. The feedback and comments obtained from them may be suitably incorporated into the thesis by the research scholar under the guidance of his/her Supervisor.

13.8 No research scholar shall join any other Program of study or appear in any other examination

conducted by any University leading to the award of Degree during the period of his/her Ph.D. Program, otherwise his/her registration for Ph.D. will be cancelled by the Director on the recommendations of the Board of Studies. The action of the Director in such cases will be placed before the Academic Council for information.

Note: It is the responsibility of the HOD/Chairperson DRC:

a) **To resolve the grievances/issues related to the Ph.D. scholars in a time-bound manner.**
b) **To ensure the proper implementation of various provisions of Ph.D. Ordinance in letter and spirit**

14. CANCELLATION OF REGISTRATION

The Director, on the recommendations of the Board of Studies, may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory or found in violation of the provisions of Ph.D. ordinance by the Board of Studies. The non-submission of two successive Ph.D. half yearly progress report be also treated as unsatisfactory progress and may lead to cancellation of the registration.

15. APPOINTMENT OF EXAMINERS

15.1 After giving a pre-submission seminar, the research scholar will submit an abstract of the thesis duly certified by the Supervisor that his/her research work is complete and ready for submission. The Board of Studies shall recommend a panel of eight external examiners in the prescribed format (**Annexure J**) who shall not be below the rank of Professor to evaluate the thesis. The chairperson of BOS will certify that no external examiner in the panel is below the rank of Professor. Ph.D. pre-submission seminar can be held during vacations/ summer, winter breaks on all days except gazetted holidays and Sundays. The evaluation of Ph.D. thesis will be done by the Controller of Examinations, MDU, Rohtak. The fees pertaining to thesis submission, evaluation and viva-voce will be paid as per MDU, Rohtak norms for Ph.D. Programs. Wherever possible, one of the external examiners should be chosen from outside state/India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online after the approval of the Vice Chancellor or as per the guidelines prescribed by the University. The viva-voce shall be open to the members of the Research Advisory Committee / faculty members / research scholars.

15.2 However, the Board of Studies while recommending the panel of examiners may ensure that the proposed examiners are from the area of specialization of the Ph.D. thesis. The Board of Studies may ensure that at least 50% of the examiners in the panel are from places outside the state.

15.3 Efforts should be made to recommend examiners of national and international repute belonging to the leading Institutes/ Universities in the country. It shall be up to the Boards of Studies concerned to recommend the examiners from outside the Country.

15.4 Panel of the examiners recommended by the BOS will be valid for six months. However, the Chairperson DRC/HOD may, for satisfactory reasons, extend the period of the panel by a maximum of another six months.

16. GUIDELINES FOR SUBMISSION OF THESIS

16.1 The candidate shall submit his/her thesis within six months of pre-submission seminar alongwith the duly filled proforma (**Annexure K**). The thesis shall be an original piece of research work characterized either by discovery of new facts or enunciation of a new theory or by fresh interpretation of known facts or theories. In either case, it should evince the candidate's capacity for critical acumen and judgment.

16.2 The research scholar shall submit three printed/typed copies of the thesis in spiral binding, along with two soft copies of thesis in pdf file on separate CDs as well as three copies of summary of the thesis in paperback form for evaluation. A candidate shall also submit six copies of the summary of the thesis. Three copies of thesis in hard binding be submitted within a week after the viva-voce examination after incorporation of corrections or suggestions, if any made by the examiners in the report/viva-voce examination.

16.3 The typing/printing of the thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size '12' in 'Times New Roman' format.

16.4 The thesis should be typed in 1½ space. But the bibliography/ references should be typed in single space.

16.5 The title page of the Ph.D. thesis would be in Maroon Colour with Golden Printing on it.

16.6 The title/cover page will be as per the Standard Ph.D. thesis template **(Annexure Q)** of the University/Institute.

16.7 The thesis will include declaration and copyright certificate from the candidate countersigned by the Supervisor and Head of the Department/Chairperson DRC in the following format:

DECLARATION

This is to certify that the material embodied in the present work entitled "……" is based on my original research work. It has not been submitted in part or full for any other diploma or degree of any University. My indebtedness to other works has been duly acknowledged at the relevant places.

(**Signature of the Candidate with date)**

Countersigned by

Supervisor with date **Head of the Department/ Chairperson DRC with date**

IPR CERTIFICATE

The Intellectual Property Rights of the work presented in this thesis rests with the researchers (Name of Candidate and Supervisor) and Ganga Institute of Technology and Management, Jhajjar. No part of this thesis can be reproduced in any form without the written permission of the copyright holders. The thesis does not contain, without explicit acknowledgement, any work, published or un-published of any other person.

(**Signature of the Candidate with date)**

Countersigned by

Supervisor with date **Head of the Department/ Chairperson DRC with date**

Note: The Research scholar along with his/her supervisor may reproduce the material extracted verbatim from the thesis for publication or author's personal use provided that the source and the university's copyright notice are indicated.

17. PLAGIARISM CHECK

The following guidelines must be adhered to for submitting the Plagiarism report (**Annexure L**) at the time of submission of Ph.D. thesis:

17.1 The Ph.D. thesis must undergo a Plagiarism check by Turnitin/ iThenticate or any other software recommended by the UGC from time to time.

17.2 The similarity checks for plagiarism shall exclude the following:

(a) Quotes;

(b) All references, bibliography, table of content, preface and acknowledgements;

(c) All generic terms, laws, standard symbols and standard equations, mathematical formula;

(d) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;

(e) Small similarity less than 1% (to account for generic terms, name of supervisor, institution, department etc.).

17.3 The admissible level of similarity is 10%.

17.4 Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by the student from thesis work. Only these articles should be excluded from the check. No other article of the Supervisor or the student should be excluded from the check.

17.5 The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines as applicable from time to time and adopted by the University. This certificate is mandatory for submission of a thesis and has to be included in the thesis.

18. FEE FOR Ph.D. PROGRAM

The fee for Ph.D. Program shall be applicable as prescribed by the Institute from time to time.

19. CHECKLIST OF DOCUMENTS

Checklist of documents to be included in the Ph.D. thesis, namely:

- Declaration and IPR certificate, as specified in **Clause 16.7**
- Research publications, as specified in **Clause 13.5**
- Research paper presentation certificate in an International/National Conference/ Seminar, as specified in **Clause 13.5**
- Workshop Participation Certificate, as specified in **Clause 13.6**
- Plagiarism Verification Certificate, as specified in **Clause 17.5** etc.
- Plagiarism Self Exclusion Certificate, as specified in **Clause 17.4**, if need be.
- Declaration regarding compliance of all provisions of Ph.D. ordinance (**Annexure M) as prescribed by MDU, Rohtak**

20. EVALUATION OF THESIS

20.1 The thesis shall be evaluated by two external examiners appointed by the Vice-Chancellor out of the panel of external examiners already recommended by BOS. At least one external examiner shall be from outside the State or Country. The examiners shall be requested to send their reports within one month.

20.2 The evaluation of Ph.D. thesis will be done by the MDU Rohtak.

20.3 Each examiner shall give detailed report on the thesis in the prescribed proforma (**Annexure N**) and make a clear-cut recommendation whether:

The thesis be accepted.

OR

The research scholar be asked to resubmit the thesis with improvements/revisions.

OR

The thesis be rejected

In case the examiner(s) recommend the revisions/improvements of the thesis then he/she may make suggestions for such improvements/revisions as deemed fit. The research scholar shall

be required to submit the revised thesis within one year of communication to him/her. After revision, the thesis shall be sent to the same examiner(s) for evaluation, unless he/she expresses his/her inability.

20.4 If one external examiner recommends award of Ph.D. degree and the other recommends rejection, then the thesis shall be sent to the third external examiner for taking a final decision. In any case, there should be two positive recommendations from the external examiners for the award of Ph.D. degree.

20.5 The examiners must categorically state whether the thesis is suitable/fit for publication in its original form or in a modified form as spelt out by them.

20.6 The examiners shall send a set of questions along with the report that they would like the research scholar to answer in the viva-voce examination.

20.7 A research scholar whose thesis is rejected shall not be registered again for Ph.D. with the same topic.

21. VIVA-VOCE EXAMINATION AND AWARD OF DEGREE

21.1 The viva-voce examination shall be held by a Board of Examiners consisting of Supervisor and one of the external examiners who evaluated the thesis, to be nominated by the Vice-Chancellor, within a period of one month of the receipt of reports of evaluation of the thesis. In the event of non-availability of Supervisor with cogent reasons, in conducting viva–voce, the concerned Head of the Department/Chairperson shall act as supervisor. Board of examiners shall submit the recommendation of Viva-Voce examination in the prescribed format by MDU, Rohtak (**Annexure O**).

In case, both the external examiners who evaluated the thesis are unable to conduct the viva-voce, the Vice-Chancellor shall appoint another external examiner out of the panel to conduct the viva-voce. The date, time and the subject of the thesis shall be notified by the Head of the Department/Chairperson among the teachers and the research scholars of the concerned Faculty, who may be permitted to be present at the time of the viva-voce, but they shall have no right to put any question to the examinee. In special circumstances with the permission of the Vice-Chancellor, the viva-voce examination can be conducted through online mode, if the scholar and/or the external examiner are unable to attend the viva-voce in physical mode.

21.2 The COE shall place the reports of the examiners on the thesis as well as on the viva-voce along with RDC proforma same as prescribed by MDU, Rohtak (**Annexure P**) within one month of the viva-voce for consideration for award of Ph.D. before Research Degree Committee (RDC) as per the norms of Maharshi Dayanand University (MDU), Rohtak.

21.3 Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University Librarian shall submit a soft copy (pdf file) of Ph.D. thesis to UGC within a period of thirty days for hosting the same on INFLIBNET which shall be accessible to all Institutions/ Universities.

21.4 Along with the Degree, the University shall issue a certificate certifying that the degree has been awarded in accordance with the provisions of the Ph.D. regulations of the UGC.

22. PUBLICATION OF THESIS

The permission for publication of the thesis, if applied for by the concerned research scholar may be given by the Director of the Institute if the examiners have recommended that the thesis is suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration

and recommendations:

(a)	Head of the concerned department	-	Chairperson
(b)	Coordinator (R & D)	-	Member
(c)	Supervisor of the Research Scholar		Member

In case the Head of the Department is the Supervisor, the Director would nominate some other expert on the committee. The recommendations of the committee shall be referred to the Director for consideration and approval.

23. FEE STRUCTURE

The details of fee for various processes under Ph.D. Program shall be as per the detail provided in the prospectus for Ph.D. admission. The fee structure is subject to change from time to time by the university.

24. POWER TO REMOVE DIFFICULTIES:

24.1 If any difficulty arises in giving effect to the provisions of this Ordinance, the Director may, by order, make such provisions not inconsistent with the Act, Statutes, Ordinances or other Regulations, as appears to be necessary or expedient to remove the difficulty, however subject to approval of such order by the Statutory bodies of the Institute.

24.2 The provisions of the Ph.D. Ordinance of Maharshi Dayanand University (MDU), Rohtak, and the applicable UGC Regulations, as amended from time to time, shall be followed.

ANNEXURE A

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

AN AUTONOMOUS INSTITUTE | AFFILIATED TO MAHARSHI DAYANAND UNIVERSITY, ROHTAK

APPLICATION FOR ADMISSION TO Ph.D. PROGRAM

(Full Time)

Recent passport size photograph with signature of the Candidate across the Photo

1	Name of Candidate			
2	Father's Name			
3	Permanent Address			
4	Mobile No.			
5.	Email id			
6.	Date of Birth (as given in Matriculation Certificate)			
7	Nationality			
8	Parivar Pehchan Patra (PPP) ID if available			
9	Category of student			
10	Registration No.(In case of ex-student of MDU)			
11	Name of the Department in which Ph.D. admission is sought			
12	Category under which Ph.D. admission (Tick the appropriate one) is sought	a	UGC-NET Category-1	
		b	UGC-NET Category-2	
		c	UGC-NET Category-3	
		d	Entrance test, if applicable	

13. Details of previous examination passed (Please enclosed copy of Marks card)

Examination passed	Year	Name of University/Board	Marks obtained	Maximum Marks	Percentage
10th					
12th					
Graduation					
Post-Graduation					
UGC-NET (Category-1/2/3)					

14. Details of Research Publications:

Title of paper	Details of authors	Year of Publication, Volume No. and Page No.	Journal impact factor, if any (only Thomson Reuters)	Indexing (Scopus/ Web of Science/ UGC CARE List)

15. Details of Migration Certificate, if applicable:

Name of the Universiy:	
Program Completed:	

DECLARATION BY THE CANDIDATE

a. I declare that I have read the rules, the relevant PhD Ordinance of the Institute and undertake to abide by them.
b. I declare that I am not approaching any other University nor I have simultaneously registered for any other certificate, diploma or degree at any other University nor I am appearing at any examination of this University or any other University.
c. I hereby declare that the entries furnished in the form and enclosures are true to the best of my knowledge and belief. In case any entry in this form is found to be false, I will have no objection if the University/Institute disqualifies me from the program and/or debars me from seeking admission in any program of the Institute/University even at a later stage.
d. I hereby declare that I shall abide by the rules and regulations of the Institute/University issued from time to time.

(Signature of Candidate)

Check List of enclosures:

Details	**Please specify Yes/No, If yes upload the corresponding document**
10th Marks Card	
12th Marks Card	
Graduation Marks Card	
Post-Graduation Marks Card	
Proof of qualifying UGC-NET (Category-1/2/3)	
Proof of publications	
Proof of Reserve Category, if applicable	
Migration Certificate, if applicable	

ANNEXURE B

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

APPLICATION FOR REGISTRATION TO Ph.D. PROGRAM

Passport size photo

1	Name of candidate			
2	Father's Name			
3	Permanent Address			
4	Mobile No.			
5	Email id			
6	Name of the Department			
7	Name of the Faculty			
8	Registration No. (In case of ex-student of MDU)			
9	Proof of completion of Ph.D. course work	Enclose copy of Ph.D. course work marks card		
9	Topic of Proposed Research Work **(Enclose the copy of Synopsis as per Annexure B)**			
10	Category under which Ph.D. admission has been taken (Tick the appropriate one)	a	UGC-NET - Category - 1	
		b	UGC-NET Category -2	
		c	UGC-NET Category -3	
		d	Entrance test	
11	Details of Fee Paid	Rs. ..... vide receipt no. ..... (Enclose original fee receipt/Online receipt if fee paid vide online)		
12	Name of the supervisor along with Designation and Affiliation			
13	Name of the co-supervisor, if any along with Designation and Affiliation			

14. Details of the academic/research qualification/experience of the proposed supervisor/Co-supervisor (details of experience at U.G. and P.G. level to be given separately, Enclose a copy of brief biodata of supervisor and Co-supervisor if any).

	Designation	**Name of institution**	**Experience at PG Level**	
Academic qualification				
Teaching experience PG Level				
Teaching experience UG Level				
Post-Doctoral Research Experience				

DECLARATION BY THE CANDIDATE

- I declare that I have read the rules, the relevant Ph.D. Ordinance of the Institute and undertake to abide by them.
- I declare that I am not approaching any other University nor I have simultaneously registered for any other certificate, diploma or degree at any other University nor I am appearing at any examination of Maharshi Dayanand University/GITAM or any other University.
- I hereby declare that the entries furnished in the form and enclosures are true to the best of my knowledge and belief. In case any entry in this form is found to be false, I will have no objection if the University/Institute disqualifies me from the program and/or debars me from seeking admission in any program of the University/Institute even at a later stage.
- I hereby declare that I shall abide by the rules and regulations of the University/Institute issued from time to time

(Signature of Candidate)

CERTIFICATE OF CONSENT BY SUPERVISOR

I hereby give my consent to act as Supervisor for Mr./Ms……

……
…

Date: **(Signature of the Supervisor)**

CERTIFICATE OF CONSENT BY CO-SUPERVISOR (If Any)

I hereby give my consent to act as Co-Supervisor for Mr./Ms……

……

Date: **(Signature of the Co-Supervisor)**

CERTIFICATE OF ELIGIBILITY OF SUPERVISOR/CO-SUPERVISOR

Certified that

1. Prof./Dr.....(Supervisor)
2. Prof./Dr .....(Co-Supervisor, if any)

fulfills the eligibility conditions required for a Supervisor/Co-Supervisor as laid down under concerned **Clause** of the Ph.D. Ordinance.

Date **(Signature of the HOD/Chairman DRC)**

RECOMMENDATIONS OF THE RESEARCH ADVISORY COMMITTEE

i.	Recommended without any modifications	
ii.	Recommended with conditions, please specify briefly	
iii.	Not Recommended, brief reasons are to be given	

Note: Please enclose the copy of Research Advisory Committee Minutes

(Signature of Convener of RAC)

RECOMMENDATIONS OF THE DEPARTMENTAL RESEARCH COMMITTEE

i.	Recommended without any modifications	
ii.	Recommended with conditions, please specify briefly	
iii.	Not Recommended, brief reasons are to be given	

Note: Please enclose the copy of Departmental Research Committee Minutes

Date: **(Signature of the Chairman DRC)**

RECOMMENDATIONS OF THE BOARD OF STUDIES

i.	Recommended without any modifications	
ii.	Recommended with conditions, please specify briefly	
iii.	Not Recommended, brief reasons are to be given	

Note: Please enclose the copy of Board of Studies Minutes

Date: **(Signature of the Chairperson BOS)**

ANNEXURE C

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

AN AUTONOMOUS INSTITUTE | AFFILIATED TO MAHARSHI DAYANAND UNIVERSITY, ROHTAK

FORMAT FOR SUBMISSION OF RESEARCH PROPOSAL/SYNOPSIS FOR REGISTRATION TO Ph.D. PROGRAM

1. Title Page (one page):

Name of Student	
Name of the Supervisor	
Name of the Co-Supervisor, if any	
Name of the Department where the candidate seeks admission	
Name of the Faculty	
Title of the Research Proposal	

2. Introduction

3. Review of the Similar Work (National and International)
(Critical review of the related work issue wise; not a chronological abstraction. Should organize the literature reviewed in a matrix form for example, with issues as columns and references as rows; or otherwise. Should highlight the updates at every progress review)

4. Identification of Research Gap and Problem
(Should be linked with the Literature Review with emphasis on importance of the proposed work) (Aims, Objectives, Hypothesis, Research Problem etc. of the proposed Research in about 300 words)

5. Methodology of the Research Work

6. References

(Name & Signature of the Candidate)

(Name & Signature of
the Co- Supervisor, if any)

(Name & Signature of the Supervisor)

ANNEXURE D

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR
PROFORMA FOR SUBMISSION OF HALF YEARLY PROGRESS REPORT OF REGISTERED RESEARCH SCHOLARS

FOR THE PERIOD OF
1st Jan to 30th June ..... OR 1st July to 31st December ..... (Strikeout whichever is not applicable)

PART- I

1	Name of Department			
2	Name of Research Scholar			
3	Address of Scholar			
4	Registration No.			
5	Date of Ph.D. Registration			
6	Topic of research as approved by the BOS/Academic Council			
7	Change in initial topic, if any. If yes, new topic and date of change			
8	Nature of Fellowship, if any:			
9	Details of leave availed during the period under report, if any.			
10	Date of annual presentation (s)			
11	Details of Fee Paid (Enclose the copy of receipts)	**Details of Fee**	**Amount (Rs.)**	**Fee receipt dated**
		First Registration		
		1st Year Annual Fee		
		2st Year Annual Fee		
		3rd Year Annual Fee		
		4th Year Annual Fee		
		Extension Fee paid if any		
12	Date of last RAC meeting			
13	Research work done during the period under Report **(Attach the details as Annexure)**			
14	Details of publications during the period of report (Enclose copy of Publication)			
15	Details of presentations during the period of report (Enclose proof of presentation)			

Note: The progress report should be submitted in triplicate. First copy to be retained by the Department, second copy to be forwarded to Registration branch by the department & third copy to be retained by the candidate.

(Signature of candidate)

PART-II
SPECIFIC RECOMMENDATIONS OF RAC

Comments of RAC

Recommendation: Satisfactory or Not Satisfactory If not Satisfactory, specify reasons

Suggestive corrective measures

Signatures of RAC Member(s)

1.
2. **Signature of Supervisor(s)**

Date:.....

PART-III

Specific recommendations of DRC

Date ..... **Signature of Chairman DRC**

(**The minutes of DRC be attached**)

ANNEXURE E

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

APPLICATION FOR RE-REGISTRATION TO Ph.D. PROGRAM

1	Name of Department				PHOTO
2	Name of Research Scholar				
3	Father's Name				
4	Permanent Address				
5	Registration No.				
6	Date of registration				
7	Date of Deregistration				
8	Justification for Reregistration	Automatic cancellation of Ph.D. registration upon expiry of 4 years from the date of admission to Ph.D. program		Specific Reason (Specify)	
9	Details of Fee Paid	Rs. ..... vide receipt no. ..... (Enclose original fee receipt/Online receipt if fee paid vide online)			
10	Nature of extension sought	**Beyond 4 years**	**Beyond 5 years**	**Beyond 6 years**	**Beyond 7 years**
	Enclose a copy of all extension letters beyond 4 years, if applicable	**YES / NO**	**YES / NO**	**YES / NO**	**YES / NO**
11	Date up to which extension is sought				
12	Number of publications in Scopus/Web of Science/ UGC Care listed journals/Peer Review from the Ph.D. research work (Attach Proof)				

Justification of Research Scholar verified by the Supervisor				
13	**Proposed Research Objectives**	**Status of Completion**	**Research Scholar`s Justification for Non completion of the objective**	**Verification remarks by the Supervisor**
	a) Objectives of the work			
	i) Objective 1			
	ii) Objective 2			
	iii) Objective 3			
	iv) Objective 4			
	Add columns as per requirement to showcase all objectives			

14. Details of Ph.D. Progress:

Details of Ph.D. Progress Report submission	**Scheduled date of progress report submission**	**Actual Date of submission of progress report**	**Recommendation of RAC (Satisfactory/ Unsatisfactory)**	**Justification of Research Scholar for delay in submission of progress report**	**Verification remarks by the Supervisor**
First Progress Report (0-6 months)					
Second Progress Report (7-12 months)					
Third Progress Report (13-18 months)					
Fourth Progress Report (19-24 months)					
Fifth Progress Report (25-30 months)					
Sixth Progress Report (31-36 months)					
Seventh Progress Report (37-42 months)					
Eighth Progress Report (43-48 months)					
Ninth Progress Report (49-54 months) if applicable					
Tenth Progress Report (55-60 months) if applicable					
Eleventh Progress Report (61-66 months) if applicable					
Twelfth Progress Report (67-72 months) if applicable					
Thirteenth Progress Report (73-78 months) if applicable					
Fourteenth Progress Report (79-84 months) if applicable					

		Justification of the Research Scholar	**Verification Remarks by the Supervisor**
15	**Justification of non-completion of work in the first extension period, if applying for second extension**		
16	**Circumstances which hampered the progress**		
17	**Justification of the Research Scholar for grant of extension of period for submission of his/her thesis**		

(Name and Signature of Supervisor) **(Name and Signature of Candidate)**

Remarks of Supervisor		
1	Has the candidate made sincere efforts to complete the work in time?	
2	Will the thesis be completed within the extension period asked for?	

Signature of Supervisor

Remarks/Recommendations of HOD

Signature of HOD/Chairman DRC

ANNEXURE F

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

APPLICATION FOR MATERNITY LEAVE

Name of Department		
Name of the Faculty		
Date of Ph.D. Registration		
Title of Ph.D. research work		
Name of the Supervisor		
Name of the co- supervisor if any		
Correspondence Address:		
Email and Mobile Number		
Period of maternity leave requested (Enclose Supporting Document) (Maximum of 240 days allowed as per rules)	**From**	**To**

DECLARATION

I intend to return to my studies on ……. and undertake to complete and submit my thesis. I understand that the period of maternity leave will be added to the expected submission date of my thesis.

Date: **Signature of candidate**

SUPERVISOR USE ONLY

Recommended / Not Recommended (If not recommended, Please specify the reason there of)	
Supervisor's Name:	
Date	**Signature of Supervisor**

(Signature of HOD/ Chairman DRC)

Signature of Registrar

Approved / Not Approved

(Signature of Director)

ANNEXURE G

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

APPLICATION FOR DE REGISTRATION TO Ph.D. PROGRAM

UNDER CLAUSE 9.5 OF Ph.D. ORDINANCE

Photograph

1	Name of Department	
2	Name of Research Scholar	
3	Name and address of Supervisor and Co supervisor (if any)	
4	Father's Name	
5	Permanent Address	
6	Registration No.	
7	Date of registration	
8	Justification for Deregistration	
9	Details of Fee Paid	Rs. .....vide receipt no..... (Enclose original fee receipt / Online receipt if fee paid vide online)
10	Report on Progress made before Deregistration (enclose As Annexure)	

(Name and Signature of Candidate)

Remarks / Recommendations of RAC (Enclose of copy of RAC minutes)

Signature of Convener of RAC (Supervisor)

Recommendations of BOS (Enclose copy of BOS minutes)

Signature of Chairperson, BOS

ANNEXURE H

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

APPLICATION FOR CHANGE / SUBSTITUTION / ADDITION OF Ph.D. THESIS SUPERVISOR(S)

1	Name of Research Scholar	
2	Name, Designation and Address of Existing Supervisor(s)	
3	Name, Designation and Address of Existing Co-Supervisor(s) if any	
4	Date of registration in Ph.D. program	
5.	Details of Existing Supervisor / Co-Supervisor to be Changed/Substituted	
6	Details of proposed Supervisor / Co-Supervisor to be added	
7	Justification for the change / Substitution / addition of Supervisor / Co-supervisor	
8	Details of Fee Paid	Rs……vide receipt no……..... (Enclose original fee receipt / Online receipt if fee paid vide online)

Signature of Student

(Name and Signature of outgoing Supervisor / Co-supervisor)	**(Name and Signature of incoming supervisor / Co-supervisor)**

Recommendation of RAC (Enclose copy of RAC minutes) Recommended / Not Recommended **Signature of Convenor of RAC**
Recommendation of DRC (Enclose copy of DRC minutes) Recommended / Not Recommended **Signature of Chairman, DRC**
Recommendation of PGBOS / BOS (Enclose copy of PGBOS / BOS minutes) Recommended / Not Recommended **Signature of Chairperson, BOS**

ANNEXURE I

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

PERMISSION OF RESEARCH ADVISORY COMMITTEE TO SUBMIT THE Ph.D. RESEARCH SUMMARY

1	Name of Department	
2	Name of Research Scholar	
3	Registration No.	
4	Date of registration	
5	Topic of the Research	
6	Name of the Supervisor	
7	Name of the Co- Supervisor, if any	

REVIEW &RECOMMENDATIONS

1	Research progress	Satisfactory /Not Satisfactory
2	Status of compliance of research paper publications	Complied /Not Complied (If complied enclose copy of Research Publications)
3	Status of compliance of conference presentations	Complied/ Not Complied (If complied enclose copy of certificates of conference presentations)
4	Status of compliance of one-week mandatory research methodology Workshop	Complied/ Not Complied (If complied enclose copy of certificate)
3	Permission granted for submission of research summary and preparation of thesis	Yes/No
4	Permission granted for submission Of research summary with conditions (please specify the conditions)	
5	Other remarks, if required	

(Signature of Convener of RAC) **(RAC Member 1)**

(RAC Member 2) **(RAC Member 3, if any)**

ANNEXURE J

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR
PANEL OF EXAMINERS FOR EVALUATION OF Ph.D. THESIS

1	Name of Department	
2	Name of Research Scholar	
3	Registration No.	
4	Date of registration	
5	Topic of the Research	
6	Name of the Supervisor	
7	Name of the Co-Supervisor, if any	

S. No.	Name and address of the examiner not Below the rank of Professor	Contact No. (Mobile Number)	Email id
Details of External Examiners within state			
1			
2			
3			
4			
Details of External Examiners outside state / India			
5			
6			
7			
8			

Signature of Members of BOS

ANNEXURE K

GANGA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, JHAJJAR

APPLICATION FOR SUBMISSION OF Ph.D. THESIS (No Column Be Left Blank)

1	Name of Research Scholar	Recent passport size photograph with signature of the candidate across the photograph
2	Father's Name	
3	Contact Details along with Mobile No. & Email ID	
4	Name of Department	
5	Name of the faculty	
6	Registration No.	
7	Date of registration	
8	Topic of the Ph.D. Thesis	
9	Name of the Supervisor	
10	Name of the Co- Supervisor, if any	
11	Date of pre-submission seminar	
12	Details of Fee Paid	Rs.....vide receipt no. ..... (Enclose original fee receipt / Online receipt if fee paid vide online)

13. No Dues Certificate / No Objection Certificate

S. No.		**Signature of the concerned HOD / Branch Officer with seal**
1	Department / Centre / institute	
2	Library	
3	Accounts Branch	
4	Registration Branch	

DECLARATION BY THE CANDIDATE

Certified that nothing is due from me and I am submitted herewith 03 copies of by Ph.D. thesis in the Department / Centre / Institute of…… on ……

(Signature of the Research Scholar)

Endst. No……..... **Dated:…….**

1. Three Copies (twos of bound and one hard bound) of the thesis of Mr. / Ms. ……. are beings entto Secrecy Branch of GITAM.

2. The panel of examiners duly approved by the BOS has been sent on ……...

   or will be sent later on.

3. Research paper(s).....attached duly verified by the Supervisor.

(Signature of HOD / Chairman DRC)

(Signature of Director)

ANNEXURE L

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PLAGIARISM VERIFICATION REPORT

1	Name of Research Scholar	
2	Date of Registration	
2	Name of Supervisor	
3	Name of Co- supervisor if any	
4	Title of Thesis	
5	Name of Department /Centre/institute	
6	Name of the faculty	

This is to report that the above thesis was scanned for similarity detection. Process and outcome are given below:

Name of the Software Used		Total Word Count	
Similarity Index		Date of Verification	

The complete report is submitted for review by the Supervisor / HOD.

Checked by

(Name & Signature of University Librarian / Rep)

The complete report of the above thesis has been reviewed by the undersigned.

A. The Similarity Index is below accepted norms: Yes/No
B. The similarity index is above accepted norms:Yes/No If yes, because of the following reasons:

1. ……..…..……
2. ……..……...…….
3. ……
4. ……..……..
5. …….

The thesis may be considered for the award of degree.

Signature of Supervisor **Signature of Student**

ANNEXURE M

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

DECLARATION FOR SUBMISSION OF THESIS

Name of Student	
Name of the Department/ Institute	
Name of the Faculty	
Date of Registration to Ph.D. program	
Date of Re- registration to Ph.D. program, if any	
Name of the Supervisor with Designation and Address	
Name of the Co-Supervisor with Designation and Address	
Title of the Thesis	

I / We certify that

(i) Thesis work embodies the original work of the candidate and has not been earlier submitted for Diploma/any Degree or

(ii) that research scholar has put in minimum the residency period at the designated place of work with at least one of the supervisor as prescribed in the relevant ordinance (Fulltime / Part time / Supernumerary)

(iii) Due compliance to all the provisions of Ph.D. ordinance has been met.

(Signature of student)

Names and Signature of Thesis Supervisor / Co- supervisor if any

_____

_____

ANNEXURE N

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

EXAMINER'S REPORT ON Ph.D. THESIS

1. Name of the candidate :

2. Regn No. :

3. Title of Thesis :

The examiner is requested to send his / her report / recommendations under the following heads:

1. General and critical appreciation of the thesis :

2. Positive aspects of the thesis indicating the good points :

3. Negative aspects ifany :

4. Specific recommendations regarding publication of the thesis :

The evaluator will state categorically whether in his or her opinion: a) Thesis is fit for publication OR b) It should be referred back to the candidate for making modification before its publication (Please specify the reason on a separate sheet)	

5. Recommendations:

I. a)	Whether the thesis is a piece of research work characterized either by discover of new facts OR Enunciation of a new theory OR By fresh interpretation of known facts of theories	
b)	Whether the thesis evinces candidate's capacity for critical analysis/examination and judgment so far as its literary presentation is concerned	

II	The evaluator will state categorically whether in his or her opinion: a) Thesis should be accepted for the award of Ph.D. degree OR b) It should be referred back to the candidate for presenting it again in revised form OR c) It should be rejected	

6. Questions for Viva (at least six questions may be given)

(Signature of the examiner)

(Name, Designation, Address along with Mobile No. of the examiner)

Note: If necessary, blank sheets may be added to complete the report under any particular head(s) above

ANNEXURE O

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

REPORT OF VIVA- VOCE EXAMINATION OF Ph.D. THESIS

1	Name of Department /Centre/institute	
2	Name of the Faculty	
3	Name of Research Scholar	
4	Registration No.	
5	Date of registration	
6	Thesis Title	
7	Date of Ph.D. Viva-Voce Examination	

COMPOSITION OF VIVA-VOCE BOARD

1	Name of the Supervisor with his / her Affiliation	
2	Name of the External Examiner with his/her affiliation	

REPORT OF THE VIVA-VOCE BOARD

The viva-voce examination is satisfactory and the candidate is recommended for the award of Ph.D. Degree	
The viva- voce examination is not satisfactory (Please specify the reasons).	

(Signature of Supervisor) **(Signature of External Examiner)**

(Counter signed by HOD / Chairman DRC)

Director

ANNEXURE P

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PROFORMA FOR RESEARCH DEGREE COMMITTEE (RDC) MEETING

Name of the Faculty	
Name of the Department/Centre/Institute	
Title of Thesis	

Ph.D. Scholar Report Card

1	Name of Research Scholar	
2	Address	
3	Telephone No. and E. Mail	
4	Mother's Name	
5	Father's Name	
6	Name and Designation of Supervisor Address	
7	Name and Designation of Co- Supervisor, If any Address	
8	Mode of Admission	
9	Date of registration (Enclose copy of Registration Letter)	

10. Details of Half Yearly Progress Reports

S. No.	**Period**	**Date on which sent to Registration Branch**	**Progress Status (Satisfactory/ Unsatisfactory)**

11. Details of Annual Seminar

Sr. No.	**Date on which annual seminar was presented**

12. Key Dates

Date of Regn.	**Date of De registration if any**	**Date of Reregistration if any**	**Date of pre submission seminar**	**Thesis submitted on**	**Viva Voce Exam held on**

13. Research paper published out of thesis :

Sr. No.	**Title of paper**	**Name of Journal / Volume/issue/ Year /Page No(s)**	**ISSN Number**	**Impact Factor / Indexing if any**
1.				
2.				
3.				

14. Conference Presentations out of thesis :

Sr. No.	Title of paper	Name of Conference	Date of conference
1.			
2.			
3.			

15. Examiners Report

Examiners	Thesis sent	Reports Received on	Recommendations of Examiner
First			
Second			

16. Main contributions made by the Research Scholar (less than 200 words)

17. Reports of Examiners (each less than 150 words)

Examiner 1 :

Examiner 2 :

18. Recommendations of External Examiners who conducted the viva voce

19. Correction. If any indicated in the reports :

20. Corrections carried out if any :

Supervisor

Counter signed by HOD/Chairman DRC

Recommendation of RDC Committee

Recommended / Not Recommended for the award of Ph.D. Degree		
(HOD / Director)	**(COE)**	**(Dean of the Faculty)**
Dean (R&D) / Associate Dean (R&D)	**(Dean Academic Affairs)**	**(Vice- Chancellor)**

ANNEXURE Q

(Title of Thesis)

A Thesis

Submitted in fulfilment of the requirements for the award of Degree of

DOCTOR OF PHILOSOPHY
(Name of Discipline)
(Name of the Faculty)

By (Name of candidate)
(Reg. No .....)

YEAR OF SUBMISSION : _____

(Name of the Co-Supervisor, if any) **(Name of the Supervisor)**

(Name of the Department/Centre/Institute),
MAHARSHI DAYANAND UNIVERSITY,
ROHTAK-124001 (HARYANA)