RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)"

DIRECTION NO.22.....of 2025

MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF THE DEGREE OF Ph.D., DIRECTION, 2025

Whereas, the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 20 17) (hereinafter the 'Act') has come into force with effect from 1.3.2017 and by virtue of the provisions of Section 3(1) of the said Act, the Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter the "University") is governed by the provisions of the said Act;

AND

Whereas, the University Grants Commission, in supersession of the UGC (Minimum Standards & Procedures for Award of Ph.D. Degree of the Universities) Regulations, 2009, has issued the University Grants Commission (Minimum Standards & Procedure for award of M.Phil./Ph.D. Degree) Regulations, 2016 (the University Grants Commission Regulations, 2016), vide its Notification dated 5th May 2016, published in the Gazette of India No.278, Part III - Section 4,dated 5th July 2016;

AND

Whereas, the Secretary University Grants Commission, New Delhi Vide No. F.No.20-112014(PS) dated 17th March 2017 has issued Public Notice explaining the words " Regular Mode" appearing in the University Grants Commission's 'Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the Maintenance of Standards of Higher Education 2010 (4th Amendment)' notified in Gazette of India, dated 11th July 2016;

AND

Whereas, by virtue of Section 73(1) of the Act, an Ordinance is required to be made laying down the conditions under which students shall be admitted to courses of study for awarding various degrees in the University and by virtue of section 73(6) an Ordinance is required to be made for recognition of teachers and also for recognition of teachers as qualified to give instructions in the University departments/colleges/recognized institutions, including laying down

the Minimum Standards and Procedure for award of the Degree of M.Phil/Ph.D. in terms of the UGC Regulations, 2016.

AND

Whereas, Direction No. 32 of 2019 was issued by the University regulating the admission of students to the M.Phil./Ph.D. programmes in the University and other incidental matters, incorporating the provisions of the U.G.C. Regulations (2016) on Minimum Standards and Procedure for award of the Degree of M.Phil. /Ph.D. and also the recommendations of the committee constituted under the Chairmanship of the then Pro Vice-Chancellor of the University, to study and recommend mechanism for pursuing Ph.D. programme in part time mode has lapsed by virtue of the provisions of proviso to section 12(8) of the Act, necessitating issuance of a fresh Direction incorporating the provisions of the said lapsed Direction;

AND

Whereas, the State Government, in exercise of its powers under section 72(10) of the Act has issued the Uniform Statute 3 of 2019 titled as "Maharashtra Public Universities (Norms for Grant of Autonomy to Affiliated Colleges, Recognized Institutions and Conducted or Constituent Colleges)", which has bearing upon the offering and conduct of Ph.D. programs in and by the affiliated, recognized, conducted colleges / institutions/ departments which have been conferred autonomous status in terms of the said uniform statute;

AND

Whereas, even as the lapsed Direction No.32 of 2019 could not be converted in to a necessary Ordinance one committee under the chairmanship of Dr. Dilip Peshwe was constituted by the Academic Council of the University vide its decision on item no.4 in its meeting held on 8th January 2019 with the mandate to review and suggest modifications in Direction No.32 of 2019 and similarly a committee under the chairmanship of Dr. R.G. Bhoyar was constituted by the Senate of the University vide its decision on Item No.31 in its meeting of 13th January 2019 with a mandate of whether the present Direction No.32 of 2019 regarding minimum standards and procedure for award of degree of M.Phil. / Ph.D. of the university is as per UGC Guidelines and submit report;

AND

Whereas, a committee under the chairmanship of Vice-Chancellor constituted by the Vice Chancellor to study the reports of Dr. D. R. Peshwe Committee and also Dr. R G Bhoyar Committee prepared a draft Direction, incorporating the provisions of the lapsed Direction No.32 of 2019 with suitable modifications in the light of the Uniform Statute 3 of 2019 and also the recommendations of Dr. D. R. Peshwe and Dr. R.G. Bhoyar Committees and the said draft was thoroughly discussed and approved with some modifications, in the joint meeting of members Dr. D. R. Peshwe Committee, Dr. R G Bhoyar Committee, Vice Chancellor's Committee and also the members of the Board of Research in the University;

AND

Whereas, Direction No.6/2021 titled "Minimum Standards and Procedure for Award of the Degree of M.Phil./Ph.D., Direction, 2021 was issued on 01.2.2021, but soon after its issuance it

was observed that some of the provisions of the Direction required minor corrections, more particularly as to the procedure for appointment of referees, hence it was felt necessary to issue amendment Direction with such necessary changes replacing and amending the present Direction No.6/2021.

AND

Whereas, the University Grants Commission in exercise of its powers under clauses (f) and (g) of sub section 1 of Section 26 of UGC ACT, 1956 (3 of 1956) has framed the "University Grants Commission (Minimum Standards and procedure for award of M.Phil/Ph.D. degrees) (1st Amendment) Regulations, 2018" Where under vide clause 2 proviso was added to clause 5.4.1 of the "University Grants Commission (Minimum Standards and procedure for award of M.Phil/Ph.D. degrees) Regulations, 2016" for providing relaxation of 5% of marks to the candidates belonging to SC/ST/OBC (Non creamy layers)/Differently abled category in the minimum passing marks in the entrance examination conducted by the University for admission of students in the M.Phil/Ph.D. Programme of the University. The Management Council of the University, in terms of the above mentioned amendment in the U.G.C. Regulations, in its meeting held on Wednesday, 22nd September 2021 has decided to extend the benefit of relaxation of 5% marks in the minimum passing marks in the entrance examination conducted by R.T.M. Nagpur University for admitting students in the M.Phil/Ph.D. Programs of the University, in favour of the students belonging to SC/ST/OBC (Non creamy layers)/Differently abled category by amending the provisions of Direction No.11/2021 and a new Direction was issued with necessary amendments as Direction No.27/2021

AND

Whereas the University Grants Commission in exercise of its powers under Clauses (f) and (g) of sub section (1) of Section 26 of the UGC Act 1956 (3 of 1956) and in supersession of the UGC (Minimum standards and procedure for Awards of M.Phil./Ph.D. Degree) Regulations-2016 and its amendments, the University Grants Commission has issued University Grants Commission (Minimum standards and procedures for Award of Ph.D. Degree) Regulations-2022.

AND

Whereas Board of Deans in its meeting dated 17/05/2025 has approved the decision of online Submission of thesis vide its item no. 65.

AND

Whereas, by virtue of the provision of proviso to Section 12(8) of the Act, Direction No. 27/2021 lapsed on the expiry of period of six months from the date of its issuance as the said Direction could not be converted into the necessary Ordinance as required by Section 12(8) of the Act, which in turn necessitated issuance of a fresh Direction, incorporating the provisions of Direction No.27/2021 hence, Direction No. 19 of 2022 was issued, which was again replaced by Direction No. 11/2023, and lastly Direction no 34 of 2023 was issued, said Direction was replaced by Direction no. 38/2024

AND

Whereas, the said Direction No. 38/2024 could not be converted into an Ordinance within six months of its issuance, the said Direction is now lapsed by virtue of provision of the proviso to Section 12(8) of the Act, necessitating issuance of a fresh Direction incorporating the provisions of the Direction so lapsed with changes in the procedure of submission of thesis. In order to meet the said exigency, as making Ordinance is a time taking process;

Now, therefore, I, Dr. Madhavi Khode-Chaware, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur being satisfied about the exigency to invoke and exercise powers vested in me under the provision of Section 12(8) of the Act, do so invoke my powers and hereby issue the following Direction,

1. This Direction shall be called "Minimum Standards and Procedures for Award of Ph.D. Degree, Direction, 2025".

2. This Direction shall come into force with effect from the date of its issuance.

3. **SCOPE:**

This Direction shall govern award of the Degree of Ph.D. in all the faculties of the University, for the research conducted in the approved/recognized centers of higher learning and research of the University and the autonomous colleges/institutions/ departments of the University whose Ph.D. programs are approved by the University.

4. **DEFINITIONS:**

(a) "Act" means the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) and the other definitions therein will be applicable.

(b) "Autonomous College", "Autonomous Institution" or "Autonomous Department" means a college, institution or department on which autonomy is conferred in terms of the provisions of the Act and the Uniform Statute 3 of 2019.

(f) "Co-Supervisor" means a person who is approved as Ph.D. supervisor (for a particular subject/topic) by the University or in special case of Interdisciplinary Research, a Subject Expert (for a particular subject/topic) on approval of the Board of Interdisciplinary Research as defined in Clause-6 of this Direction.

(h) "Head, Place of Research" means the Head of the Post-Graduate Teaching Department of the University/Principal (or his representative) of the College /Director (or his representative) of the Institute/Head of the Organization, which is recognized/approved as a place of research and higher learning by the University.

(i) "Peer reviewed and Referred journal" means the journals listed in UGC Care-I or Care-II lists or Scopus or Web of Science.

(j) "Ph.D. Entrance Test (PET)" means and includes the entrance test conducted by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in accordance with the applicable rules framed by the University in this regard from time to time for admission to Ph.D. programme.

(k) "Place of Research" means all the departments of the University and the colleges/institutes/organizations/Sub-center of the university (for the subjects which are not available in the University departments) which are duly recognized/approved as the places of "Higher Learning and Research" by the University as per the applicable rules from time to time. This also includes the autonomous colleges/ institutions/departments offering Ph.D. program duly approved by the University.

(l) "Research Advisory Committee" means a committee constituted as per the provisions of this Direction.

(m) "Research & Recognition Committee (RRC)" means a committee for the patlicular Board of Studies constituted by the University as per the provisions of Section 37(2) of the Act.

(n) "Supervisor" means a Professor, Associate Professor and Assistant professor imparting class room teaching as defined the UGC Regulations and recognized as a Supervisor by the University.

5. **MODES OF Ph.D. PROGRAM: -**

There shall be two modes of doing Ph.D. research, one is Regular/Full time and other is Part time.

(a) **Regular/Full Time Ph.D. Program:**

(i) Candidates under Full Time mode shall undertake research work in University Departments or Autonomous Colleges/Institutions of Higher Learning Research center (HLRC) of Institution/HLRC College and shall be available during the working hours for Research activities.

(ii) Candidates in employment, who wishes to pursue Full Time shall be required to submit a No Objection Certificate from his/her employer & should avail leave for the research period.

(iii) Candidates who are sponsored by the AICTE under Quality Improvement Programme (QIP) for teachers of Engineering Colleges and Faculty Improvement Programme (FIP) for teachers of Arts, Commerce & Science colleges and who satisfy the eligibility conditions shall be eligible for Full Time only, in the disciplines as notified in AICTE/ UGC guidelines.

(iv) Candidates who are selected under Fellowship programs of National or any recognized bodies and who satisfy the eligibility conditions as per the regulations are eligible for Full Time studies in the respective disciplines.

(v) Foreign Nationals sponsored by Government of India on any exchange program and who satisfy the eligibility conditions as per the regulations, are eligible for Full Time Program. Also foreign nationals those who wish to complete Ph.D. research work and who satisfy the eligibility conditions as per the regulations are also eligible for this Program.

(b) **Part Time Ph.D. Program:**

(i) Ph.D. programs through part-time mode will be permitted, provided all the conditions stipulated in this Direction are fulfilled.

(ii) The Higher Educational Institution concerned shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. program from the appropriate authority in the organization where the candidate is employed, clearly stating that:

1. The candidate is permitted to pursue studies on a part-time basis.
2. His/her official duties permit him/her to devote sufficient time for research.
3. If required, he/she will be relieved from the duty to complete the course work.

(iii) Notwithstanding anything contained in this Direction or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central Government or a State Government shall conduct Ph.D. programs through distance and /or online mode.

(iv) The candidate shall submit an undertaking to stay within the jurisdiction of the Research Centre for the research work.

(c) **Conversion of Full Time to Part Time and Vice-a-versa:**

The candidate who has registered himself/herself as a full-time candidate may subsequently opt for change of mode. He/she shall submit application duly authenticated by supervisor and head of place of research to the Dy. Registrar, Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions. The decision in this regard shall be taken by the concerned RRC and communicated to all concerned.

6. **INTER-DISCIPLINARY RESEARCH:**

(a) All the areas of research which will require the contribution of more than one subject areas/experts from different streams will be considered under the Board of Interdisciplinary Research of the University.

(b) The Research Advisory Committee constituted at the level of research center shall form an opinion as whether the proposal received by it is related to research in the inter-disciplinary area (recording the reasons) and refer the proposal to the Board of Inter-disciplinary Research of the University. The Board of Inter-Disciplinary Research will comprise of –

1. Vice-Chancellor – Chairman
2. Pro Vice-Chancellor – Member
3. Deans of all faculties – Members
4. Three experts (internal/external) relevant to research domain, to be nominated by the Vice-Chancellor on case-to-case basis - Members
5. Dean, Faculty of Interdisciplinary Studies will act as a Member-Secretary

(c) The Board of Inter-Disciplinary Research, for doctoral degree, may, if it considers necessary, nominate/ co-opt any senior teacher/expert with at least 5 years class room teaching experience preferably in the subject which is core area of research proposals.

Such co-opted member shall participate in the deliberation of the Board of Inter-Disciplinary Research with respect to the relevant proposal.

(d) In case, certain facilities of research do not exist in the jurisdiction of the University, the candidate may be permitted by the Board of Interdisciplinary Research, Supervisors and Head of the Place of Research work to carry out the research work at an Institution recognized by any Statutory University or Central/State Government, outside the jurisdiction of the University.

(e) **Registration for Inter-Disciplinary Research**:

(i) The registration of the research scholar will be in the faculty where the candidate has completed his post-graduation (PG) degree. (This is required for the award of Ph.D. degree in the area of specialization of the candidate)

(ii) The Process of Registration through the Board of Interdisciplinary Research will be carried out in the following steps:

1. The aspiring candidates have to approach to the Center of Higher Learning and Research i.e. Place of Research and submit the request letter for registration as a PhD scholar with due mention of the interdisciplinary nature of his/her proposed research topic together with preliminary synopsis of their Research Proposal.
   The synopsis should be duly signed by a supervisor and co-supervisor or a subject expert (The proposal should be attached with the consent letter from both the guides from relevant/ related subjects involved in the research)

2. The Place of Research will approve the Research Proposal in its RAC meeting with an opinion that the submitted proposal is of 'Interdisciplinary nature' and clearly mention the name of subjects involved in the research. The place of Research will forward such Research Proposals to the Board of Inter-disciplinary Research.

3. The Board of Inter-Disciplinary Research will scrutinize/ evaluate and approve the appropriate Research Proposals in its meeting. Such meetings of the Board of Inter-Disciplinary Research will be considered as RRC (as mentioned in Statute 10 of 2015 amended vide Direction No. 20 of 2024) and hence approve the topic of research, allotment of Supervisor and subject Expert.
   The Board will organise separate meetings for different subjects as per composition mentioned in para (b) of clause-6 of this Direction.
   The schedule of meeting of the Board of Inter-Disciplinary Research should be in line with the schedule of RRC of other Faculties. In exceptional cases, the meetings can be conducted on other dates also after the due permission of the Vice-Chancellor.

4. The Board of Inter-Disciplinary Research, if finds the proposal suitable, will forward the proposal to the Ph.D. Cell for issuance of letter of registration and the copy of the same be sent to the Place of Research concerned for information.

(iii) In case of any discrepancy/dispute the decision of Board of Inter-Disciplinary Research will be final.

(f) **Place of work for Inter-Disciplinary Research:**

The place of work will be allotted by the Board from the following:

(i) University Post Graduate Department/Approved Place of Research for the core subject of PhD proposal (i.e. subject in which the candidate have done PG) in the University.

(ii) The University recognized institutions, Central or State Research Institute/ CSIR Laboratories, Government Departments, etc. where the Inter Disciplinary research facilities are available.

(g) **Supervisor for Inter-Disciplinary Research:**

(i) Any approved supervisor of the university from the PG subject will be the main Supervisor and any approved supervisor from other relevant/related subjects will be the co-supervisor for the research work.

(ii) In case, no approved supervisor from the PG subject is available then any approved supervisor from other relevant/related subjects will be the supervisor and any scientist/expert/retired faculty (teacher)/eminent scholar from the PG subject of research work will be allowed to be the Subject Expert for the research work.

(iii) However, if such supervisor is not the approved supervisor of the university, then as a special case such experts/ eminent scholars will be allowed to work as Supervisor/Co-supervisor with special permission of the Vice- Chancellor on case to case basis.

(h) **Award of Degree:**

The Ph.D. Degree will be awarded to such candidate in the faculty/Board of Studies in which he /she has obtained his/her Post Graduate Degree.

7. ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D. PROGRAM: -

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

Candidates who have completed:

(1) 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's 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, assure quality and standards of the educational institution.

A relaxation of 5% marks or is equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of as per the decision of the Commission from time to time.

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. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Different-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

(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. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Different-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

(3) Candidates who have passed NET/SET examinations and PET conducted by RTM Nagpur University prior to 2025 shall be eligible for admission to the Ph.D. program as per provisions of respective directions.

8. ENTRANCE TEST FOR Ph.D. PROGRAM: -

(a) Need of Test:

Ph.D. Entrance Test (PET) being essential qualification for admission to the Ph.D. programs offered in the University including its autonomous colleges/institutions/departments, the University and its autonomous colleges/institutions/departments shall conduct once in a year this test at the pre declared centers. It shall be conducted in ONLINE mode. However, University may conduct this examination in an OFFLINE mode for the senior citizens, if the request has been made in this regard.

For Foreign students, University may conduct ONLINE test at the permitted location/s in the country of such students.

(b) Dates of PET Examination:

The University shall conduct a Ph.D. Entrance Test (PET) once in a year. The test shall be conducted during January to March every year. However, in case of any adverse situation, there may be change in date of PET with the permission of Vice-Chancellor.

(c) **Exemption from PET for Ph.D. Program:**

Candidates who have qualified the UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/ SLET/GATE/GPAT/SET will be eligible for exemption. Foreign/NRI candidates who have obtained master's degree with at least 55% marks or equivalent CGPA (6.0) & above and qualified PET examination conducted by the University. Candidate already possessing Ph.D. degree in any discipline from any statutory University shall also be exempted from PET.

(d) **Tenure of Validity of PET Result:**

PET being one of the eligibility criteria for applying for Ph.D. admission, the declaration of the candidate to be successful in PET examination shall not confer on the candidate, the right of admission/registration. Once the candidate has cleared the Entrance Test mentioned in sub-clause (c) including PET, he/she will be eligible for the admission to the Ph.D. programme for one year only.

(e) **Pattern of Examination:**

(i) The examination shall have maximum 100 marks and be divided in two sections viz. Section A - Research Methodology and General Aptitude and Section B – Subject Aptitude.

(ii) Each section shall have maximum 50 marks and the test shall have MCQs only carrying 1 mark each.

(iii) The maximum duration of the exam for each section shall be 90 minutes.

(iv) The examination for two sections shall be held on the same day with a time gap of minimum 1 Hour between two examinations and the date and time of exan1inationshall be intimated well in advance.

(v) The examination shall be conducted in three languages viz. English, Hindi and Marathi

(f) **Syllabus for PET Examination:**

Section A - Research Methodology & General Aptitude:

This section shall have 40 multiple choice questions from Research Methodology covering (i)Meaning and Types of research, (ii) Principles of Review of Literature (iii) Defining a research problem (iv) Research Designs (v) Preparing a Research Proposal (v) Sampling Techniques (vi)Types of Data and Data Collection Techniques (vii) Data Analysis Tools and (viii) Referencing styles. Remaining 10 questions in this section shall test the general aptitude of the examinee for which the questions from Analytical Reasoning, Numerical

Ability, Data Interpretation, Computer Awareness, and Language Competency may be asked.

The PET Committee shall be responsible for developing a suitable question bank of MCQs for this section.

Section B - Subject Aptitude:

This section shall have 50 multiple choice questions based on the curriculum prescribed by the Board of Studies of the concerned subject. However, it is suggested that the BoS shall prescribe the curriculum based on the contents of UG programs of respective subject and the University shall display the same on its website for easy access to students.

The Board of Studies of the concerned subject I PET Committee shall be responsible for developing a suitable question bank of MCQs for this section.

(g) **Standard of Passing:**

In order to be successful in the PET examination an examinee shall score minimum 40% marks in a section and minimum 50% marks in aggregate.

Provided, however, that a relaxation of 5% of marks (from minimum aggregate 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non creamy layer)/Differently abled category.

(h) **Redressal of Grievances:**

The PET Examination Committee constituted by the University shall be the competent authority to redress grievances of any candidate with respect to the conduct of PET.

(i) **PET Centers:**

The Ph.D. Entrance Test (PET) shall be conducted by the university at the centers notified in advance. This information shall also be published in two national newspapers of which one shall be in the regional language.

(j) **PET Examinations in Autonomous Colleges/Institutions:**

The autonomous colleges/institutes, which have university approved/recognized place of higher learning and research, shall be free to admit the students in their Ph.D. program who have qualified the tests mentioned in sub-clause (c) of clause (8) including PET conducted by the University. However, such autonomous colleges/institutions offering Ph.D. programme shall have the liberty to conduct their own PET examination for the students desiring to take admission in the Ph.D. programme offered by such colleges/institutions. The standard of this PET examination must be in conformity with the minimum standard prescribed by the University for its own PET examination.

(k) **Application for PET:**

The University shall widely circulate a notification inviting applications for Ph.D. Entrance Test from the eligible candidates. All the application forms shall be filled only ONLINE on the website of the university and print outs (Hard Copies) of the forms along with certificates and receipts of prescribed fees shall be submitted to the PhD Cell of the University. On scrutiny of the applications, University shall prepare the statement along with all the particulars of the applicants and publish the list of eligible candidates with their Roll Numbers.

The autonomous colleges/institutions shall notify on their websites/notice boards process for inviting applications for PET examination.

9. PROCEDURE FOR ADMISSION TO Ph.D. PROGRAM AND REGISTRATION OF RESEARCH TOPIC: -

(a) Admission to Ph.D. Program:

After declaration of PET results, the University shall notify the schedule of admissions to Ph.D. program. The notification shall communicate the start and end date of applications, time line for admitting students at recognized Centers of Higher Learning and Research. All such centers shall strictly follow the schedule notified by the University.

(i) The Recognized Center of Higher Learning and Research shall display the total intake of students per subject, details of available supervisors, details of students enrolled and number of vacant seats on its website.

(ii) After scrutiny of the applications received, the Centers shall schedule the personal interview of eligible applicants to assess the research acumen and competence of applicants on qualitative parameters. Such interviews shall be conducted by the RAC of the concerned center.

(iii) The Center for Higher Learning and Research shall then display the merit list which shall be prepared by computing the composite score of the applicant (70% weightage for Entrance Examination Score and 30% weightage for Personal Interview) and list of the candidates selected for admission with reference to the number of vacant seats at a particular center.

(iv) Centers are required to strictly adhere to the reservation policy of the Government of Maharashtra while displaying vacant seats and selecting candidates for admission. The number of seats reserved for different categories shall be calculated on the basis of total intake of the center.

(v) The candidate shall complete the procedure of admission by paying requisite fees (as notified by the University from time to time) and relevant documents at the center.

(vi) The date of registration of the research scholar shall be counted from the date of admission to the research centre subject to the approval of synopsis by the RRC.

b) Allotment of Supervisors:

The Center for Higher Learning and Research shall convene a meeting of the Research Advisory Committee for allotment of supervisors to the students admitted for Ph.D. program. Following guidelines shall be strictly followed by the center:

(i) Student should be allotted to only a teacher recognized as a supervisor by the University and is currently employed with the concerned center in case of a college and employed/empaneled in case of the University PGTD/Conducted College.

(ii) The maximum number of students to be registered under a particular recognized supervisor at any given point of time shall not exceed –

1. Professor – 8 students
2. Associate Professor – 6 students
3. Assistant Professor – 4 students

(iii) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Center/College/University may be appointed.

(iv) If needed by the student, depending upon the research area and expertise required for research, a co-supervisor can also be allotted subject to approval of the Research Recognition Committee of the University. However, the allotment of co-supervisor need not be done in the beginning and a student can make request for the same within one year of admission to the Ph.D. program.

(v) In case of relocation of a woman scholar due to marriage or otherwise, if no objection certificate is issued by the supervisor and Head, place of research, the research data shall be allowed to be transferred to the University or Autonomous Colleges / colleges/ Institutions to which the scholar intends to relocate, provided all other conditions of this Direction are complied with and the research work does not pertain to the project secured by the parent center of research/ supervisor from any funding agency. The research scholar, however, will have to give due credit to the parent supervisor and the center of research for the part of the research already done. Such a proposal needs to be forwarded by the RAC to RRC for final approval.

(vi) Where the allotted supervisor is not able to supervise the research scholar either due to death or disability of the supervisor, for whatever reason, the research scholar may apply to the concerned research center, for change of the supervisor. The RAC of the said research center shall, with suggested new research supervisor, forward it to the Director, Board of Examinations and Evaluation, for change of the supervisor. The Director may place the matter before R.R.C. which shall take an appropriate decision on the application. In other circumstances, the R.R.C. may allow change of supervisor on submission of No Objection Certificate' from the supervisor and acceptance letter from the new supervisor.

(vii) In case of non-issuance of NOC by the supervisor and/or - concerned within 30 days from the date of application by the research scholar, the No Objection Certificate shall deemed to be granted, provided the research scholar has a proof of submission of said application.

(viii) Supervisors 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.

c) **Course work:**

Every research scholar who has taken admission is required to successfully complete a Course work of minimum 12 credits (with 6 credits on Research Methodology by online

mode) with minimum 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

(i) A research scholar must complete the said coursework within 1 year of his/her date of admission to Ph.D. program.

(ii) However, 6 months extension can be granted for the same; subject to the approval of the Head of concerned Research Center.

(iii) Research scholar may complete their part of course work, i.e. on research methodology, before taking admission.

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

(v) Please refer **Annexure - III** for detailed guidelines of Coursework.

d) **Continuation of Admission and Registration of Research Topic:**

(i) The process of registration of research scholars shall be held twice every year, it shall be completed on/ before 15th June and 15th December every year. The university and approved research center shall complete pre-registration activities before the said dates. In case of emergency or unavoidable circumstances the date/s may be altered with the permission of the Vice-Chancellor.

(ii) A research scholar, on successful completion of minimum 6 credits of Ph.D. Coursework (out of 10 credits excluding credits for progress seminar) shall submit a synopsis approved by his/her supervisor to the Research Center. However, completion of 12 credits of Coursework is mandatory within one year after registration for Ph.D.

(iii) The research center shall convene a meeting of the Research Advisory Committee to evaluate the synopsis. The supervisor of the research scholar shall mandatorily attend this meeting.

(iv) The RAC, if finds suitable shall recommend the synopsis to Research Recognition Committee (RRC) of the University for final approval and registration of the research topic.

(v) If RAC deems fit, it may suggest modifications, alterations or corrections and ask the research scholar to revise the synopsis and present it before RAC again.

(vi) The Center for Higher Learning and Research shall submit details of all recommended proposals to the University on its online portal or as notified by the University within the time specified by the University from time to time. The proposal/s shall be complete in all respects such as mentioning:

1. Name and other personal details of the Research Scholar,
2. Date of Admission to Ph.D. program,
3. Title of the Research Proposal (Synopsis),
4. Name of the Supervisor and co-supervisor/subject expert, if any, along with her/his approval letter and date of superannuation,

5. Certificate of the Head mentioning that the Research Scholar has completed the Ph.D. Coursework as per the norms mentioned under this Direction along with attested copies of certificate/s from competent authorities,
6. Attested copies of mark list/degree of qualifying examination,
7. Attested copy of PET Score Card,
8. Attested copy of alternate examination Score Card, in case the candidate is exempted from PET, etc.

(vii) The Ph.D. Cell of the University shall carry out a scrutiny of all such proposals within 15 days from the last date of submission of proposals by Research Centers and communicate the discrepancies, if any to the concerned Research Center by giving them 15 days' time to remove discrepancies.

(viii) The Ph.D. Cell of the University shall convene a meeting of the RRC for evaluation of synopsis recommended by the RAC of Research Center/s within 45 days from the last date of submission of proposals by Research Centers.

(ix) The RRC, if finds suitable shall approve the synopsis with or without any modifications/alterations and grant registration of the research scholar for the topic mentioned in the synopsis. However, the tenure of registration of a research scholar shall be counted from date of her/his admission to the Research Center.

(x) No Synopsis shall be rejected by the RRC at first attempt. If RRC deems fit, it may refer the proposal to RAC for revision/modifications. After modifications, the research scholar shall present it before RAC again and through RAC it should be recommended to RRC in its ensuing meeting. In case, RRC does not find the synopsis worth registration after modifications also, it may reject the research proposal.

(xi) After approval by the RRC, the particulars of the candidate, topic/title of research work, research supervisor and place of work shall be displayed on the website of the University or Autonomous Colleges/Institutions/Conducted Colleges, within a period of one month.

(xii) Once a candidate has been registered for any Ph.D. program of the University or Autonomous Colleges/College/Institutions/Conducted Colleges, he/she shall not be allowed to be continued or be registered simultaneously for any other degree/diploma/ research program of this or any other University in India or abroad. Similarly, the candidate registered for full time Ph.D. program shall not accept any full time or part time employment. The breach of this condition shall result in automatic cancellation of his/her registration.

10. ADMISSION OF INTERNATIONAL STUDENTS TO PH.D. PROGRAM: -

(1) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 9(B)(2) above.

(2) The admission and registration procedure for international students shall be the same as mentioned in clause 9 above. Provided, the conduct of PET for international students shall be according to clause 8(a) above.

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 9(B)(2) and clause 10(1) above.

11. NUMBER OF SEATS AT RESEARCH CENTERS: -

Each recognized Center of Higher Learning and Research at affiliated college, autonomous college/institution, recognized institution and University's PGTD and conducted college is allowed to admit the students for Ph.D. program within the allowable limit of research scholars of the research supervisors employed with it. In case of University's PGTD and Conducted College, such a limit shall be calculated on the basis of research supervisors employed and empaneled with it. Such a limit to be calculated in the beginning of the academic session.

Example: If a recognized center has 2 Professors, 1 Associate Professor and 3 Assistant Professors as recognized supervisors, then the total intake capacity of the center shall be –

Professor – 2 X 8 =16

Associate Professor – 1 X 6 = 6

Assistant Professor – 3 X 4 = 12

Total Intake = 34

The University or Autonomous Colleges / Institutions/Conducted Colleges shall maintain the list of all Ph.D. registered students on its website on year wise basis. The list shall include the name of registered candidates, topic of research, names of supervisor/ co-supervisor and the date of registration. The list also shall display the vacancies at each research centers in the University.

12. RESEARCH ADVISORY COMMITTEE: -

(a) There shall be Research Advisory Committee (RAC) at every Recognized Center for Higher Learning and Research which shall consist of: -

(i) Director/Principal of the Conducted College/Principal of the College/Head of the Organization which is recognized research center of the University in the subject or a group of subjects comprised in each Board of studies (Ex-Officio Chairperson), provided he/she is having PhD. degree. The Vice-Chancellor may change the Chairman of the RAC and depute any other Principal or Head or Faculty (as the case may be) as the Chairman of RAC if it requires for smooth and fair functioning of RAC.

In case of University's PGTD, the Dean of the concerned faculty will be the Ex-Officio Chairperson of the Research Advisory Committee.

(ii) Two research supervisors from outside the research center in the subject or a group of subjects comprised in the Board of studies from amongst a panel of six persons, nominated by the Vice-Chancellor (Members).

(iii) Recognised Research Supervisor of the Ph.D. Scholar. (Member). – Not in case of initial meeting/s convened for allocation of supervisors

(iv) Head of the Department / subject concerned (Member)

(b) If the Chairperson is not able to attend the meeting of the committee on the scheduled date, he/she shall nominate senior research supervisor in the department to chair the meeting of

the committee as working chairperson. If no research supervisor is available in the Department/ Institute of the University/ conducted college /affiliated college/ organization which is a recognized research Centre of the university in the subject or a group of subjects comprised in each Board of Studies, one senior person out of two research supervisors nominated by the Vice-Chancellor shall preside as Chairperson.

(c) The Research Advisory Committee shall meet as per the requirements at the place of research.

(d) Research Supervisor of the Research Scholar shall attend the meeting as a member of the committee as and when candidate(s) under his/her supervision shall be called before the committee meeting for presentation of the research proposal and for periodical review.

(e) Out of the two research supervisors nominated by the Vice-Chancellor at least one must be present in the meeting for transacting the business.

(f) The Research Advisory Committee (RAC) shall have following responsibilities: -

(i) The allocation of the Research Supervisor for an eligible research scholar shall be made by the committee taking into consideration the number of scholars already registered with the research supervisor, the specialization of the supervisors and research area of the research scholar as indicated by him/her;

(ii) To review the research proposal and finalize the topic of the research;

(iii) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the courses(s) she/he may have to do

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

(g) Each semester, 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 along with a copy of Ph.D. scholar's progress report to the University. A copy of such recommendations shall also be provided to the Ph.D. scholar.

(h) 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.

(i) If there is any major change in the 'Title of Research', the candidate may apply for the change of title to the University having got his/her application endorsed by the RAC of the concerned research center within a maximum period of 2 years from the date of registration.

13. RECOGNITION OF Ph.D. SUPERVISOR: -

Following persons shall be eligible to be recognized as PhD. Supervisor in the University, if they are working within the territorial jurisdiction of the university: -

a) Any full time regular Post-Graduate Professor/Associate Professor having a Ph.D. Degree and having not less than FIVE years of teaching experience as an approved teacher and having publication of at least FIVE research papers in SCOPUS/WoS and/or Peer Reviewed and Refereed Journals mentioned in UGC-CARE List only or at least Two patents granted by the Indian Patent Office as first inventor/applicant.

b) Any full time regular Post-Graduate Assistant Professor having a Ph.D. Degree and having not less than FIVE years of teaching experience as an approved teacher and having publication of at least THREE research papers in SCOPUS/WoS and/or Peer Reviewed and Refereed Journals mentioned in UGC-CARE List only or at least Two patents granted by the Indian Patent Office as first inventor/ applicant.

c) Such recognized research supervisors of a particular recognized research center cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a University under the supervision of a faculty member who is not an employee of the university or its affiliated Post-graduate Colleges/institutes would be in violation of these Regulations.

d) For Ph.D. scholars working in Central government/State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the required criteria.

e) A Full Time approved teacher of 4 Year UG Program with minimum TEN years of experience with Ph.D. Degree. In addition, he/she should have published at least FIVE research papers in SCOPUS/WoS and/or Peer Reviewed and Refereed Journals mentioned in UGC-CARE List only or at least one patent granted by the Indian Patent Office.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals in UGC CARE List, the above condition of publication of research papers in refereed journal may be appropriately relaxed by recording reasons in writing by the RRC as per guidelines of UGC and approved by Board of Research constituted as per provision of section 59(2) of the Act.

However, notwithstanding anything to the contrary herein the University approved teachers who are already recognized as Ph.D. supervisors shall continue to be recognized as Ph.D. supervisors of the University or Autonomous Colleges/Institutions.

14. RECOGNITION AS A PLACE FOR HIGHER LEARNING & RESEARCH CENTRE: -

Norms, standards, and procedures for recognition as a place for Higher Learning & Research Centre shall be as per the provisions of prevailing Ordinance/ Regulations/Direction of the University as amended from time to time. Moreover, the regulations of the UGC issued from time to time, in this regard shall also be applicable.

The affiliated colleges/institutes running PG program in the relevant discipline may be considered eligible to offer Ph.D. program only if they satisfy the availability of eligible Research Supervisor/s (at least one) for the subject and one PhD qualified approved teacher for the subject or any other subject, required infrastructure and supporting administration and

research promotion facilities as per the UGC norms stipulated from time to time. They should have subscribed for at least last Five UGC CARE listed journals (National/International) for at least for last five years. In addition to above, a college should have a valid NAAC accreditation or a valid NBA accreditation for the program under consideration on the date of application.

Research laboratories of Government of India/State government scientists along with required infrastructures, supporting administrative and research promotion facilities may be recognized as Research Laboratory facility.

The autonomous College / Institution can start Ph.D. programme on recognition and approval of the University as per the prevailing Statute/Ordinance/ Regulation/Direction, if any.

15. SUPERVISOR NOT WORKING AT AN APPROVED/RECOGNISED RESEARCH CENTER: -

Where a recognized research supervisor is working in a college/institute which does not have a recognized research center, such a supervisor may apply to the University for his/her empanelment at an appropriate Post Graduate Teaching Department of the University / Conducted College. Once such recognized supervisor is empaneled at the department/conducted college as the supervisor he/she shall be eligible for allotment of research scholar without any discrimination. In case, the University has no Post Graduate Teaching Department for any particular subject for which the recognized supervisor desires to be empaneled, the University may empanel him/her at allied PG Department of the University or place of research recognized by the University at affiliated / autonomous college / institution.

The empanelment is not the right of the supervisors; it should be considered as the facility provided by the University and subjected to the approval of Vice-Chancellor of the University.

All such empaneled supervisors are required to mention their affiliation as 'Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur' in publications/ IPR related to research work of her/his scholar.

16. DURATION OF THE PROGRAM: -

(a) Ph.D. programme shall be for a minimum duration of three years, including course work and Maximum of Six years. Registration for Ph.D. under this Direction shall be valid for a period of six years from the date of admission to the Research Center.

(b) A research scholar can be allowed to submit his thesis on completion of minimum THREE years from date of admission to the program. All part-time research scholars registered under previous directions are also allowed to submit the thesis on completion of THREE years from the date of registration.

(c) The validity of registration of a research scholar will expire on completion of SIX years from the date of admission to the program. However, such a research scholar may apply for extension with valid reasons through her/his Research Center. The Research Center along with its No Objection Certificate shall forward the application to the University before expiry of SIX

years which shall be placed before the RRC in its ensuing meeting. The RRC, if deems it fit, may allow the extension for a period of maximum TWO years. Notwithstanding to the contrary, the tenure of program beyond EIGHT years from the date of admission is not permissible.

(d) However, a woman candidate and person with disability (more than 40% disability duly certified by competent authority) may be allowed an extension of two years.

(e) In addition, the women candidates may be provided maternity leave/childcare leave once in the entire duration of the Ph.D. Program up to 240 days.

(f) Under the circumstances of Natural calamity/War and medically unfit due to prolonged illness, the application may be submitted to the University for the approval of the Vice Chancellor or Principal/ Director of Autonomous Colleges / Institutions for maximum period of one year during entire Ph.D. program.

(g) During the complete tenure of registration of full-time candidates, it shall be mandatory for them to reside within the territorial jurisdiction of R.T.M. Nagpur University, Nagpur.

17. PROGRESS REPORT: -

Every registered candidate shall submit to the Director. Board of Examinations and Evaluation of the University or controller of examinations of Autonomous Colleges / Institutions, through supervisor, the progress report of his/her research work after every six months in the prescribed form, (Annexure II). He/she shall appear before the Research Advisory Committee once in every six months after his/her registration for Ph.D. programme to make presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports of each scholar shall then be submitted by the candidate through Head, place of research work to the Director, Board of Examinations and Evaluation of the University or controller of examinations of Autonomous Colleges / Institutions, within a period of one month from the date of presentation of the progress report.

It is obligatory on part of the Head, CHLR to convene RAC meeting every six months for presentation of progress report by students.

18. CANCELLATION OF REGISTRATION AND ITS CONSEQUENCE: -

(a) Cancellation of registration: -

(i) Voluntary Cancellation: -

The candidate can opt for voluntary cancellation of her/his Ph.D. registration. In such event, the application duly signed by the candidate and duly endorsed by the supervisor and Head of the Place of Research shall be submitted to the Director, Board of Examinations and Evaluations. The Director of Board of Examinations and Evaluations shall forward the application submitted by the candidate to respective R.R.C. for further necessary action. The registration shall stand cancelled from the date of her/his application.

In case of registrations in the Autonomous Colleges / Institutions, the candidate can opt for voluntary cancellation of his Ph.D. registration. In such event the application duly signed by

the candidate and duly endorsed by the supervisor shall be submitted to the Head of the Place of Research. The Principal / Director shall cancel such registrations after discussions with the concerned scholar. The Principal / Director of Autonomous Colleges / Institutions shall recommend to RRC of the University for cancellation of such registration.

(ii) Cancellation for misconduct: -

If a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., related to her/his research and/or, at the place of research the, registration shall be cancelled by the relevant Research and Recognition Committee by way of punishment on receipt of report from the supervisor and the Head, Place of Research.

Provided that the Head, Place of research before submitting report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary.

In case of registration in the Autonomous Colleges / Institutions, if a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., related to his/her research and/or, at the place of research, the Principal /Director shall constitute a committee to investigate the matter, the committee shall give sufficient chances to the scholar to prove his innocence, if the committee recommends with reasons cancellation of such registration. the Principal / Director of Autonomous Colleges / Institutions shall recommend to RRC of the University for cancellation of such registration.

(iii) Non-submission of progress seminars:

In case, the research scholar fails to submit his/her progress reports for two consecutive terms, his/her registration shall be liable for cancellation

(b) Consequence of cancellation of registration: -

Where the candidate whose registration for Ph.D. program has been cancelled as above has received scholarship/financial assistance from funding agencies like UGC, CSIR, University etc., the amount so received shall be recovered from the candidate and shall be promptly returned by the candidate to the funding agency. Where the funding agency happens to be the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or Autonomous Colleges / Institutions an interest at the rate suggested by the funding agency may be charged by the University from the candidate. On failure to return the amount within a period of 3 months from the date of cancellation of the registration, the University Autonomous Colleges / Institutions may take appropriate steps for recovely of the said amount from- the candidate.

19. REDRESSAL OF GRIEVANCES: -

There shall be a Grievance Redressal Committee consisting of the following members to address grievances of the research scholar, supervisors (including Co-Supervisor) and Head, Place of Research: -

a) Vice-Chancellor (Chairperson) or Pro-Vice-Chancellor in his absence
b) Dean of the concerned faculty
c) Nominee of the Vice-Chancellor
d) The Head, Place of Research (If the complaint is by or against the Head or the Dean, he/she shall not participate in the proceedings of the meeting of the committee as a member in such cases additional member/s may be nominated by the Vice-Chancellor)
e) Deputy registrar of Ph.D. Cell - Secretary

The Grievance Redressal Committee shall have the jurisdiction to hear and decide the dispute between the research scholar and his/her supervisor (including Co-supervisor) or between the research scholar and Head, Place of Research pertaining to admission in place of research, allotment of supervisor, demand of fee more than prescribed and any other similar dispute affecting the research of the research scholar.

The Committee shall give adequate opportunity of hearing to the concerned parties and shall arrive at a decision to give justice to the aggrieved. The committee may also take a disciplinary action against the accused, if it deems it necessary. The decision of the Vice-Chancellor shall be final and binding on all the parties.

20. PLAGIARISM CHECK:

(a) Before submission of thesis to the University, all Ph.D. students shall submit the soft copy of their thesis to the Coordinator, University Campus Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or any other person specified by the university for detecting plagiarism. The University Coordinator, University Campus Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur shall issue the certificate of non-plagiarism generated by Turnitin software. In case of registrations in the Autonomous Colleges / Institutions, before submission of thesis to the Autonomous Colleges / Institutions, all Ph.D. students shall obtain a non-plagiarism certificate from the University in the similar manner.

(b) The similarity checks for plagiarism shall exclude the following: -

i) All quoted work either falling under public domain or reproduced with all necessary permission and/ or attribution.

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

(iii) All similarities of minor nature.

(iv) All generic terms, laws, standard symbols and standard equations.

(c) If the similarity check for plagiarism more than 10% is detected and reported by the University Coordinator, university campus library, the candidate shall resubmit the thesis for plagiarism detection test. The candidate shall submit the thesis to the University only after he/she receives the Non-Plagiarism Certificate. **Annexure IV**.

The University Coordinator, University Campus Library, shall issue the requisite non plagiarism certificate, as far as possible, within the period of 30 days from the date of submission of the thesis and the candidate should apply at least 3 months before the expiry of registration.

In case of registrations in the Autonomous Colleges / Institutions, if plagiarism is detected and reported by the University, resubmit the thesis for plagiarism detection test. The candidate shall submit the thesis to the Autonomous Colleges / Institutions only after he/she receives the Non Plagiarism Certificate as specified in UGC guidelines /this direction duly certified by the Head of Place of Research, as far as possible, within the period of 30 days from the date of submission of the thesis and the candidate should apply at least 3 months before the expiry of registration.

(d) The candidate shall not be entitled to claim extension of time permissible for submission of his /her thesis on the ground that some time was consumed by him/her in obtaining the non-plagiarism certificate under this clause.

21. SUBMISSION OF THESIS: -

The Submission of thesis shall be on the following terms and conditions: -

(a) The submission of thesis and the final pre-submission summary will be through online portal of the University.

(b) Every candidate registered for Ph.D. programme shall be allowed to submit his/her thesis only Thirty-Six months after the date of registration. The candidate may submit the summary of his/her thesis thirty-three months after the date of his/her registration.

(c) At the most three months before the date of submission of the pre-submission summary of the thesis, each candidate shall give a pre-submission presentation/seminar. The presentation/seminar shall be made before the Research Advisory Committee (RAC) constituted for the subject or a group of subjects and shall be arranged by the Head of the place of research work, on the request of the candidate duly endorsed by the supervisor. The presentation/seminar shall be attended by the Head, place of research work, the supervisor, other research supervisors or teachers in the related subject at the place of research work and other Ph.D. Researchers. The organization of the presentation/seminar should be duly certified by Head, place of research work and the research supervisor/s and RAC members (**Annexure -V**).

(d) Every candidate (Full time as well as part time) shall submit the proof of pre-submission seminar and publication of minimum two research papers (one of them should be in SCOPUS / WoS / UGC Care listed journal as first author) relating to the topic of his/her research and a non-plagiarism certificate along with the summary, if not submitted before. **All such publications shall compulsorily mention the affiliation of the student and supervisor as "Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur".**

(e) Provided that in areas/disciplines where there is no or only a limited number of refereed journals in UGC CARE List, the above condition of publication of research papers in refereed journal may be appropriately relaxed by recording reasons in writing by the RRC

as per guidelines of UGC and approved by Board of Research constituted as per provision of section 59(2) of the Act.

(f) The Ph.D. Cell should also ensure whether the research scholar has not been punished under clause 18 (a) (ii).

(g) After suitably incorporating the feedback and comments suggested during the pre-submission presentation/seminar in the draft thesis, in consultation with the Research Advisory Committee, the candidate shall upload/submit duly signed soft copy of the pre-submission summary and thesis in pdf format through online portal. Please be informed that once submitted the pre-submission summary, he/she has to submit/upload the duly signed soft copy of the thesis in pdf format within three months from the date of pre-submission presentation/seminar.

(h) The research supervisor of the candidate shall submit a list of at least NINE referees (Six from out of the state of Maharashtra and three within Maharashtra) not below the rank of Associate Professor/Equivalent grade along with their full name, designation and affiliation, latest postal address, contact number and e-mail IDs in a sealed envelope to the Dean of the concerned faculty. The Dean of faculty and the RRC however may suggest changes in these names while appointing referees.

(i) The final thesis shall be submitted/uploaded in accordance with the following specifications.

i. Thesis shall include the certificate of non-plagiarism issued by the University coordinator, University campus library and course work completion certificate.

ii. The thesis shall be prepared/typeset in A4 size paper format with minimum of one and half line spacing, maximum number of pages including all should be restricted to not more than both side 300 pages (i.e. 150 papers). A margin of minimum one-and-a half inches shall be on the left-hand side.

iii. The title of the thesis, name of the College/ Autonomous college / Institution, University, name of the concerned subject in which thesis submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of the supervisor and co-supervisor (if any), month and year of the thesis submission shall appear on the title page and the front cover. (For specimen see an Annexure- VII).

iv. The thesis shall include a Certificate of the supervisor (Annexure - VII) and a Declaration by the candidate (Annexure-IX) that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged as well as an undertaking to vouch that there is no plagiarism and that the work has not been submitted for the award of any other degree / diploma of any other university or any other institution.

v. The thesis shall be written in English/Marathi Hindi, except where it relates to foreign or other Indian Languages. In the discipline of Science, Law, Engineering and Technology, Pharmaceutical Science the thesis shall invariably be written in English only.

22. APPOINTMENT OF REFEREES: -

(a) On receipt of the online copy of the pre-submission summary of the thesis or summary and thesis, the same shall be placed through online portal before the relevant Research and Recognition Committee, within a month for recommending panel of referees. The Dean of the faculty concerned may accept or change the examiners recommended by the supervisor.

(b) The Research and Recognition Committee shall assign through online portal a panel of SIX external examiners among which TWO shall be from the state of Maharashtra and FOUR from other state or from abroad. The panel shall be prepared in a manner with their full addresses, area of expertise, e- mail addresses, telephone numbers, mobile numbers, and pin codes for correspondence.

(c) Provided firstly, that the RRC shall recommend the panel in such a way so as to include at least two referees within the State but out of the territorial jurisdiction of this University and at least four referees outside the state or outside the country, if available. Provided secondly, that if the referees within the State are not available the panel shall be recommended so as to have all the referees outside the State of Maharashtra. Provided thirdly, that if language of thesis is Marathi and referees are not available out of the state or outside the country, the panel shall be recommended so as to have all six referees within the state of Maharashtra.

(d) The panel recommended by the RRC shall be placed/forwarded online to the portal of the honorable Vice-Chancellor / Pro-Vice Chancellor for his/her approval in terms of the provisions of section 37(2)(b)(i) read with section 12(13)(e) of the Act.

(e) The approved names of the referees by the honorable Vice Chancellor / Pro Vice Chancellor shall then be processed for further actions through online portal.

23. EVALUATION OF THE THESIS: -

(a) The pdf copy of the Ph.D. thesis submitted online by the research scholar shall be evaluated by three external examiners (referees), one within the state of Maharashtra but outside the jurisdiction the University and two from outside the State of Maharashtra or the country (wherever available) through online portal.

(b) After the candidate has uploaded the thesis and the University has appointed category- wise referees, the Director, Board of Examinations and Evaluation shall preferably, within one week from the date of appointment of referees, shall initiate the process of thesis evaluation through online portal. For this, the referees shall be communicated through official e-mail requesting them to communicate their consent to evaluate the thesis through online portal link provided in the email sent to the referees.

(c) In addition, the Ph.D. Cell of the University shall take care to remind the referees telephonically. If such consent is not received within fifteen days from the date of communication, the Ph.D, Cell of the University shall select for consent the next referee from the panel via online portal. If the referee fails to convey his acceptance within 15 days, the office of the Ph.D. Cell of the University shall send a reminder to the referee through email to send the acceptance to evaluate the thesis online immediately. In case, the

complete panel is exhausted, the fresh panel shall be requested from the RRC through online portal.

(d) Where the referee has accepted to examine the thesis via online portal, the referee shall be allowed to download the pdf copy of the thesis available on the online portal.

(e) The referees shall be able to upload his/her reports in the prescribed format to the online portal within THIRTY days from the date of acceptance of the thesis evaluation. If the referee fails to do so, the office of the Ph.D. Cell shall send an email of reminder through online portal and phone calls immediately after the expiry of the said period- and request him/her to submit/upload the reports within seven days. If the concerned referee fails to comply even within the extended period, office the Ph.D. Cell shall cancel his/her appointment and invite the next referee from the category of approved list to evaluate the thesis available in the online portal.

(f) On receipt of the evaluation reports from at least TWO external examiners, the office of PhD cell of the University shall forward the reports through online portal to the Pro-Vice-Chancellor of the University for further action within one week. If at least two referees recommend acceptance of thesis, then the process for conducting Open Viva-Voce will be initiated through online portal.

(g) If any of the first two referees recommend modifications or rejection, process will be initiated after receipt of report from third referee.

(h) The candidate shall be declared eligible for appearing in open viva-voce test if all the three or at least two referees recommend the acceptance of the thesis.

(i) If two referees out of the three rejects the thesis the candidate shall be declared to be ineligible for award of the Ph.D. degree.

(j) If more than one of the referees recommend revision of the thesis, then the candidate shall make the duly suggested corrections in the thesis and submit/upload the revised thesis in pdf copy not more than 12 months from the date of the communication by the office of Ph.D. Cell of the University. The revised thesis shall then be forwarded to the original examiner/s who suggested revision and be subjected to the process of evaluation and conduct of viva-voce test through the online portal.

(k) If out of three referees, one recommends the acceptance of thesis, the second recommends rejection and third referee recommends revision then the following procedure shall be followed.

   i. An email of consent request shall be initiated by the PhD cell of the University to the next examiner (fourth) in order of preference of the same category for evaluation. The same process of evaluation shall be followed for the fourth referee.

   ii. If the fourth referee accepts the thesis, then the process of viva voce shall be initiated as per the above guidelines.

   iii. If the fourth referee rejects the thesis, the candidate shall be declared to be ineligible for award of the Ph.D. degree.

   iv. If the fourth referee suggests modifications/revisions, then the candidate shall make the duly suggested corrections in the thesis and submit/upload the revised thesis in pdf copy not more than 12 months from the date of the communication by the office

of Ph.D. Cell of the University. The revised thesis shall then be forwarded to the original examiner/s who suggested revision and be subjected to the process of evaluation and conduct of viva-voce test through the online portal.

(l) The Ph.D. cell of the University shall finalize the date of open Viva-Voce in consent with the external examiner and the head of the place of research work through the provisions made on online platform.

(m) In case the Head of place of research work is not available, he (The Head) shall nominate another research supervisor as Chairperson for the defense. The office of the Ph.D. Cell shall make the reports available to the Chairperson a day before the date of the viva-voce. In case of any difficulties in the University systems, the Dean of the concerned faculty shall take appropriate decision.

(n) The supervisor of the candidate shall be the internal referee only for open viva/ voce and defense.

24. VIVA-VOCE AND OPEN DEFENSE OF THE THESIS: -

(a) The day, date, time and the place for the viva voce and the open defense of the thesis shall be notified by the Office of the Ph.D. Cell preferably eight days in advance. Normally the viva voce and the open defense of the thesis shall be arranged at a place of research approved by the University in offline or online mode as per the suggestion of external referee / examiner. However, the reports shall be submitted through online portal only.

(b) The arrangement of offline / online open defense viva-voce examination of all research scholars (registered under this direction and earlier directions of the university) shall be the responsibility of the research center where the candidate is registered.

(c) The open defense of the thesis shall take place and be jointly evaluated by a panel comprising following members:

1. The Head/Principal, Place of Higher Learning and Research-Chairman
2. Supervisor of the research student - Member (Internal Referee)
3. At least one external examiner - Member (External Referee)

(d) Such open defense viva voce examination shall be open to be attended by Deans/Dean's nominee, members of Research Advisory Committee, Faculty members, research scholars and other interested experts, researcher and/or the P.G. students.

(e) In case of any difficulty in the University system, Dean of the concerned faculty shall take the appropriate decision. The Head of the University Department/Principal of the place of research work shall act as the Chairman of the Open defense.

(f) If the external referee is unable to be present at the time of the viva-voce and open defense, the Vice-Chancellor, on the recommendation of the supervisor and the Dean of the concerned faculty, shall appoint a senior research supervisor to act as an external referee

for the viva-voce and open defense of the thesis. In case the internal referee is not available, the Vice-Chancellor shall appoint one of the senior research supervisors as an internal referee, on the recommendation of the Dean of the concerned faculty and the Head, place of research work.

(g) The referees present (including the external referee, the head of the place of research work and the-research supervisor) for the viva-voce and the open defense of the thesis shall upload their final reports through online portal, immediately after the viva-Voce and open defense is over.

(h) The office of the Ph.D. cell shall take printout of all the reports and place before the Pro-vice-chancellor for his/her acceptance and release of notification within 15 days.

(i) In case, the viva-voce and open defense is not satisfactory the referees may unanimously recommend, with reasons that a fresh viva-voce and open defense of the thesis be organized within a period of not less than one month. If the viva-voce and open defense is still not satisfactory the committee would record the reasons for the same and refer the matter to the Board of Examinations and Evaluation in case of the University and Principal/ Director of Autonomous College / Institution for consideration and appropriate decision.

(j) The result shall be officially declared by the office of the Ph.D. Cell within 15 days of the open viva-voce and PhD thesis defense.

25. CERTIFICATION: -

(a) The University shall issue to the candidate a certificate signed by Dean of the concerned faculty certifying that the Ph.D. research has been done in accordance with the UGC Regulations, 2022, issued by the UGC as per the Notification and published in Gazette of India on 7th November 2022. This may be included in the notification or may be issued along with the notification.

26. CONFERMENT OF Ph.D. DEGREE: -

Ph.D. degree shall be conferred on the candidate in the ensuing convocation of the University under the signature of the Vice-Chancellor.

27. DEPOSITORY WITH UGC/INFLIBNET: -

Following the successful completion of the evaluation process and announcements of the award of Ph.D. Degree, unless the researcher and or the research supervisor has lodged their objection at the time of submission of his/her thesis, the University shall submit an electronic copy of the Ph.D. thesis to the In-charge of Shodhganga, R. T. M. Nagpur University, within a period of thirty days, for hosting the same in INFLIBNET accessible to all Institutions/Universities under UGC norms.

28. CLAIM FOR INTELLECTUAL PROPERTY RIGHTS: -

Wherever any intellectual property is acquired by using the outcome of the research, carried out by a research scholar by virtue of his/her registration for research under this Direction, by the research scholar or his/her supervisor either solely or jointly or by any third person through them the University shall invariably have a proportionate ownership right in such intellectual property in terms of the Research Policy and Intellectual Property Rights of the University, unless the claim is waived explicitly by the University.

29. SAVING CLAUSE: -

Notwithstanding anything contained herein, all cases in which registration for Ph.D. has already been granted under earlier Ordinances/Directions, the same shall continue to be governed by the respective Ordinances and Directions, including the procedure for submission of the thesis and its evaluation, notwithstanding their repeal or lapse except the minimum tenure for submission of thesis for part-time Ph.D. students which shall now be considered as 36 months for all part-time students registered under previous directions.

(Dr. Madhavi Khode-Chaware)
Vice-Chancellor

NAGPUR
DATE: 10/6/25