

# Sai Nath University

Ranchi, Jharkhand



## Research policy (2016)

Framed as per the UGC Guidelines in "University Grants Commission"  
(Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degree Regulation - 2016)

  
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1. **Preamble**

To obtain a Ph.D. degree, as per the regulations, a candidate must submit a thesis consisting of a suitable body of original academic research, after undergoing a course work, which is in principle worthy of publication and shall defend this work before a panel of expert Examiners appointed by the University. There is a prescribed minimum period of study for the candidate before submission of thesis, as per UGC (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degrees) Regulations, 2016.

2. **Eligibility criteria for admission to Ph.D. programme:**

Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.

Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme.

A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

3. **Subject of Research**

The candidate shall work as a research scholar in the chosen subject which shall relate to the main branch of knowledge of the Master's Degree.

  
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#### 4. **Admission**

The candidates shall be selected and admitted through an entrance test, followed by an interview to discuss the research interest/area, conducted by the University / University Department.

Those students who qualify UGC/CSIR(JRF)/SLET/GATE/Teacher fellowship or have passed M.Phil Programme may be exempted from Entrance Test. It shall be followed by an interview to be organized by the University. At time of interview, doctoral candidates are expected to discuss their research interest/area. Provided that no candidate shall ordinarily be permitted to register for Ph.D. degree in a subject different from the one in which he/she has passed his/her qualifying examination. However, in order to facilitate inter-disciplinary research a candidate may apply in different subject and his/her registration may be considered after approval for Vice- Chancellor.

##### **a) Notification regarding admission to Ph.D. programme**

The Research Department / University shall notify, in advance the information about admission to Ph.D. programme. This notification shall carry the information regarding the expertise available in the Research Department / University, the date of issue of application, the last date for submission of application, the date and time of entrance test and interview and other relevant information required by the candidates.

##### **b) Entrance test**

The tests shall be of objective type with a maximum of 100 marks. The first part includes Research Methodology, logic and general reasoning and the second part shall be in the subject concerned in which the candidate is willing to pursue the Ph.D. degree. The questions shall be set by experts in the field concerned in the Research Department / University.

##### **c) Interview**

Following the entrance test, based on ranking, the candidates shall be short listed and called for an interview by their respective Research Department. The interview shall be conducted on the same day / another day of the entrance test.

##### **d) Selection**



At the time of interview, the members of the interview board, which shall include the Chairperson of Department/ Head of the Department of the respective Research Department. By integrating the entrance test marks and the performance of the candidate in the interview, the Selection Board shall rank the candidates.

**e) Allocation of Candidates**

The concerned Department shall allot the candidates, based on the rank of the candidate mentioned above, on the basis the specific area of research preferred by the candidate and the vacancy available with the guide.

After the selection process is over, the selected candidate shall be intimated about the admission, so that the candidate can proceed further.

**f) Enrollment**

The candidates selected and admitted in the Research Departments can register for doing Ph.D. The candidates shall do Course Work after getting provisional admission and subsequently have to undergo a Course Work for one semester.

**5. Duration of Ph.D. Programme**

- a) Minimum duration of research is 3 years (including Course Work) and the maximum duration is 6 (Six) years from the date of registration in accordance with UGC Regulation 2016.
- b) The candidate has to seek permission from the University for the Extension of period with yearly fee. Extension may be granted to candidate on the terms and condition of the university and the university has sole discretion in this regard. On expiry of the period, the registration of the candidate shall automatically stand cancelled.
- c) The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.
- d) If a candidate fails to submit the thesis for the Ph.D. degree within the stipulated period, his/her registration will be treated as cancelled.

  
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6. **Ph.D. Course Work**

- a) The candidates who have been selected through the entrance test process as per UGC guidelines are required to complete Course Work that are offered by the Research Departments for one semester. The courses offered include one on Research Methodology and another on the Specific Module of relevance to the research area.
- b) The courses offered under the Ph.D. programme shall be assessed for 100 marks, with an internal component of 30 marks. The marks scored in internal and external evaluation shall be combined and the candidates shall be graded by using a seven point grading scale based on the total marks scored. The candidates shall score not less than 55 marks to pass in a course. A grade sheet shall be issued to the candidate by the University indicating the performance of the candidate in the course work.
- c) In case, a candidate fails to receive the qualifying grade in the course, he/she will be offered a chance to reappear in the exam(s) at the next possible opportunity.

7. **Allocation of Supervisor**

- a) The allocation of the supervisor for a selected student shall be decided by the Department in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors, and the research interest of the student as indicated during interview by the student.
- b) The allotment/allocation of supervisor shall not be left to the individual student or teacher.
- c) **Change of Supervisor:** Change of Research Guide shall not be permitted as a routine. In exceptional cases, such change may be permitted, provided that the guide under whom the candidate has originally registered gives a "No objection certificate" and the new guide gives a "Certificate of willingness" to guide the candidate for the remaining period of his /her research on the same topic.

  
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- d) The candidate shall submit a request for the change of Research Guide. After the approval of the change of Research Guide, the candidate shall continue his/her research with the new Research Guide for the remaining period. In exceptional cases, the request of the candidate, even without the "No objection certificate" from the guide shall be considered by the authorities based on the merit of the case.

**8. Submission of Synopsis**

- a) The candidate shall submit a Synopsis of the thesis after incorporating the feedback and comments obtained during pre-registration presentation.
- b) The Synopsis shall be in **10 to 15 pages of A4 size paper** typed in double spacing using a legible font such as "**Times New Roman 12 points**". Figures and tables may be included if considered absolutely necessary.
- c) Six hard copies of the Synopsis of the thesis, duly signed by the candidate and forwarded by the guide through proper channel, along with an electronic copy in portable document format (pdf) written in a CD with due label.
- d) The following documents shall be enclosed with the Synopsis submission/Registration Form: A Copy of letter of recommendation by the RAC for registration.

**9. Half Yearly Progress Report**

Candidate shall submit and present PPT of progress report.

**10. Change of Topic and Change of Title:**

**Change of topic** may be permitted within one year from the date of provisional registration.

Note: Topic refers to specific area of research.

**Change of title**, shall be permitted only Two times, when the required change is of a minor nature as recommended by the guide. In such cases the research work shall be in the same area of the research. Requisition for a change of title shall be submitted at least 3 months prior to the

submission of the thesis. Change of title, recommended by thesis Examiners shall be approved.

Note: Topic/Title and Supervisor shall not be changed at a time.

**11. Cancellation of Registration**

- a) If the academic performance of the student is found not satisfactory to the extent of non-compliance of the conditions stipulated during the registration period, presentation of seminars, submission of reports, etc., action on this count to cancel the registration shall be taken based on the report of the Guide duly endorsed by the Head / Chairperson of the Department / Head of the department of the University.
- b) If the student fails to submit the thesis within the stipulated period after the date of confirmation of registration, his/her registration shall automatically stand cancelled. A cancelled registration shall not be revived / revoked after Two years of cancellation. Revival / Revoke fees and other fees are applicable.
- c) If a student wishes to cancel his /her registration on his/her own, the requisition for cancellation duly forwarded by the Research Guide and the Head and Chairperson of the University / Head of the Research Department of the University shall be submitted in writing. The candidate should pay all the fees due up to the date of request for cancellation.

**12. Requirements after Registration**

The progress of research work done by the registered candidates shall be periodically evaluated by presentation of seminars, progress reports and publication. Certificates / Reports to that effect and fee paid details and recommendation to continue the research work should be given by the guide at 6 month intervals in the specified format given.

**a) Presentation of Seminars**

Two research seminars (open to the Department) shall be presented by all categories of research scholars in the respective University Department. The guide and Chairperson of the University / Head of the Department of the



University shall issue the requisite notifications of the seminars. Candidate can participate in National / International Seminar / Conference. and presentation of research paper in such a seminar/conference.

**b) Research Publication**

The candidate shall publish one research article, relevant to the research area, in a National/International refereed journal. This paper shall be published with the candidate as first author, and the guide may be the co-author if necessary.

**13. Submission of Thesis**

The thesis as 06 hard copies and soft copy along with Plagiarism Report shall be submitted.

**a) Preparation of thesis**

The thesis shall be prepared with typing. Five hard copies of the thesis, including soft copy of the thesis shall be submitted. The hard copy shall be in **A4 size of good quality paper**. The thesis may be printed in 1.5 line spacing on both sides of the paper, using a legible font (e.g., **Times New Roman 12 points**). The soft copy shall be exact replica of the printed version of the thesis in portable document format (**pdf**), made in such a way that any computer can read and display the same.

The Ph.D. thesis in all subjects shall be submitted either in English or in Hindi except in Language subjects where the theses shall be in that particular language.

**b) Declaration in the thesis:**

A declaration in the standard format shall be appended in the thesis at the appropriate place. A certificate from the guide in the relevant format shall also be appended in the thesis.

**14. Appendix to thesis:**

**a)** Research article(s) of the work of the student as the single author or with the guide as co-author, published in refereed journals during the tenure of the research shall be appended to the thesis. In case the article is not published at the time of submission, a certificate of acceptance (or) a “in press” certificate from the Publisher of the Journal together with the



manuscript shall be attached.

- b) Candidate shall submit a Thesis Submission Form along with the 6 copies of hard bond thesis with Plagiarism Report forwarded by the Guide and Head of the Department where the research was carried.
- c) The Thesis Submission Form shall be submitted with the following enclosures: No-due certificates from the Research Section, Account, Library, Hostel etc.

**15. EXAMINERS**

- a) Along with the submission of Thesis, the Supervisor is required to submit a panel of 5 Examiners for the candidate in a sealed cover to the Research Co-ordinator / Dean Research / Registrar by name without fail. In case the Supervisor failed to provide the list of Examiners, the Vice Chancellor shall provide the list of Examiners in consultation with the relevant Subject Experts.
- b) The Vice Chancellor shall appoint the board of Examiners for adjudication of the thesis, consisting of the Supervisor as Convener and Two other external Examiners, from the panel of 5 Examiners suggested by the Supervisor.
- c) It is to be noted that no close or immediate relative of the candidate or Supervisor be suggested as an Examiner.
- d) Substitute Examiners shall be decided by the Vice-Chancellor at the first instance while constituting the Board of Examiners from the same panel of names suggested by the Supervisor. If any of the Examiners, in the Board of Examiners, declines the offer or no reply is received within 45 days from the date of actual dispatch of offer, such Examiners may be substituted with the name already decided by the Vice-Chancellor.

**16. Evaluation Process and Award of Degree.**

- i) The copy of Ph.D. thesis of a candidate shall be dispatched through Speed post / Registered Parcel Post / Airmail / Courier etc., to the Examiners and when their acceptance is received.
- ii) The Examiners shall send their reports in the prescribed form along

  
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with separate detailed report of the thesis and mention in their report the grading of the thesis as

(a) Recommended for award,

or

(b) Recommended for award subject to the condition that the candidate furnishes satisfactory clarification to queries during the public Viva-Voce Examination,

or

(c) Recommended for award subject to the condition that the correction/modifications suggested are carried out in the thesis and duly certified by the guide before the open Viva- Voce Examination,

or

(d) Recommended for revision and resubmission and (i) willing to evaluate the revised thesis (ii) Not willing to evaluate the revised thesis,

or as

(e) Rejected.

iii) The Two external Examiners shall send their individual reports together with their recommendations to the Dean Research / Research Co-ordinator by name.

iv) Consolidated report shall be given only if the two external Examiners have recommended the thesis for the award. If an Examiner suggested any corrections/modifications to be carried out in the thesis, the consolidated report shall be given only after incorporating the corrections/modifications in the thesis with necessary certificate.

v) If any one of the two Examiners fails to send the evaluation report on the Ph.D. thesis within a maximum period of Two months from the date of the dispatch of the thesis: Two reminders through post / e-mail / fax shall be sent in the third month.

(a) A thesis shall be accepted for the award of Ph.D. Degree when all the two Examiners have recommended the thesis for award and then after an open Viva-Voce Examination.



(b) The guide shall be appointed as the Convener for conducting the Viva- Voce Examination. The Vice-Chancellor shall nominate one of the Indian Examiner as External Examiner for conducting the Ph.D. Viva-Voce Examination.

If Two Examiners reject the thesis for award, the candidate shall carryout further research for one more year as directed by the Examiners and submit the thesis. A fresh panel of two Examiners shall be fixed and the thesis will be evaluated.

If One Examiner has recommended and One Examiner has rejected, the thesis may be referred to the 3th Examiner.

Once the University comes up with the decision as "Revision and Resubmission" of the thesis, the guide/guides shall be requested to direct the student to revise and resubmit the thesis after three months but within a period of one year from the date of approval. Copies of the reports of the Examiners shall be made available to the candidate for carrying out the corrections.

**17. Number of Chances**

a) A candidate shall be permitted to submit his / her revised thesis not more than Two times. All administrative fee and submission fee are applicable.

b) The same evaluation process prescribed for that of the original thesis shall be followed for the revised thesis also.

**18. Viva-Voce Examination:**

Viva-Voce for Ph.D. is an examination and therefore it is an official meeting and an examination.

**19. Constitution of RAC/DRC for open Viva-Voce Examination:**

The Vice-Chancellor shall constitute a Viva-Voce Committee of Examiners for the conduct of the open Viva-Voce Examination and one of them shall be the Supervisor and the other shall be a member of the committee. The Supervisor shall be the Convener of this committee. The Supervisor and External Examiner shall then be requested to fix a date and time for the Viva-Voce Examination for the candidate. If there is co- guide he / she shall also be the member of Viva-Voce Committee.

**20. Notification for open Viva – Voce Examination**

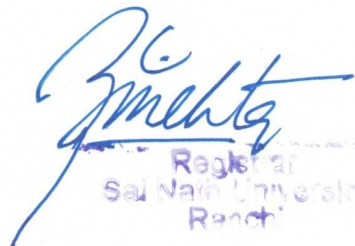
As soon as the Viva-Voce Committee is constituted by the University, the Convener of the Viva-Voce Committee in consultation with the other Examiner shall fix a date for the open Viva-Voce. He/She shall (if necessary) in consultation with the Head of the Department fix the venue for the meeting and a public notice to be issued to as many Departments as possible. When the information for open Viva-Voce Examination is sent, the Supervisor shall be authorized to organize the open Viva-Voce Examination for which the Faculty members, Research Scholars, the Public and the other experts from this University and other Universities may be invited. A notice shall also be displayed in the department notice board in advance of the date of Viva-Voce Examination.

**21 Guidelines for conducting open Viva-Voce for Ph.D. Candidates:**

- a) The evaluation reports of Examiners shall be kept with the Dean. A list of attendees shall be obtained and sent along with the recommendation. The Convener of the Viva-Voce Committee and the Chairman / Chairperson of the Department in the University / Head of Research Department shall be responsible for the conduct of the Viva-Voce and shall certify to this effect.
- b) The Viva-Voce Committee shall examine the candidate on the basis of the reports of the Examiners and also the performance of the candidate at the open Viva-Voce Examination and shall report to the University; the result of such examination before the final award or rejection.
- c) A candidate who submits a satisfactory thesis but fails to satisfy the Viva-Voce Committee - may on the recommendations of the Committee shall be permitted to submit himself / herself for a Viva-Voce Examination in second time. A candidate who fails to satisfy the Viva-Voce Committee for the second time will have his/her thesis finally rejected.

**Notification for Award of Ph.D. Degree**

- a) The recommendations of the Viva-Voce Committee for the award of Ph.D. degree along with all the evaluation reports and the consolidated report shall be placed before the Doctoral Research Committee (Research

  
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Council) for approval. After the approval of the recommendations of the Viva-Voce Committee by the Research Council members, the result shall be declared.

b) The date of Viva-Voce as approved by the Doctoral Research Committee shall be reckoned as the date of award of Ph.D. degree and release notification.

**22 Depository of Thesis**

a) One copy of the thesis and one CD kept in the Research Section shall be handed over to the Library by the candidate and receipt of the thesis from library be produced along with Viva-Voce report after completion of open Viva-Voce Examination.

b) Following the successful completion and award of the thesis, the soft copy of the thesis in CD form shall be forwarded by the University to the UGC in the INFLIBNET and shall be accessible to all Universities/Institutions.

  
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