

**JAMIA HAMDARD
(Deemed University)**

BYE-LAWS

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

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

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

- 2.0 (a) For admission to Ph.D. programme, a candidate shall apply to the University on the prescribed Application Form after the issue of the admission Notification which may be done twice in a year. Each department shall communicate to the Chairman, Admission Committee the number of candidates to be admitted in Ph.D. programme by each faculty member of the department in the months of September and February each year for tests to be held in the months of January and June, respectively. The number of seats in projects will also be communicated.

Eligible candidates shall have to appear in a written test and/or interview/experimental test. The written test shall be conducted by the Admission Committee/Controller of Admissions. The candidates shortlisted on the basis of the written test shall have to appear before an interview board, constituted by the Vice Chancellor. The interview will have weightage of 20%.

- (b) The candidates who have cleared NET conducted by the CSIR/UGC/ICMR will be exempted from appearing in the written test. They, however, shall have to appear in an interview which will be conducted within two months of declaration of UGC-CSIR (NET) result. Admission notice inviting applications from NET qualified students may be issued through web site also.

- (c) Candidates desirous of working in institutions having MoU with Jamia Hamdard will also have to qualify the entrance test/interview of Jamia Hamdard for admission to Ph.D. programme.
- (d) If a teacher does not have a funded project, he/she shall register only one Ph.D. student in a given year. Provided that additional student may be registered if the student is in receipt of a fellowship from an external funding agency such as CSIR, ICMR, UGC etc. However, total number of registered students should not be more than the maximum fixed limit.
- (e) If registration of candidates to work in a funded project is desired, then the PI will have to choose to either select the candidates from the available merit list of candidates prepared on the basis of the last test held. Names of three selected candidates from the merit list of entrance test/interview for one vacancy shall be provided to the PI of the project where student is to be appointed and registered for Ph.D. Alternatively, after the advertisement for vacancies in the project, the Admission Committee may be informed and a written test may be conducted by the Admission Committee itself so that the candidates selected in the projects may be directly admitted to Ph.D. without appearing in the Ph.D. Entrance Test next year. The candidates selected after the interview will be admitted to the Ph.D. programme.

Reservation policy of the Jamia, as applicable to admission to other programmes, shall also be applicable to admission to Ph.D. programmes.

- 2.1 Applicants, who are either permanent teachers of Jamia Hamdard or teachers on long term contractual service of Jamia Hamdard, need not appear in the test/interview for registration to the Ph.D. programme.
- 2.2 Candidates who can be admitted to the Ph.D. programme on part-time basis in the Department of Management Studies or in the Department of Computer Science could be in the following categories:

Sponsored Category

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

Teacher's Category

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

2.3 The selected candidates shall contact the proposed supervisor and prepare synopsis on the research topic. Ten copies of the synopsis along with the duly registration form shall be submitted to the Dean of the Faculty through Head of the Department to be placed before the Board of Research Studies (BRS) for approval.

2.4 Foreign nationals shall have to obtain Research Visa as one of the essential requirements for Ph.D. registration in Jamia Hamdard. They will not be required to appear in the entrance test. They may be given offer of admission without formal approval of the BRS, after receiving recommendations from the Head of the Department and Dean of the Faculty.

3.0 The Board of Research Studies for a Faculty shall comprise:

- (a) Dean of the Faculty - Chairman*
- (b) All Heads of the Departments of the Faculty
- (c) All Professor in the Faculty
- (d) One Reader of the Faculty by rotation in order of seniority for two years provided that he/she holds a Ph.D. degree or an equivalent qualification.
- (e) One lecturer of the faculty by rotation in order of seniority for two years provided that he/she holds a Ph.D. degree or an equivalent qualification.
- (f) Two external experts, who should be eminent scholars of any of the two disciplines of the Faculty, or appointed by the Vice Chancellor in consultation with the Dean of the Faculty. Their term will be for two years.

*(g) Provided however that if the Vice Chancellor decides to attend any Board of Research Studies meeting, he shall be in the chair.

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

3.1 The Board of Research Studies shall meet as early as possible after the declaration of selection lists by the Admission Committee.

- 3.2 The Board of Research Studies shall consider each application for registration and examine whether the topic, as proposed by the candidate in consultation with the supervisor(s) and recommended by the Head of the Department, is suitable or not and, if suitable, approve the same for registration of the applicant in the Ph.D. programme. If, however, the Board of Research Studies considers that the topic and/or supervisor(s) are not suitable, it may suggest suitable changes, for reasons which are to be recorded. The proceedings of the meeting of the BRS shall be submitted to the Vice Chancellor for his approval. After the approval of the proceedings, they will be sent to the Registrar for further action.
- 3.3 The names of the candidates whose registration is approved by the Board of Research Studies shall be communicated to the Head of the Department who shall inform each candidate for completion of admission formalities, including the payment of prescribed annual fee, within a reasonable time. The fee will be payable annually till the candidate submits the thesis. However, the teachers of Jamia Hamdard who register themselves for Ph.D. programme shall be exempted from payment of such fees.
- 3.4 The date of registration of the candidate shall be the date fixed by the Chairman, BRS for submission of registration form and synopsis in the Dean's Office provided the candidate completes his/her admission within the due date.
- 3.5 Candidates who are registered for Ph.D. programme will have to give at least two seminars in a year. They can also be given teaching assignment not exceeding 10 hours per week.
- 3.6 The candidate may apply to the Board of Research Studies through his/her supervisor(s) and the Head of the Department for permission to modify/change the research topic. The application shall be considered by Board of Research Studies. While recommending the change of the topic, the Board of Research Studies shall indicate if the suggested change is major or minor. In the case of a major change, the thesis shall not be allowed to be submitted until after one year from the date from which the change was approved by the Board of Research Studies. In the case of a minor change, thesis may be submitted as per schedule after the approval of the change by the Board of Research Studies.

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

- 4.0 A candidate may be allowed by the Head of the Department, on the recommendation of the supervisor(s), to continue his/her research work at some other centre after 1 year, if:

Facilities for further work do not exist in the Department.

or

The Head of the Department is satisfied that it would be in the interest of the candidate to do further research work at such a centre.

or

The condition of one year residency, however, will not be applicable for the candidate enrolled to work under the supervisors belonging to the approved research centres of Jamia Hamdard.

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

5.3 A candidate who wants to submit Ph.D thesis shall submit four printed or typed copies of his/her thesis to the Head of the Department, who in turn shall forward them to the Dean of the faculty. In addition, a CD of the thesis shall also be submitted.

(a) The thesis shall be accompanied by:

(i) A receipt of payment of the prescribed examination fee.

(ii) Four typed or printed copies of an abstract of the thesis, not exceeding 1000 words, which shall be sent to each of the examiners.

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

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

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

This is to certify that the thesis entitled "TITLE OF THE THESIS" submitted to the Faculty of(name of the faculty), Jamia Hamdard, New Delhi, in fulfilment of the requirements for the award of degree for Doctor of Philosophy in

(name of the subject), embodies the original research work carried out by Mr./Ms..... (name of the candidate) under my/our supervision and has not been submitted in part or full for any degree or diploma of this or any other university. It is further certified that the scholar has devoted more than two/three years, the minimum stipulated period, for the completion of the work.

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

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

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

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

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

After a proper evaluation, an examiner may recommend:

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

Or

That the thesis be rejected.

Or

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

- 6.3 When the reports of all the examiners are received in the Examination Section, they shall be sent to the Dean of the concerned faculty for necessary action.
- 6.4 The thesis may be resubmitted, if so recommended by the examiners, thrice at most and it shall be re-examined by the examiners(s) who assessed the original thesis, unless any of them is unable or unwilling to do so.
- 6.5 Re-submission of the thesis must be accompanied by a receipt of payment of prescribed amount of examination fee.
- 6.6 In case there is a difference of opinion between the examiners with regard to the acceptance of the thesis, the Vice Chancellor, upon consulting the Supervisor, the Head of the Department and the Dean, may refer the thesis to another examiner whose opinion shall be considered as final.

7.0 Except for a thesis that is rejected, a viva voce shall be held. The examiners of the thesis may send, if they so desire, along with their reports, questions to be asked from the candidate by a panel constituted for conducting the viva voce examination. While sending the proforma for examiner's report, the Examination Section should send to the examiner a sheet bearing the heading, "Question for the candidate" on a separate sheet. The panel for viva voce shall consist of three examiners and will include the Head of the Department, the supervisor of the candidate (co-supervisor in case of a Candidate whose supervisor is from a national institute/R&D Centre with whom the Jamia has signed and MoU) and one of the two external examiners who had examined the thesis of the candidate and shall be appointed by the Vice Chancellor. The Dean of the Faculty will be the convenor of the viva voce examination. The date of viva voce examination shall be fixed by the Convenor in consultation with the Supervisor and the Head of the Department after the receipt of the positive comments from the examiners of the thesis.

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

- 7.1 The external examiner belonging to a place other than Delhi, shall be entitled to travel by AC 2-Tier. He/she will be paid other allowances as per the Jamia Hamdard rules. Prior approval of the Vice Chancellor must be obtained for travel by air/higher class of railways.
- 7.2 Wherever there is a co-supervisor (supervisor in case of a candidate working in a national institute/R&D centre etc with whom the Jamia has signed MoU) he/she shall be an additional member of the panel of examiners for viva voce. However, he/she shall not be entitled for any TA/D.A. from Jamia Hamdard for taking part in the viva voce examination.
- 7.3 The candidate shall be required to present the work incorporated in the thesis in an open seminar. After the presentation, the viva voce shall be conducted by the panel of examiners after the presentation in the office of the Dean.
- 8.0 A candidate who is registered for Ph.D. degree shall not be allowed to join any other course unless it is prescribed by the Board of Research Studies in order to strengthen the candidate's capability to pursue his/her research project. He/she may be permitted to join and appear in the examination of a part-time diploma course in a language if it is considered useful for pursuing his/her research.

9.0 A supervisor shall be from amongst the Professors/ Readers/Senior Lecturers/Lecturers of Jamia Hamdard. A lecturer during his/her probation period will not be eligible to register a student as supervisor. He/she, however, can act as a co-supervisor. A scientist of a national laboratory or institute or an R&D Centre with whom Jamia Hamdard has signed an MoU or a scientist of an institution who takes a student who has done Masters from Jamia Hamdard can be a supervisor. Such scientists will have to approach the Board of Research Studies for recognition as supervisors.

Provided further that none of them shall be allowed to register with them a Ph.D. student after retirement. It is further provided that no teacher/scientist could supervise research if he/she does not hold a Ph.D. or equivalent degree.

9.1 Supervisor may recommend the name of the co-supervisor for approval by BRS. A co-supervisor may be a faculty member from the same or any other department or may be a scientist or a person holding an equivalent position in an institute or an R&D Centre of national or international repute. Such scientists/persons shall have to approach the Board of Research Studies for recognition. The number of co-supervisors will not exceed two.

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

In the publications, the affiliation of such a candidate shall be both the institute /R & D Centre where the candidate has worked and Jamia Hamdard. The name of the co-supervisor(s) shall be included in papers published from the thesis work.

9.2 If an institution (not having an MoU with Jamia Hamdard) has taken a student for Ph.D. who has passed M.Sc./M.Pharm. or any other Master's course from Jamia Hamdard, such a scientist or a teacher should be considered as a supervisor only if the institution he/she represents is a reputed one. Applications for recognition of such persons as supervisors may be submitted to proposed co-supervisor who will submit his/her recommendations to the Head of the Department along with the profile of the person, the institution and concerned laboratory. The Head of the Department will submit his/her comments to the Dean who will put up the matter to the Board of Research Studies for final decision.

In the publications, the affiliation of such a candidate shall be both the institute /R & D Centre where the candidate has worked and Jamia Hamdard. The name of the co-supervisor(s) shall be included in papers published from the thesis work.

9.3 A Professor shall not register more than six research students, a Reader/Senior Lecturer (selection grade) shall not register more than four, a Scientist of an institute/laboratory shall not register more than three and a Lecturer shall not register more than three research students at a time. Provided, however, that one additional student can be registered with the explicit permission of the Vice Chancellor.

If a faculty member gets an approved research project from any external funding agency, he/she can register with him/her a maximum of six candidates out of the project, provided the total number of candidates does not exceed 8. The supervisor while forwarding the names of candidates for Ph.D. registration shall mention students already registered with him/her clearly indicating those in the project(s) and those not in the project(s). The manpower sanctioned in the project must be indicated in the form.

9.4 An approved supervisor may be a co-supervisor for any number of candidates.

9.5 A University teacher may not ordinarily be appointed supervisor if he/she happens to be a near relation (i.e, father , mother, wife, husband, son, daughter, husband's or wife's brother/sister, grandson/granddaughter, nephew/niece and first cousin) of the candidate.

9.6 A candidate working in a national lab or equivalent research institute/R & D Centre with whom Jamia Hamdard has not signed an MoU can also get registered for Ph.D. degree in Jamia Hamdard, provided the work is undertaken in collaboration. In such cases, the candidate has to choose his/her supervisor from Jamia Hamdard and co-supervisor from the Institute/R & D Centre (see also 9.2).

9.7 If the supervisor retires or otherwise leaves the University/Institute before the thesis of a candidate has been completed, he/she may continue to guide the candidate. However, a co-supervisor will be appointed in such cases. If a supervisor of the candidate or the candidate himself/herself requests for a change, another supervisor may be appointed.

9.8 If a person working in an institution other than Jamia Hamdard is employed on the academic staff of the Jamia, he/she shall be allowed to register for Ph.D. degree the students who were working under his supervision in his/her old institution subject to fulfilment of Jamia Hamdard bye-laws. Such a candidate shall not submit his/her thesis until one year after registration in this University.

10.0 All bye-laws of Jamia Hamdard related to students' conduct and discipline shall apply to the research scholars registered for the degree of Doctor of Philosophy at Jamia Hamdard.

