



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 Universities Act, 1994)

DIRECTION NO. 7 OF 2011

DIRECTION PRESCRIBING ELIGIBILITY CRITERIA AND PROCEDURE FOR REGISTRATION OF CANDIDATES, SELECTION OF SUPERVISORS, GUIDES AND RESEARCH TOPICS, THESIS SUBMISSION AND ITS EVALUATION FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN ALL THE FACULTIES.

(Direction issued under Section 14(8) of Maharashtra Universities Act, 1994)

Whereas, the Maharashtra Universities Act No. XXXV of 1994 has come into force with effect from 22nd July, 1994.

AND

Whereas, the University Grants Commission have issued a Notification F.I-I/2002/(PS)Exemp-, dated 1st June, 2009, and to be published in the Gazette of India, dated 11/^{17th} July, 2009, UGC (Minimum Standards and procedure for Awards of M. Phil./ Ph.D. Degree) Regulation, 2009, for an appropriate action.

AND

Whereas, the Academic Council at it meeting held on 24th September, 2009, vide item No. 27 has approved the said Notification in regard to the UGC (Minimum Standards and procedure for Awards of M. Phil./ Ph.D. Degree) Regulation, 2009 and referred it to the Deans Committee.

AND

Whereas, the Management Council at its meeting held on 20th November, 2009, vide item No. 200 has approved the said Notification in regard to the UGC (Minimum Standards and procedure for Awards of M. Phil./ Ph.D. Degree) Regulation, 2009.

AND

Whereas, the Regulation, 2009, recommended by the University Grants Commission which are made effective from 1st June, 2009, need to be implemented by framing ordinance in that behalf and as the process of framing of ordinance would require necessary time and it is expedient to give effect to the provisions published in the Gazette of India, dated 11/^{17th} July, 2009, expeditiously.

Whereas, the existing ordinances governing award of Ph.D. degree are found inconsistent with UGC (Minimum Standards and procedure for Awards of M. Phil./ Ph.D. Degree) Regulation, 2009 and hence the said ordinances can not be continued to be in force.

Now, therefore, I, Dr. Vilas Sapkal, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in exercise of powers vested under Section 14(8) of the Act, do hereby issue the following Direction:

1. This Direction may be called “**Direction prescribing eligibility criteria and procedure for registration of candidates, selection of supervisor, guides and research topics, thesis submission and its evaluation for the degree of doctor of philosophy in all the faculties.**”
2. This Direction shall come into force with effect from the date of its Issuance.
3. Subject to his/her compliance with the requirements of this direction and of other Ordinances in force from time to time, for admission to the Ph.D. programme in a related subject in the faculty, applicants fulfilling the following criteria shall be treated as eligible :
 - a) Persons having passed Post Graduate Degree (Master Degree) Examination with at least 50% marks or equivalent Grade Point Average (GPA).

Persons having passed post-graduate degree (Master Degree) examination in Law faculty with atleast 55% Marks.

However, relaxation of 5% marks would be for reserved category students of Maharashtra State only.

OR

- b) Persons working in National Laboratories- Institutes/Government/ Private Organization nominated/sponsored by the respective employer. These persons should have a Post Graduate Degree and holding rank of Assistant Director/or above.

Above- mentioned will also be applicable to the foreign candidates who have obtained a Masters Degree from the statutory Indian Universities.

OR

- c) Persons with exceptional abilities who have passed Graduate Degree Examination with 50% of marks and with 15 years experience after graduation in related fields.

- d) The fellow members of the Institute of Chartered Accountants and/ or Institute of Cost and Works Accountants and/ or having qualification of C.S. shall be held eligible for registration for Ph.D. in the subject in the concerned Board of Studies in the faculty of Commerce provided that they possess a Bachelor's Degree of any statutory University. Such candidate should have at least 5 years professional experience.
- e) A Graduate in any faculty who has developed important new techniques (new for the country) or designed and fabricated special instruments or apparatus which are deemed by competent judge to be a valuable contributions to Engineering/Pharmacy may be permitted by the Research and Recognition Committee of concerned faculty on the recommendation of the appropriate Board or Boards of Studies to submit his thesis for the Ph.D. Degree in that faculty. Such a candidate must have at least five years standing as a Bachelor of concerned faculty.
- f) Application for research in inter-disciplinary areas and from applicants belonging to a faculty or subject other than the faculty or subject in which the research is proposed to be done and from the international candidates (those who have not obtained the Master's degree from Indian University) shall be considered on the basis of the proven ability and aptitude of the researcher for such kind of research. Such proposal shall be examined by the Guide and the Head, Place of research before giving provisional admission. The admission will be confirmed after the concerned Research and Recognition Committee/s, approves the topic. 5 years work experience in related field would be necessary for such candidates.

4. **Procedure for conduct of Entrance Examination**

Entrance Examination will be conducted twice a year i.e. in the month of January and July every year.

a) January session:

- i. Paper I of the Entrance Examination will be conducted on 2nd Saturday of January. In case of public holiday on 2nd Saturday, examination will be conducted on next working day. The list of the successful candidates will be declared on University Website along with the schedule of Paper II.
- ii. Advertisement will be published in 1st week of December, inviting applications for registration of Entrance Examination.

- iii. The Department/Recognised Institutes/Affiliated Colleges (hereinafter referred as 'Research Centre') will communicate the vacancies subjectwise to P.G. Admission Section by 8th of November. All such vacancies will be declared by the P. G. Admission Section by 15th of November.

b) July Session:

- i. Paper I of the Entrance Examination will be conducted on 2nd Saturday of July. In case of public holiday on 2nd Saturday, examination will be conducted on next working day. The list of the successful candidates will be declared on University Website along with the schedule of Paper II.
- ii. Advertisement will be published in 1st week of June, inviting applications for registration of Entrance Examination.
- iii. The Research Centre will communicate the vacancies subjectwise to P.G. Admission Section by 8th of May. All such vacancies will be declared by the P.G. Admission Section by 15th of May.

c) Exemption for Entrance Examination:

The candidates fulfilling one of the following conditions will be exempted from Entrance Examination.

- i. Qualified in GATE/SET/NET/JRF examination of the apex bodies as CSIR/UGC/ICAR/CMR/DBT only.
- ii. M.Phil. Degree completed from Rashtrasant Tukadoji Mahartaj Nagpur University, Nagpur.
- iii. M.Phil. degree candidate from other Statutory University whose admission at M.Phil. has been done through an entrance examination.
- iv. Approved teachers of Rashtrasant Tukadoji Maharaj Nagpur University having more than 5 years teaching experience at UG/PG level.
- v. Scientists/ Officers working in Governmental organizations, National laboratories and research institutions having 5 years research/ professional experience shall be exempted from entrance examination.

The Registration form should be submitted by the exempted candidates before interview within stipulated time with relevant supporting documents.

5. Structure of the test:

For Entrance Examination there would be two papers i.e. Paper -I and Paper -II. Paper -I would be General Aptitude test of 100 marks and Paper two would be subjectwise /Facultywise of 100 marks.

Paper I: General Aptitude Test which will have 100 questions with multiple choice covering Logical Reasoning, Numerical Ability, and Language Aptitude.

Standard of passing: Candidates who score 50% and more will be declared as passed (45% for reserved category). The list of successful candidates in Paper I will be declared facultywise and such candidates will be held eligible for Paper II.

General Aptitude Test score will be valid permanently to appear for Paper II.

Paper 2 subject Specific Test: This paper will be also of 100 marks. Paper-II examination will be conducted by respective University departments/Administration only.

- i. 20 marks will be covered for objective – multiple choices with 20 questions covering relevant subject in the faculty.
- ii. 80 marks will be covered by theoretical descriptive questions.
- iii. The respective faculty of the department faculty/administration in consultation with concerned Dean will decide the nature of theoretical questions and weightages to be given out of 80 marks on various components of theory questions such as descriptive questions, case study, comprehension, essays etc.
- iv. The syllabus of various papers covered under different Boards and Faculties will be decided by faculty/authority of University and the same will be notified.

Candidate desirous of taking admission to recognized institutes/affiliated colleges other than University Departments have to appear for the test conducted by University Department. No separate test will be conducted by other recognized institutions/affiliated colleges.

The list of successful candidates (Paper I & II) will be published by respective University Department and copy will be sent to PG Admission Section. The concerned candidates are expected to mention the name of their research centre choice.

6. **Allotment of Research Guide**

Allotment of Research Guide will be done by the respective research centre as per the following guidelines:

a. **Allocation of Research Guide:**

On the basis of interview the allocation of the Research Guide for a selected candidate shall be decided by the Research Centre in a formal manner depending on the number of candidates per faculty member, the available specialization among the Research Guides and the research interest of the candidates as indicated during interview by the candidate. The allotment/allocation of Research Guide shall not be left to the individual candidate or Guide.

While granting admission to candidates to Ph.D. programmes, the Research Centre will pay due attention to the State Reservation Policy. Foreign candidates will be treated at par with Open Category for admission provided they have obtained a P.G. degree from any statutory Indian University

7. Application:

Every person if he/she is otherwise eligible and qualifies as per above conditions and desirous of doing research work for the Ph.D. Degree should face the interview before the committee constituted as below. The candidate shall confirm the subject of his/her thesis and prepare a brief outline under the guidance of his/her research guide under whom he/she research centres for registration for the purpose of interview. All such exempted candidates from Entrance Examination as per clause 4(c) will also register their candidature with the respective research centre. The candidates will be interviewed by the committee constituted for the purpose as per the guidelines given below:

8. The committee shall be consisted of:

a) Admission at University Departments:

- 1) HOD (Chairman)
- 2) BOS Chairman/Nominee
- 3) Two subject Experts (One from Department and One from affiliated college or other departments or recognized research Institution)
- 4) Nominee of the Vice-Chancellor representing Reserved Category.

b) Admission at PG/Research Centres at Colleges:

- 1) Principal (Chairman)
- 2) BOS Chairman/Nominee
- 3) Two subject experts (one Head of the Department, one from University Department/recognized research Institution/ Affiliated college)
- 4) Nominee of the Vice-Chancellor representing reserved category.

c) Admission at Recognised Research Institutions:

- 1) Director (Chairman)
- 2) Dean of the concerned Faculty
- 3) Head of concerned Department
- 4) One subject expert from University Department
- 5) Nominee of the Vice-Chancellor representing reserved category.

9. Admission / Registration after the interview:

- i. An eligible applicant seeking admission to the Ph.D. programme shall apply to the Registrar, Rashtrasant Tukadoji Maharaj Nagpur University in the prescribed application form (Appendix) along with the registration fees as may be prescribed from time to time.

- ii. The applicant shall submit along with the application eight copies of his/her Ph.D. proposal as per the guidelines(Appendix) to the place of research.
- iii. An eligible applicant shall be required to make a brief presentation at the place of research before a Committee constituted as under:
 - 1) Research Centre HOD/Principal/Director
 - 2) Guide
 - 3) 2 experts (research recognized guides in the concerned subject)

The presentation will be arranged by the Head, place of research on a date suggested by the Research Guide.

After satisfactory presentation, the committee will prepare a report on the basis of the presentation. In case of any suggestions given by the committee for improvement of topic, the candidate shall make changes accordingly and present the topic again before the said committee within 3 months of the earlier presentation.

The date of successful presentation will be the date of registration (date of provisional admission).

In case of any dispute/problem, Dean of the concerned Faculty shall take appropriate decision. In case where Head of place of research is Dean of concerned faculty, Vice-Chancellor will take appropriate decision.

- iv. If the presentation is unsatisfactory, the proposal shall be rejected and the applicant shall be required to submit a fresh proposal and make a presentation again after a gap of three months and before six months from the date of earlier presentation.
- v. The Research and Recognition Committee shall consider approval of the topic of research and case of inter-disciplinary subjects, co-guide/s recognized by this or, in special circumstances, by any other recognized University.
- vi. The date of provisional admission shall be the date of registration which shall be valid for five years. Extension up to a maximum period of two years shall be given by the Research and Recognition Committee/s concerned only if considerable work has been done by the candidate. The candidate concerned must submit the application for extension through his guide and the Head, place of research three months before the expiry of the registration period. Further extension of one year will be given on the recommendation of concerned Dean by Hon'ble Vice-Chancellor.
- vii. If the candidate **is** desirous, he/she can partially modify the title and the proposed plan of the research the concerned Dean shall approve such changes on the recommendation of the guide and the Head of the place of research.

- viii. The registered candidates shall not be allowed to register simultaneously for any other degree course.
- ix. The admission will be confirmed after the Research and Recognition Committee approves the topic. The Head of Research Centre shall admit the candidates as per the rules and regulations of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

10. **COURSE WORK:**

The course work is compulsory and will carry 20 credits. The bifurcation of these credits is as under:

- i. 5 credits for Research Methodology which includes research methodology, quantitative methods, computer application, tools and techniques including instrumentation, communications skills, seminar presentation and review of published research.
- ii. 10 credits for subject specific (2 subjects) course work.
- iii. 5 credits for field work, seminar and other academic activities.

Provided that those covered vide Clause 4.c.iv & v having published 5 research papers in refereed journals at National or International level shall be exempted from the Course Work.

The evaluation will be done by the concerned faculty of the Research Centre.

Admitted candidates shall be required to undertake course work organized by the Research Centre as the case may be. The course work will be for a minimum period of one semester. The course work shall be treated as pre Ph.D. preparation. The Research Centre as the case may be, shall decide the minimum qualifying requirement for allowing a candidate to proceed further with the writing of the Ph.D. thesis.

If found necessary, course work may be carried out by doctoral candidates in sister departments/institutes either within or outside the University for which due credit will be given to them.

The candidates who have done M.Phil. from any Statutory University and whose admission at M.Phil. has been done through an entrance examination and course work has been prescribed at M.Phil. level, such candidates will be exempted from the course work.

11. **SUPERVISION**

A. GUIDE

- 1. Normally a candidate shall be required to complete his/her doctoral research under the supervision of the guide recommended by the committee for admission. However, the Research & Recognition Committee concerned may allow change of guide on the production of a 'no objection' certificate from the first guide and an acceptance letter from the new guide. In case of such a change, the candidate shall work for a minimum period of one

calendar year under the new guide before he/she submits the thesis. A no objection' certificate will not be required if the candidate justifies the non-availability of his guide. The justification will have to be endorsed by the Head, place of research in case of problem/dispute, non availability of the guide will be approved by the Vice-Chancellor on recommendation of the concerned Dean.

Provided further that in specific cases there could be a Co-guide/ second Supervisor subject to an appropriate justification. However, Guide and Co-guide shall not be from the same specialization.

2. At any given time a **supervisor** shall not have more than eight registered Ph.D. candidates **in the capacity as guide & co-guide taken together** and 5 M. Phil. candidates working under his/her supervision.
3. In case of a dispute between a candidate and his guide, the committee consisting of the following shall examine the matter and report to the Vice- Chancellor, whose decision shall be final:
 - i) Dean of the concerned faculty (Convener)
 - ii) Nominee of the Vice-Chancellor
 - iii) The Head, place of research (If the complaint is against the Head/ the Dean, he/she shall not participate in the proceedings of the meeting. In that case, additional member/s may be appointed by the Vice-Chancellor)

The report shall include, among other things, specific recommendations. The report shall be submitted to the Vice-Chancellor.

B. PROGRESS

1. All the registered candidates shall be required to submit to the Head, place of research and through their research guides elaborate progress reports every six months.(Appendix) If a candidate fails to submit three reports consecutively, his/her registration may be treated as cancelled on recommendation of Head and Dean, of the concerned faculty.

2. The Head, after the completion of the given period (one and a half years) shall send to the University office a report on the noncompliance of the condition stated in 11B(1). The copy of progress report submitted by the candidate to the Head, place of research should be sent to the Admission Section, Rashtrasant Tukadoji Maharaj Nagpur University within 15 days.

3. The progress reports submitted shall be placed by the Head, place of research before the progress monitoring committee consisting of (a) the Head, place of research (b) the research guide, and (c) a research guide recommended by the Head, place of research from amongst the recognized research guides of the Rashtrasant Tukadoji Maharaj Nagpur University. The committee shall scrutinize the progress reports and prepare a brief statement on the progress of the candidate. In case of dispute, Dean of the concerned faculty shall take final decision. The Head, place of research shall maintain the record of these reports and statements.

12. **SUBMISSION AND EVALUATION OF THESIS**

A. SUBMISSION OF THESIS

1. The submission of synopsis may be permitted only after completion of twenty two months from the date of registration and successful completion of Course Work. The synopsis should contain introduction, chapterwise brief account of the work done and overall conclusions. Ph.D. candidate has to publish one research paper in a standard refereed journal before the submission of the thesis/monograph for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.

2. The thesis can be submitted after two months from the date of submission of synopsis. At least three months before the date of submission of the thesis each candidate shall give a pre-submission seminar to be arranged by the Head of the place of research at the research center on the request of the candidate duly endorsed by the guide. The final plan of the thesis will be discussed by the research scholars present, among whom the presence of the research guides and the Head, place of research or his/her nominee shall be necessary.

3. In the light of the discussion during the seminar mentioned above the candidate shall submit to the Registrar fifteen copies of the synopsis of his/her thesis through his/her guide within one month from the date of presentation of seminar. The guide may recommend list of referees to the **Academic Section.**

4. The candidate shall be allowed to submit his/her thesis after the completion of a period of two months and before six months from the date of submission of the synopsis, failing which the candidate will have to pay the prescribed fine for late submission. Late submission of thesis shall be allowed up to the completion of one year from the date of submission of the synopsis or till the expiry of the registration period, whichever is earlier. The candidate will have to submit synopsis again, if given extension.

5. The thesis shall be submitted in compact bound form along with a soft copy (CD). Along with the thesis five copies of the abstract should be submitted.

The final thesis shall be presented in accordance with the following specifications:

- A) The paper used for printing shall be of A4 Size.
- B) Printing shall be in a standardized form on one side of the paper and in one and- a half spacing.
- C) A margin of one-and-a half inches shall be on the left hand side.\
- D) The card for cover shall not be more than 330 gms.
- E) The title of the thesis, name of the candidate, degree, name of the guide, place of research and the month and year of submission shall be printed on the title page and the front cover.
- F) The colour of the cover should be black. Side cover should mention Ph.D. thesis on the top, name of the candidate and month and year. The specifications are shown in Appendix-A.

6. The candidate shall submit to the Registrar two copies of his/her thesis and produce an acknowledgement of the receipt of thesis by the research guide and the Head, place of research.

7. The thesis shall include a Certificate of the guide (Appendix-B) and a Declaration by the candidate (Appendix-C) 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.

8. The thesis shall be written in English except when it is related to Modern European or Indian languages. Exceptional cases may be considered

B. APPOINTMENT OF EXAMINERS

1. The procedure for the appointment of examiners shall be undertaken soon after the candidate submits his/her synopsis.
2. The thesis should be evaluated by two external examiners for the respective faculty as shown below:
 - i. For Science/Pharmacy/Engg./Medical faculty one examiner from India and one should be out of India.
 - ii. For other faculties one examiner from State and one should be out of State.
 - iii. However for Modern/Indian Languages on examiner out of State.
 - iv. The guide of the candidate shall be the internal examiner.
3. The Chairman for the Viva-Voce and the defence of the thesis shall be appointed by the Head, place of research or by the Dean concerned when the Head is the guide or panel of three experts suggested by the Guide.

4. If the approval of the examiners panel is delayed beyond three months, the Ph.D. candidate, through his guide may bring this to the attention of the Vice-Chancellor directly and the Vice – Chancellor in such a case may initiate an appropriate action in consultation with the Dean of the concerned faculty ensuring that the panel is approved within a month.
5. The Vice-Chancellor may indicate the order of priority of examiners from 1 to 3 as per the classification for various faculties as given below:
 - i. For Science/Pharmacy/Engg./Medical faculty one examiner from India and one should be out of India.
 - ii. For other faculties one examiner from State and one should be out of State.
 - iii. However for Modern/Indian Languages one examiner out State.

C. EVALUATION

1. **Upon** approval of the panel of examiners, by the BOE, the Controller of Examinations shall invite the first two examiners from the approved panel, to examine the thesis. The COE shall forward the thesis to the examiners within a week from the date of the receipt of the acceptance letter or the submission of thesis, whichever is later. If an examiner does not accept the invitation within thirty days from the date of dispatch of the invitation letter, Controller of Examination shall send invitation letter to the next examiner on the panel.
2. The external examiners shall independently send their reports to the COE within sixty days from the date of receipt of the thesis (The reports sent by fax or e-mail by using the 'postscript' package will be accepted). If an examiner fails to do so, the COE shall send him/her a reminder immediately after the expiry of the said period and request him/her to submit the report within thirty days. If the concerned examiner fails to comply even within the extended period the COE shall cancel his appointment forthwith and invite the next examiner from the approved panel to evaluate the thesis. In the event of a request for the late submission of a report, receipt of the report after the appointment has been cancelled or the loss of report, postal delay, etc. the Dean concerned shall take an appropriate decision in the interest of the candidate concerned.

3. The positive reports received from the external examiners and the Research Guide (internal examiner) shall be immediately forwarded to the Head, place of research who, after ascertaining that the reports are favourable, shall arrange the viva and the defence of the thesis at the earliest date suitable to the internal examiner, the nearest external examiner and the chairperson. The Head of the Department shall nominate the chairman for the defence from a panel of three senior research guides to be suggested by the internal examiner. The Head shall make the reports available to the candidate, the research guide and the chairperson at least a day before the date of the viva. (In case of any problem, the Dean of the concerned faculty will take appropriate decision).
4. In case one out of two external examiners give unfavourable reports then COE shall get the thesis examined by an additional examiner from the panel of examiners approved by the BOE. If the additional examiner also gives an unfavourable report the candidate will be declared to have failed.

13. **VIVA VOCE AND DEFENCE OF THE THESIS**

1. The day, date, time and the place for the viva voce and the defence of thesis shall be notified by the Head of the place of research at least eight days in advance. Normally the viva voce and the defence of the thesis shall be arranged in the University Department. In exceptional cases, the Vice-Chancellor may allow the viva to be conducted at a place of research outside the University campus. In such a case the procedure and norms for the conduct of viva, payments, etc. shall be as laid down by the University.
2. The defence of the thesis shall take place in the presence of guide (internal examiner), one external examiner and the chairperson, who shall jointly evaluate the performance of the candidate. In case of dispute, Dean of the concerned faculty shall take the appropriate decision.
3. If neither of the external examiners are able to be present at the time of the defence, the Vice-Chancellor, on the recommendation of the guide and the Dean concerned faculty shall appoint a senior research guide to act as an examiner for the defence of the thesis. In case the internal examiner is not available, the Vice-Chancellor shall appoint one of the senior research guides on the recommendation of the Dean of the concerned faculty & Head of the place of research.
4. The examiners present for the viva-voce and the defence of the thesis shall submit to the COE their final consolidated report along with the reply given to the queries raised by the external examiners in written form signed and accepted by the members of the Viva-Voce Panel, about the award of the Ph.D. degree immediately after the defence is over.

5. In case the defence is not satisfactory, the examiners may unanimously recommend with reasons that a fresh viva-voce and defence of the thesis be organized within period of not less than one month. If the defence is still not-satisfactory the committee would record the reasons for the same. The committee may recommend the resubmission of the thesis with suggested changes or recommend the rejection of the thesis.

14. **DEPOSITORY WITH UGC**

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBENT accessible to all Institutions/Universities.

The University shall issue a provisional certificate, certifying to the effect that the Degree has been awarded in accordance with the Regulations issued by the UGC as per the Notification dated 1st June 2009 and subsequent the Gazette of India published on 11th July, 2009.

The overall result shall be officially declared by the COE within eight days from the date of the receipt of the favourable report on the defence of the thesis.

15. The Ph.D. degree shall be conferred on the candidate in the ensuing convocation of the university.
16. Upon promulgation of this Direction, Ordinance No. 2 of 2005, 29 to 35 of 2008 Shall stand repealed.
17. **Saving clause:** Notwithstanding the repeal of ordinance No. 2 of 2005 and 29 to 35 of 2008 it is clarified that the applications for registration received by the University as well as all pending cases in which registration has been already granted will continue to be governed by the respective ordinances, even if repealed with effect from issuance of this Direction.

Nagpur,
Dated :

(Dr. V.S. Sapkal)
Vice-Chancellor

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

**ANNEXURE
GUIDELINES FOR RESEARCH WORK (Ph.D.)**

I DOCTRINAL

Research scholars are required to follow the steps given below for preparation of Doctrinal Research (Ph.D.)

A. Research Methodology:

1. Title of the Study
2. Problem of the study
3. Rationale of the study
4. Objectives of the study
5. Hypothesis
6. Review of Literature
7. Operational concepts & Variables of the study
8. Research Design
 - i) Nature/Type of the study
 - ii) Method of Data Collection
 - iii) Sources of Data Collection
9. Limitations of Study
10. Time Schedule
11. Possible Contribution of the Study
12. Chapterisation

B. Doctrinal Research (Ph.D.) shall have the following structure:

Cover
Cover page
Preface
Declaration (regarding originality of work)
Certificate
Acknowledgement
List of Case Laws.
List of Tables/Maps, etc.
Abbreviations
Contents

Introduction

- A. Theoretical Background
- B. Research Methodology (As given in A)

Chapter I

Chapter II

Chapter III

Chapter IV

Major Findings, Conclusions and Suggestion.

Bibliography

Annexure:

Acts, Bills, Maps, etc.

II. EMPIRICAL.

A. Research Methodology:

1. Title of the Study
2. Problem of the study
3. Rationale of the study
4. Objectives of the study
5. Hypothesis
6. Review of Literature
7. Operational concepts & Variables of the study
8. Research Design
 - i) Nature/Type of the study
 - ii) Universe
 - * Population
 - * Sample and Sample size
 - * Sampling Method
 - iii) Method of Data Collection
 - iv) Sources of Data Collection
 - v) Tools of Data collection
9. Limitations of Study
10. Time Schedule
11. Possible contribution of the study
12. Chapterisation

B. Empirical Research (Ph.D.) shall have the following structure:

Cover
 Cover page
 Preface
 Declaration regarding originality of work
 Certificate
 Acknowledgement
 List of Case Laws.
 List of Tables/Maps, etc.
 Abbreviations
 Contents

Chapter I Theoretical Background

Chapter II Research Methodology (As given in A)

Chapter III Analysis and Interpretation of Data

Chapter IV Major Findings, Conclusions and Suggestion

Bibliography

Annexures:

Interview Schedules/Questionnaires

Master Charts

Acts, Bills, Maps, etc.

APPENDIX – A**Front/Cover Page of Thesis**

- 1) The colour of the cover of the thesis should be black :
- 2) The name of the candidate :
Should mention on the top
Side cover of Ph.D. thesis
- 3) Title of Thesis :
(In Block Letters)
- 5) Faculty :
- 6) Subject :
- 7) Name of Guide/Supervisor :
- 8) Name of Co-guide/
Co-Supervisor :
- 9) Date of Thesis Submission :
Date..... Month Year

APPENDIX – B

Certificate

This is to certify that the work presented in this thesis entitled

“
.....
.....
.....”

is the own work of Shri/Smt./Ku.
conducted in Department/Institute/College of
.....

under my supervision. This work has not been submitted earlier to any
University/Institution for any diploma or degree.

Date : (Name & Designation with Signature)
Place : of Supervisor/Guide

APPENDIX – C

Declaration/Undertaking

I hereby declare that the work presented in this thesis entitled
“-----

-----was carried out by me under the
supervision of -----
-----from ----- to ----- . This work which
or any part of this work is based on original research and has not been
submitted by me to any University/ Institution for the award of any
diploma or degree.

Date : (Name with Signature)
Place : of Ph.D. Candidate

APPENDIX – D

Form No. 1
CONFIDENTIAL**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 Universities Act, 1994)No. Exam./Ph.D./ _____
From:Phone No.(0712)
Fax No.(0712)
(0712)The Deputy Registrar (Exams)
Ph.D. (Cell)
Rashtrasant Tukadoji Maharaj
Nagpur University,
Nagpur – 440 001 (M.S.), India.

To,

_____Subject: Appointment as examiner for evaluating the Ph.D. Thesis.
In the Faculty of _____.

Sir,

I have the honour to inform you that the Board of Examinations has appointed you as one of the examiners for the evaluation of the Ph.D. thesis entitled

_____ for the Degree of Philosophy (Ph.D.) in the
Faculty of _____

Subject : _____

You are, therefore, requested to make it convenient to communicate your acceptance positively **within thirty days** from the date of receipt of this letter in the enclosed proforma. In case your acceptance is not received within the stipulated period it will be presumed that you are not accepting the offer of the University.Enclosure: Proforma of acceptance letter.
Ph.D. Ordinance

Yours faithfully

Deputy Registrar (Exam),
Ph.D. Cell,
R.T.M. Nagpur University**N.B.** Following are the INSTRUCTIONS for the consideration of the Examiner before giving consent to evaluate the thesis.

1. Vide Para 1 of Ordinance No. 11 relating to 'remuneration to examiners' the examiner is entitled for remuneration of Rs. 1000/- for evaluating the thesis.
2. An examiner is required to submit a detailed report alongwith the printed proforma duly filled in within three months from the date of receipt of the thesis.
3. Viva-voce test is compulsory.
4. The Viva-voce will be conducted in the University premises and as per the provisions of the Ph.D. Ordinance.

APPENDIX - E

Form No. 3
CONFIDENTIAL

Registered Parcel
Phone No.(0712)
Fax No. (0712)
(0712)

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 Universities Act, 1994)

No. Exam./Ph.D./ _____

Dated: _____ 200

From:

The Deputy Registrar (Exams)
Ph.D. (Cell)
Rashtrasant Tukadoji Maharaj
Nagpur University,
Nagpur - 440 001 (M.S.), India.

To,

Subject: Evaluation of the Thesis.

Sir/Madam,

Thank you for your letter, dated _____ accepting the examinership for evaluating the thesis entitled _____

_____ submitted for the Degree of

Doctor of Philosophy in the Faculty of _____
Subject _____

Name of the candidate Shri/Smt./Ku. _____

I am sending herewith a copy of the thesis alongwith the following documents:

1. An Acknowledgement Form to be returned immediately on receipt of the thesis.
2. Proforma for indicating the specific recommendations.
3. Remuneration Bill Form.

After evaluating the thesis, you will please send a DETAILED REPORT (preferably computerized) on plain paper alongwith (1) the Printed Proforma (Form No.5) completely filled in, (2) the Remuneration Bill duly signed and the receipt for the postal charges incurred on returning the thesis, all enclosed in a confidential cover addressed to the undersigned by name and designation by registered post within three months from the date of the receipt of this letter. The copy of the thesis should be returned simultaneously by registered post separately.

Encls. As above.

Yours faithfully,

Deputy Registrar (Exams),
Ph.D. Cell,
R.T.M. Nagpur University

APPENDIX – F

Form No. 4
CONFIDENTIAL



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 Universities Act, 1994)

ACKNOWLEDGEMENT

(To be sent immediately on receipt of the thesis)

Received from the Deputy Registrar (Exams), Rashtrasant Tukadoji Maharaj Nagpur University, a copy of Thesis of Shri/ Smt./ Ku. _____
_____ for evaluation

Subject of Thesis _____

Faculty _____

Date : _____

Place : _____

(Signature of Examiner)

APPENDIX - G

Form No. 5

**CONFIDENTIAL****RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

Examiner's Specific Recommendations

1. Name of the Candidate : _____
2. Name of the Examination : Ph.D.
Faculty : _____
Subject : _____
3. Title of the Thesis : _____

4. Name of the Examiner, designation and address : _____

5. * Recommendation of the examiner. The examiner should tick (a) or (b) or (c) and the recommendation should match with the actual comments in the detailed report.
 - (a) The thesis be accepted **for the award of Doctoral degree in its present for me.**
 - (b) The thesis be revised in the light of the instructions as given in the report and thesis should be resubmitted.
 - (c) The thesis be rejected.

A detailed report is enclosed herewith.

Place : _____

(Signature of the Examination)

Date: _____

Name of the Examiner

____ N.B. Examiner is requested to propose in the proforma given below the date, and time for the conduct of viva-voce test.

VIVA – PROGRAMME

1. Date _____

2. Time _____

Date _____

Signature of the Examiner



Price : 300/-

Faculty of _____
Ordinance No. _____ of 200

RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

APPLICATION FORM FOR REGISTRATION AS A RESEARCH STUDENT FOR THE DEGREE OF PHILOSOPHY IN THE FACULTY OF _____

This form must be submitted to the Controller of Examinations, Rashtrasant Tukadoji Maharaj Nagpur University, through the Supervisor and Head of the Department/Institution where proposed research is to be carried out, so as to reach him on or before 15th January of each academic year.

To

The Controller of Examinations,
Rashtrasant Tukadoji Maharaj
Nagpur University, Nagpur.

Dear Sir,

I hereby apply for being registered as a research student for the Degree of Doctor of Philosophy (Ph.D.) in the Faculty of _____ of the Rashtrasant Tukadoji Maharaj Nagpur University.

I promise to abide by the provisions of Ordinance No. _____ of 200 , rules and regulations and discipline of the University and of the Department/Institution where I propose to work.

The required fee of Rs. -----/- has been paid in the University account on Dt. -----
--- A copy of the related challan is enclosed herewith.

Dated ----- 200 .

(Signature of the Applicant)

1. Name in full (in BLOCK LETTERS) Shri/Smt/Ku./Dr. _____

2. Name of Mother

3. Name of Father

4. Date of Birth (figures)

(in words)

5. Permanent Address

6. Address for Correspondence

Telephone No. _____ (R)
 _____ (O)

(M) _____ E-mail

7. Marital Status: Marital/ Single

8. Religion _____ Nationality _____

9. Caste _____
 (Please enclose attested true copy of caste certificate)

10. address for correspondence

11. Name of the University from where qualifying degree has been obtained _____

12. College last attended _____

13. Enrolment Number, if passed from R.T.M. Nagpur University _____

14. Details of Examination passed :

(N.B. :- True copies of the mark – list must be attached);

Examination Passed	University	Year	Group	Division/ Merit	Aggregate Marks	Percentage

Notes :- 1.Candidate who has passed the qualifying examination from any University other than Rashtrasant Tukadoji Maharaj Nagpur University should submit a certificate about his/her residence within the jurisdiction of Rashtrasant Tukadoji Maharaj Nagpur University, signed by Principal/ Head of the Institution where he/she is working for the research work or executive magistrate.

2. Incomplete application will not be considered under any circumstances.

15. Are you employed ? Yes / No.

a) Designation _____

b) Address _____

1. Mother Tongue

2. List of documents enclosed :-

i) _____

ii) _____

18. Subject (relating to the Board of Studies in the Faculty) : _____

19. Topic of Research _____

20. Name and address of the Department/Institution where the proposed research is to be carried out

: _____

21. Name, designation and address of the Supervisor in the University /Institution under whose supervision the proposed research is to be prosecuted.

Place : _____

Date : _____

(Signature of the Supervisor)

Endorsement of the Supervisor

(i) I am willing to supervise the research work of the applicant. The proposed subject of research and the outline enclosed herewith, have my approval.

(ii) The subject of research refers to the Board of Studies in the Faculty of _____

(ii) The number of students already registered to work under my supervision is

(iii) I have been recognized as a research Supervisor by the University (vide Registrar's letter No. _____ dated _____)

Place: _____

Date : _____

(Signature of the Supervisor)

Endorsement of the Head of the Department/Institution.

Forwarded and recommended. Necessary facilities available in this Department/Institution will be provided to the applicant.

Date : _____

(Signature & Seal of Officer)

* N.B.: The candidate shall submit Five copies of the outline of the proposed research work duly recommended and signed by the supervisor and prepared according to Cl. 4 of Ordinance.
