



Rishihood University
Ph.D. Program Guidelines

Academic Year 2024-25

Ph.D. Program
(2024-25)
Research Cell Office

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Rishihood University Ph.D. Ordinance

Academic Year 2024-25

Rishihood University is India's first impact university. Our academic areas include creativity, entrepreneurship, education, healthcare, public leadership, and Indian Knowledge Systems. Rishihood's multi-disciplinary and Inter-disciplinary approach ensures nurturing a generation of leaders who can bring a positive change in India and rest of the world.

The university believes in an 'ecosystem' approach to learning rather than isolated training and research. Therefore, Rishihood actively engages and nurtures an ecosystem for our academic areas as well as for the larger growth of the nation and society. Our learning environment inspires people to achieve 'Rishihood'. Our programs and projects are designed so that each person associated with the university is motivated to contribute to society in a positive way. The name Rishihood signifies the state of being a Rishi and is derived from Swami Vivekananda's inspirational discourse. We are inspired by his ideas on education and are driven by a mission to rebuild India.

1. ELIGIBILITY FOR Ph.D. PROGRAM

1.1 Educational Qualifications:

Candidates seeking admission to the Ph.D. program must meet the following criteria:

1.1.1 Bachelor's and master's Degree Holders:

- Completed a 1-year/2-semester master's degree program (after a 4-year undergraduate degree) with a minimum of 55% marks or equivalent grade. (Based on NEP)
- Completed a 2-year/4-semester master's degree program with the same criteria. (Applicable to candidates who have completed two years M.A till 2020)
Candidates with a 4-year/8-semester bachelor's degree with Research should have a minimum CGPA of 7.5/10. (Based on NEP)

1.1.2 M.Phil. Degree Holders:

- Cleared M.Phil. course work with at least 55% marks or equivalent grade.
- Those whose M.Phil. dissertation has been recommended for the degree can be admitted provisionally.

1.1.3 Common Criteria for Master's and M. Phil Holders:

- Master's or M.Phil degree program completed with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 10- 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 to assess, accredit or assure quality and standards of educational institutions. Applicants with more than three years of industry/teaching/professional experience will be given preference.

1.2 Relaxation of Eligibility Criteria:

A relaxation of 5% of marks, from 55% to 50%, or equivalent relaxation of grade, is allowed for candidates belonging to SC/ST/OBC (non-creamy layer)/Differently Abled, Economically Weaker Section (EWS), and other eligible categories, as per UGC guidelines. This relaxation is based solely on qualifying marks without including any grace mark procedures.

1.3 Additional Relaxation:

For candidates with a 4-year/8-semester bachelor's degree with Research (sub-clause 2.1.3 in UGC Ph.D. Guidelines), a relaxation of 0.5 score (CGPA of 7/10) is permitted for eligible categories.

1.4 Entrance Test Qualifications:

The University shall make admissions to Ph.D. program through an Entrance Test.

- 1.4.1** The syllabus of the Entrance Test shall be as prescribed for NET by UGC/CSIR/ICAR etc. In case NET examination is not available for any subject, the syllabus for the entrance test will be decided by the concerned University Teaching Department/School/Centre through the Department/School/Centre Committee.
- 1.4.2** Entrance Test will be of 100 marks and a candidate (General Category) must secure 55% - 50% marks to qualify the same. In case of SC/ST of Haryana State/ Differently abled candidates, a relaxation of 5% marks from 50% to 47.5% will be allowed. There will be no negative marking. **N**

Note: There will be a common entrance test for admission to Ph.D. Programs.

1.5 Exemptions from Entrance Tests:

- 1.5.1** Rishihood University Bachelor's/master's degree holders with a CGPA of 8.0 or above are exempt from the UGCNET/UGC-CSIR-NET/GATE/GPAT/JRF/CEED/RUPET tests.
- 1.5.2** The candidates who have qualified UGC/CSIR/JRF/NET/GATE (for Engineering only)/ GPAT (for Pharmaceutical Sciences only) or any other similar examination/ SLET (Haryana State) as the case may be.
- 1.5.3** Candidates with MBBS / BDS degree from an Indian Universities / Institution shall have minimum CGPA of 5.5 on a 10-point scale, or 55% in the qualifying degree, irrespective of the category.
- 1.5.4** Candidates with Master of Surgery (MS)/ Doctor of Medicine (MD) degree from a Indian University / Institute are exempt from the minimum CGPA.
- 1.5.5** As per UGC official circular dated 15th March, 2021, professional qualifications such as Chartered Accountant (CA), Company Secretary (CS), Cost and Works Accountant (ICWA), will be considered equivalent to PG Degree. All such professionals with at least 55% are eligible to apply for the program.
- 1.5.6** Candidates with a medicine degree from an overseas university/institute should have qualified for the Foreign Medical Graduate Examination conducted by the National Board of Examination.
- 1.5.7** Candidates with Overseas Citizen of India (OCI) / Person of Indian Origin (PIO) status will be treated at par with Indian Nationals in the General Category.

Note:

- 1) Candidates under OBC-NC and Economically Weaker Sections (EWS) category must submit a copy of valid certificate, issued after 31st March 2022, as per GOI issued by a competent authority. Reservation shall be applicable as per the GOI Norms.
- 2) For details regarding EWS please go through the link: <https://dopt.gov.in/sites/default/files/ewsf28fT.PDF>

2. DURATION OF THE PROGRAM

2.1. Program Duration: Ph.D. program shall be for a minimum duration of three years including course work, and a maximum of six years (as per U.G.C guidelines 2022 clause: 3.1) from date of admission to the Ph.D. program.

2.2 Extension Policy: Extension beyond the above limits can be given by the University Doctoral Research Committee (DRC) in case of exigency, but not beyond more than two years.

2.3. Relaxation for Women Candidates and Persons with Disabilities: Women candidates and Persons with Disabilities (with more than 40% disability) may be granted a relaxation of up to two years in the maximum duration for completing their Ph.D. However, the total period for completing the Ph.D. should not exceed ten years from the date of admission. Additionally, women candidates may be eligible for Maternity Leave/Childcare Leave for up to 240 days once during the entire duration of the Ph.D.

2.4 Leave of Absence for Student Exchanges: For student exchanges, if they contribute significantly to the completion of the thesis, leave of absence may be granted from the second year onwards on the following basis:

- a) Research expeditions (less than one month): authorized by the supervisor and Dean of the school.
- b) Research missions (more than one month): proposed by the school and approved by the RAC for working in National/ International Research Laboratories or Centers of Excellence for research-oriented internship or volunteer works.
- c) Exchange programs: proposed by the school/center and approved by the RAC for working in the Institutions in India/abroad.

2.5 Re-Registration Guidelines: Scholars who are not able to complete the academic requirements and want to take a deferral can opt for it once by giving an application in writing and subject to approval from the Vice Chancellor. Such scholars can re-register and will be considered as fresh admission and governed by the ordinance applicable for that academic year. The gap period between de-registration and re-registration shall not exceed five years. If the gap exceeds five years, the scholar's admission in the program shall automatically stand cancelled. The re-registered scholar has to make his pre-Ph.D. presentation immediately after reregistration. He/she shall have a maximum period of six months from the date of reregistration to submit the thesis.

3. PROCEDURE FOR ADMISSION

3.1. Admission Process:

All Ph.D. candidates will be admitted through UGC-NET/UGC-CSIR-NET/GATE/GPAT/JRF/CEED/RUPET followed by Interview.

3.2. University Responsibilities:

3.2.1. Notification:

- Announcements for Ph.D. program admissions are made in May yearly on the university website and in two national newspapers, including one regional language paper.
- Information includes available seats, subject-wise distribution, admission criteria, application procedure, examination centres, and other relevant details.
- The program commences on the first working day of August each year.
- Applicants must submit a research proposal with their application, as outlined in clause 4.2 of the Ph.D. admission notification in UGC Ph.D. guidelines.

3.2.2 Application Format:

- Applications for specific departments/Schools/ Centre must be submitted online to Rishihood University.
- Candidates must follow the payment instructions for the Entrance Examination fee provided in the notification.

3.2.3. The University shall decide on an annual basis through the academic body a predetermined and manageable number of Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic, research, and physical facilities available, keeping in mind the norms regarding the scholar-teacher, laboratory, library, and such other facilities.

3.2.4. The University shall adhere to the National/State-level reservation policy, as applicable.

3.3. Selection Criteria:

3.3.1 Stipulated Dates: Stipulated dates for a written test and /or interview shall be communicated to the shortlisted candidates.

3.3.2 Statement of Purpose (SOP): Along with the application each candidate has to submit a Statement of Purpose (SOP) which is an opportunity to aid the admission committee in evaluating the candidature. If candidates are applying for more than one academic discipline, he/she may include separate SOPs for each discipline. The SOP should include their ideas about their interests and motivations for applying for Ph.D. at Rishihood University. How will their Ph.D. work bring about social impact / influence policy making (200 words), relevance of their recent and current activities (200 words), details about their academic interests including (but not limited to) their areas of interest, a problem that interests, and what they plan on doing after completing their Ph.D. (250 words).

3.3.3 Qualifications and Experience: The prescribed qualifications and experience are the minimum required and the mere fact that a candidate

possesses the same will not entitle him/her for being called for an interview.

- 3.3.4** Limit on Candidates: University reserves the right to restrict the number of candidates to be called for interview to a reasonable number, on the basis of qualifications and/or experience.
- 3.3.5** Multiple Applications: Provision exists to apply in one or more Departments/Centres/Schools. Accordingly, a candidate can submit his/her application in one or more departments.
- 3.3.6** Application Accuracy: All entries should be carefully made while applying. Rishihood University will not be responsible for wrong entries. Candidates shall be solely responsible for the correctness and authenticity of the information / documents provided in the application.
- 3.3.7** CGPA/Percentage: Candidates must fill/enter their CGPA, or percentage of marks as issued by their institute/college/university. Candidates must not convert their CGPA into percentage and vice-versa.
- 3.3.8** Finality of Applications: Applications submitted by the candidates shall be considered final and binding. Requests for making corrections in the application shall not be entertained. Candidates should complete application in all respects and no correspondence/communication will be entertained for incomplete applications.
- 3.3.9** Application Deadline: The last date for submission of online application shall not be extended. Accordingly, no request shall be entertained for accepting the application after the last date. Rishihood University will not be responsible for technical errors while making the application / payment of fee. Therefore, candidates are advised to submit their applications well in advance without waiting until the last date.
- 3.3.10** Scrutiny of Applications: Applications will be scrutinized; relevant documents will be checked/verified for their authenticity.
- 3.3.11** Admission Offer: Admission will be offered subject to availability of seats, faculty in the Specialization, and the Institute Assistantship.
- 3.3.12** Guidelines: Students shall be governed by ordinances/ regulations in vogue.
- 3.3.13** Cancellation of Admission: The University has the right to cancel, at any stage, the admission of the candidate who is found admitted to a course to which he/she is not entitled, being unqualified or ineligible in accordance with the rules and regulations in force.

- 3.3.14** Document Verification: Rishihood University reserves the right to verify the antecedents or documents submitted by the candidate at any time during their period of study. In case it is found that the documents submitted by the candidate are not genuine, then his/her admission shall be terminated, and disciplinary/criminal proceedings will be initiated.
- 3.3.15** Admission Implications: Merely applying for / being shortlisted / appearing for the interview / written test/ or subsequent processes do not imply that a candidate will necessarily be offered admission. No request for considering the candidature in department, other than in which applied, will be entertained.
- 3.3.16** Communication: Candidates are advised to fill their correct and active email addresses in the application as all correspondence will be made by the Institute through online only. All information regarding Test / Interview will be uploaded on the University website only. No separate communication will be made. Further, for any updates, please keep regularly visiting the University website, for subsequent amendments in the advertisement and results. The University shall not be responsible for the failure of candidates with respect to visiting the website on any ground.
- 3.3.17** Eligibility Confirmation: The candidates should ensure that they fulfill all the eligibility conditions as specified. Their admission will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. The mere issue of call letters to the candidates will not imply that his/her candidature has been found eligible.
- 3.3.18** Hostel and Mess Facilities: After joining, Hostel and mess facilities will be provided as per availability.
- 3.3.19** The University shall maintain the list of all the registered Ph.D. scholars on its website on a year-wise basis. The list shall include the name of the registered candidate, the topic of his/her research, the name of his/her supervisor/cosupervisor, date of enrolment/registration. The final selection for admission for Ph.D. will be based on the performance in Entrance and interview with a weightage of 70% for the entrance test and 30% for the performance in the interview. The school may give some weightage within the interview marks like any appropriate fellowships, gold medals and distinctions as decided by the respective Admission Committees for the academic year which will be put on the website. All members of the Admission Committee including SC/ST/OBC representatives (except co-opted members) will award marks to all candidates.

3.4 Admission Criteria:

Admission is based on merit and criteria set by the University, following guidelines issued by UGC and other statutory bodies, and considering the reservation policy of the Government.

3.5. Two-Stage Admission Process:

Candidates undergo an entrance exam and an interview viva-voce:

- 3.5.1.** Sixty percent of vacant seats are filled by UGC-NET/UGC-CSIRNET/GATE/GPAT/JRF/CEED qualified students, and the remaining forty percent by university/common entrance test qualified students through interviews. Unfilled vacancies may be filled from the other category, based on merit and reservation norms. *(for seat reservation norms, please refer clause no. 3.9 in this document)*
- 3.5.2.** The Entrance Test syllabus follows the NET pattern and includes research/analytical/comprehension/quantitative aptitude. *(For more details about the Entrance test, please refer Clause no. 1.4 in this document).*
- 3.5.3** If despite the mark relaxation, the seats allotted to SC/ST/OBC (Non-creamy layers)/ Differently abled categories remain unfilled, the Universities concerned shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The DC shall devise an admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled. (As per UGC Guidelines 2022 clause: 4.4.2)
- 3.5.4.** Candidates undergo an interview/viva-voce to discuss their research interests before a duly constituted School Oriented Research Committee. Selection criteria vary for different entrance tests and interviews. The selection of qualified candidates should be based on interview/viva-voce for UGC-NET/UGC-CSIR-NET/GATE/GPAT/ JRF/RUPET CEED whereas for the candidates who have qualified the entrance test, the selection shall be evaluated in the ratio 70 (written test): 30 (interview).

3.6. Shortlisting and Interview:

Short-listed candidates will be called for interview as per the ratio approved by the Academic Council from time to time. The interview/viva-voce shall also consider the following aspects, viz.

whether:

- the candidate possesses the competence for the proposed research
- the research work can be suitably undertaken at the University
- the research topic is relevant and results in an impact

The University reserves the right to restrict the number of candidates to be called for interview to a reasonable number on basis of qualification and/or experience.

3.7. Fee Structure for the Ph.D. Program:

The fee will be charged each semester as per the university's rules/ norms applicable from time to time.

S. No	Fee Type	Amount	Notes
1.	Application	--	A scholar can make more than one application and there is no application fee for applying for the program.
2.	Registration	15,000/-	Refundable amount.
3.	Semester	15,000/-	Each semester candidate will pay 15,000/- as course fee.

Stipend for full time research will be given based on application and committee decision.

Accommodation (twin sharing basis) and food at the mess will be provided.

- 3.7.1 The monthly stipend is provided only to full-time researchers who qualify for the NET exam under Category 1, and it is available for a duration of three years. The total stipend amount is ₹5 lakhs.
- 3.7.2 Junior Research Fellowship (JRF) recipients and other scholarship holders are not eligible for the University fellowship.
- 3.7.3 If a candidate qualifies for the JRF or any other governmental fellowship, or if they secure any government or non-government job after joining the Ph.D. program, they must report to the Departmental Research Committee (DRC) with proper documentation to cancel the University stipend.
- 3.7.4 Free food and accommodation are available for a maximum period of five years.

3.8. Cancellation of Admission:

The University reserves the right to cancel, at any stage, the admission of a candidate admitted to the program if:

- 3.8.1. Later found that he/she is not entitled, being unqualified or ineligible in accordance with the Regulations in vogue, or suspension/termination of program.
- 3.8.2. Registration can be canceled upon recommendation of the RAC on non-payment of fees due for two consecutive semesters.

- 3.8.3. Registration can be canceled upon recommendation of the RAC on non- completion of course work within the given time frame i.e. within six months from date of registration.
- 3.8.4. Failure to present and defend a synopsis within the given timeframe i.e. three -six months after completing all coursework.
- 3.8.5. Non-submission of semester progress reports, or two consecutive unsatisfactory semester progress reports for the candidate.
- 3.8.6. If a full-time research scholar absents himself/ herself for a continuous period of four weeks without prior intimation/ sanction of leave.
- 3.8.7. If the research scholar leaves the Ph.D. Program.
- 3.8.8. If the research scholar's academic progress is found by the DRC/RAC_ to be unsatisfactory.
- 3.8.9. If the Research Scholar is found to be involved in an act of misconduct, plagiarism, dishonesty and/or indiscipline.
- 3.8.10. Ordinarily, a candidate shall not be eligible for re-registration once his/ her earlier registration has been canceled. The DC may, however, upon the recommendation of the RAC, permit re-registration based on the merits of the case, to be recorded in writing.

Note: In case of cancellation/withdrawal of admission after registration from the program, refund of fee will not be permissible.

3.9. Reservation of Seats:

Scheduled Caste/Scheduled Tribe/Other Backward Classes

- i) Reservation of seats in admissions to various programs of study shall be in the following manner:
 - Scheduled Caste: 15% of total intake in each program
 - Scheduled Tribe: 7 ½ % of total intake in each program
 - Other Backward Classes: 27% of total intake in each program
 - Economically Weaker Sections: 10% of total intake in each program
- ii) The seats reserved for the SC/ST shall be filled by the SC/ST candidates only. However, in the case of non-availability of the eligible candidates the reserved seats may be interchanged between the SC & ST. If still any seat remains unfilled due to non-availability of eligible candidates of either Scheduled Caste or Scheduled Tribe or both, may be thrown open to the general category in that year provided this has been notified to the National Commission for Scheduled Castes/Tribes; University Grants Commission and the Ministry of Human Resource Development and concurrence has been obtained, failing which the seat will be left vacant.
- iii) The seats reserved for the OBCs shall be filled with the OBC candidates only. Only if OBC candidates possessing the minimum eligibility marks are not available in the OBC category then the vacant OBC seats shall be converted into General Category seats in accordance with the admission schedule notified by the University.
- b) Persons with Disabilities (PWD): 5% of total intake in each program shall be reserved for the PWD. The reserved seats shall be filled by the eligible PWD candidates in order of their merit. (Ref. Order dated 19.07.2016 in case No. 5998/1040/2016/D176 of the Court of Chief Commissioner for Persons with Disabilities in the matter of Sh. RLN

Sharma Vs. IIM, Ahmedabad and Rights of Persons with Disabilities Act, 2016 notified by the Govt. of India, Ministry of Law and Justice, Legislative Department by Act No-49 of 2016 dated 27.12.2016 in the Gazette of India Extraordinary Part-II- Section 1).

4. DIFFERENT STATUTORY BODIES FOR Ph.D. PROGRAM

The statutory bodies provide a structured framework for managing key aspects of the Ph.D. program, including admissions, research evaluation, and thesis submission. They help ensure fairness, transparency, and efficiency in the administration of the program, while also providing support and guidance to Ph.D. candidates throughout their academic journey. It mainly based on three processes in Ph.D. Program

1. Process of admission and dealing fellowship
2. Evaluation process of research
3. Thesis submission process

Based on these three processes the URC and SRC will take care of the following:

4.1. URC:

4.1.1 Objective:

1. To oversee the admission process for Ph.D. candidates and handle matters related to fellowships.
2. To finalize the syllabus and academic regulations related to the Ph.D. program.

4.1.2 Responsibilities:

- Review and establish admission criteria.
- Develop and manage the admission process, including application evaluation and interview procedures.
- Ensure transparency and fairness in the selection of Ph.D. candidates.
- Address concerns or queries related to the admission process.
- Oversee the distribution and management of fellowships.
- Evaluate fellowship applications and disburse funds accordingly.
- Review and finalize Ph.D. program syllabi.
- Develop and approve academic policies and regulations.
- Ensure alignment of the Ph.D. program with academic standards and industry requirements.
- Address academic issues and concerns raised by faculty and students.

4.2. SRC:

4.2.1 Objective:

To assess and evaluate the research progress of Ph.D. candidates.

To oversee and guide Ph.D. candidates throughout their research journey.

4.2.2 Responsibilities:

- Evaluate the progress of Ph.D. candidates' research work.
- Provide feedback and recommendations for improvement to candidates.
- Ensure adherence to ethical standards and research guidelines.
- Review and approve research proposals and methodologies.
- Facilitate interactions between supervisors, candidates, and external subject experts.
- Ensure compliance with departmental and university research regulations.

- Participate in thesis defense panels.

4.2.3 Members:

- Convener (Supervisor)
- Chairperson (Dean of School/Director of Center)
- External Subject Expert (from outside the university)
- Additional members as deemed necessary

4.3 Registrar Office for Thesis Submission:

4.3.1 Objective:

- To manage the process of thesis submission, review, and defense.

4.3.2 Responsibilities:

- Establish guidelines for thesis preparation, submission, and defense.
- Manage the submission process, ensuring all required documents are complete.
- Appoint thesis review panels for comprehensive assessment.
- Organize and oversee the thesis defense sessions.
- Ensure the compliance of thesis content with academic standards.

4.3.3 Members:

- Chairperson (Head of Research Cell or designated faculty member)
- Thesis Submission Coordinator
- Review Panel Members
- External Examiner (for thesis defense)
- Academic Affairs Representative

These statutory bodies provide a structured framework for the administration, evaluation, and oversight of the Ph.D. program, ensuring the smooth progression of candidates and maintaining the academic integrity of the program.

5. THURST AREAS OF RESEARCH

Proposed area of research is socially relevant/locally need-based/nationally important/globally significant/creates value to the society or in cutting edge areas or contributes to new/additional knowledge in the areas of emerging concerns worldwide. The idea is to introduce systemic reforms through the research produced.

6. Ph.D. DOMAINS

Ph.D. for the Academic Year 2024-25 is provided in the following areas:

Domain	Research themes	Aims and Objectives
Computer Science	<ol style="list-style-type: none"> 1. sysAI: computer systems design for AI (incl. sustainability and resource proportional designs) 2. data privacy and security in large scale digital systems (eg. IndiaStack) 3. pedagogy for computational thinking and techno-philosophy 4. Indic Thinking/ philosophy and corresponding computational representation/ perspectives 	<ul style="list-style-type: none"> • Provide analytical and design capacity for future systems (for AI, security, privacy, scale) • Provide technophilosophy/ computational perspectives in the design of large scale systems used by a large and varied population (in terms of usability/access, language and privacy/security) • Develop computational models in understanding Indic perspectives
Education & Psychology	<ul style="list-style-type: none"> • Cognitive Dimensions of Leadership; Early Childhood Development; Education leadership; Psychological and Spiritual Wellbeing 	<ul style="list-style-type: none"> • Research enables educators to address emerging education challenges, leveraging neuroscience and cognition studies to solve delve into the functioning of the mind and improve learning. • Recognize the value of traditional knowledge systems in enhancing human capability. • Interdisciplinary approach aims to develop evidence-based teaching and problem-solving methods, grounded in both scientific research and traditional knowledge.
Centre for Human Sciences	<ol style="list-style-type: none"> 1Philosophical Foundations; 2Traditional Sciences; Indian Literature; Indian Art and Architecture; Yoga, Spirituality and Wellbeing; Sanskrit and Linguistics; 3Ancient Indian Education and Pedagogy; Leadership, Governance and Ethics 	<ul style="list-style-type: none"> • Safeguard and rejuvenate traditional Indian knowledge systems, with a particular emphasis on Sanskrit, classical literature, and ancient philosophical traditions. • Explore and demonstrate the relevance of IKS in addressing modern societal, scientific, and cultural challenges, integrating timeless wisdom with contemporary thought. • Foster integral humanism by promoting interdisciplinary research that bridges the gap between ancient wisdom and modern knowledge, contributing to holistic human development.

7. ALLOCATION OF RESEARCH SUPERVISOR

Only full-time regular faculty shall be Supervisors. The Dean / Centre Head in consultation with the VC Departmental Committee/School Board is to ensure allotment of supervisors to all Ph.D. candidates (to be approved by the VC) within one month of admission, duly notifying the Controller of Examinations and Doctoral Office. The Department School Dean/Centre Head Committee / School Board, will besides constitute the SRC and identifying broad areas of research, will also assess requests for change of supervisor, etc.

- i. To become eligible for becoming a Supervisor, a Faculty must have more than 3 years of service for superannuation to be a supervisor
- ii. Must have more than 1 year of remaining service to be a Co-supervisor. iii. Must have a Ph.D. or equivalent degree to be a Supervisor.
- iii. Joining the university through Direct Recruitment or promoted under CAS on or after 20-3-2017 should also fulfil the criterion of the required number of publications in the refereed journals of UGC, as mentioned in the para 6.1 of UGC Regulations, 2016 to be eligible to be supervisors.
- iv. Re-employed/Contract faculty cannot be Supervisors/ Co-supervisors.
- v. Only full-time, regular Faculty/Scientists of External Centres may serve as Co-Supervisors, subject to fulfilling the eligibility criteria stated in paras 6.1 and 6.5 of the UGC Regulations 2016.
- vi. Superannuating faculty, after guiding a student for 3 years or more, may decide whether they wish to continue as supervisors. If such is not the case, the Dean/Head shall make alternate arrangements to allot a Supervisor to the student under intimation to the DC and Research Cell/.
- vii. If a faculty proceeds on long leave/sabbatical/study leave/EoL or resigns etc. then Dean/Head shall make alternate arrangements under intimation to the RUPRAC and Research Cell Office.

7.1 Number of Research Scholars: The maximum number of students who may be supervised at any given point of time by a Professor, an Associate Professor, and Assistant Professor are as follows:

- Professors: 8 Ph.D. Scholars
- Associate professor: 6 Ph.D. Scholars
- Assistant Professor: 4 Ph.D. Scholars

Note: The Research Supervisor should declare the number of Ph.D. scholars registered with him/her periodically to the University/College. He/she cannot increase the number by using recognition from multiple universities/colleges.

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

7.2.1 Any regular Professor/Associate Professor of the University/ Centre/ College, with at least five research publications in peer-reviewed or refereed journals after obtaining Ph.D. and any regular Assistant Professor of the university/ college with a minimum of five years teaching/research experience with a Ph.D. degree and at least three research publications in peer-reviewed or refereed journals can be recognized as Research Supervisor.

- 7.2.2** Provided that in areas/disciplines where there is no or only a limited number of peer-reviewed or refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 7.2.3** Only a full-time regular teacher of the University/ College concerned can act as a Research Supervisor. Adjunct faculty can be a Co-supervisor. However, Co-Supervisors from within the same department or other departments of the same institution or sister institutions may be permitted with the approval of the Research Advisory Committee.
- 7.3 Allocation of Research Supervisor** The allocation of Research Supervisor for a selected research scholar shall be decided by the Dean/ Centre Head in consultation with the VC Departmental Committee/School Board and duly approved by the VC and depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors, and research interests of the scholars as indicated by them at the time of interview/viva voce.
- 7.4 Inter-disciplinary Topics:** In the case of topics which are inter-disciplinary and where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/University.
- 7.5 Relocation of Ph.D. Scholars:** In case of relocation of a woman Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University/College to which the scholar intends to relocate, provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent Institution/ Supervisor from any funding agency. The scholar shall, however, give due credit to the parent guide and the institution for the part of research already done.
- 7.6 Continuation after Superannuation:** University teachers after superannuation, if they are re-appointed in the parent University as contract or honorary or distinguished or emeritus professor, may continue as Research Supervisors till the age of 70. The university/college, after considering the research track record and fitness of such superannuated teachers to supervise scholars, may decide on his/her continuation as Research Supervisor without financial commitment.
- 7.7 The Supervisor's obligations:** It is supervisor's responsibility to ensure that all formalities described in the Ph.D. Regulations and also in the Ordinances of HEIs are fulfilled.
- 7.8 Supervisor's Obligations:** The Supervisor is also expected to guide the Ph.D. scholars in other related issues of teaching skills and career guidance. The supervisor's responsibilities include information and advice to scholars on all aspects related to the Ph.D. program while focusing on guidance on academic aspects of research activities. This may include regular meetings with a scholar (typically once a week unless restricted due to reasons otherwise). The supervisor should ensure relevant and adequate advice on important aspects such as involvement of additional supervisors where deemed appropriate; whether the proposed Ph.D. project is feasible within the given time frame; whether the project has the potential to lead to new results of significantly high standard of an international level Ph.D. thesis; and whether the Scholar has sufficient time to enable him to have a realistic opportunity for submission of thesis. It is envisaged that an ideal Ph.D. program necessitates a good working relationship between the scholar and the supervisor

from the beginning of the Ph.D. program and they have reached an agreement on the demands and expectations from each other. The responsibilities of the Supervisor include:

- i. Regular contact with the Ph.D. scholars, and discuss to see if the ideas are good for the research project;
- ii. Guiding the scholar about the choice of relevant courses and conferences related to the field;
- iii. Advising the scholar for contacting relevant national and international organisations in the area of research; iv. Assisting the scholar on incorporation of knowledge dissemination element in the course of study;
- iv. Regular review and feedback on the Ph.D. project;
- v. Preparation of the final statement from Supervisor summarizing the overall Ph.D. program at the time of Ph.D. thesis submission;
- vi. Active participation in the assessment and Ph.D. defence,
- vii. An overall plan of the mutual demands and expectations during the supervision process, which includes expectations of the contours and extent of supervision – should normally be included in the Ph.D. research plan. The tasks of co-supervisors, if any, should also be agreed upon and should normally include academic discussions in decided relevant parts of the research project.

7.9 External Evaluation: The Dean / Centre Head will nominate 2 external experts for evaluating the synopsis, pre-submission viva and final evaluation.

7.10 Change of Supervisor: The change of Supervisor may be allowed in the following cases:

- i. The Supervisor has expired or has left the services of the University or the supervisor proceeds on leave/deputation of more than one year and the research scholar makes a request in writing to change the supervisor.
- ii. By mutual consent of both the Supervisor and the Research Scholar.
- iii. In case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the Supervisor or in case the Supervisor or the candidate requests for the change of Supervisor on valid/genuine grounds. Such requests will be submitted to the Dean of the School/Director/Chairperson, Board of Studies, who will put the matter before the Departmental Committee as well as the concerned Authority. However, the change in such cases will be allowed after the approval of the Academic Council.

8. COURSE WORK

8.1 Course Structure and Credit Requirements: All candidates admitted to the Ph.D. program are required to complete a course work comprising of core, elective and audit courses with a minimum of 12 credit load. The candidates may be recommended additional courses or given credit for coursework already completed in the University or any other university provided the coursework meet the requirements.

Course Structure:

Course Title	Credits	Description
General Research Methodology	4	Core course covering essential research methodologies, techniques, and principles relevant to Ph.D. research through MOOCs
Publication Ethics	2	Elective course focusing on ethical considerations and guidelines for publication and scholarly communication through MOOCs
Domain Specific Elective Courses	4	Core course specific to the domain research methodologies/elective courses providing specialized knowledge and skills for Ph.D. candidates within the respective schools and centre.
Social Development and Impact Creation	2	A course on social development and impact creation to gain an understanding of the various ways by which impact can be created through the candidates research work.

8.2 Research Methodology Course: The coursework shall be treated as a prerequisite for Ph.D. preparation. A minimum of four credits shall be assigned to a course on Research Methodology which will cover areas such as quantitative methods, qualitative methods, computer applications, research ethics, and review of published research in the relevant field, fieldwork, etc.

8.2.1 Students who register for Ph.D. directly from four-year undergraduate with research will have to undertake eight (8) credit courses (at Ph.D. level) about relevant skills/research techniques/domainspecific subjects offered by the University.

8.2.2 All Ph.D. scholars irrespective of discipline shall be required to take credit-based courses in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral training period. Other courses shall be advanced-level courses preparing the students for the Ph.D. degree. For the lifelong learners/ accomplished researchers as evinced from their original contributions in terms of patents granted or new relevant knowledge or/and artistic practices desirous to get a research degree, the Research Advisory Committee may provide choices in selecting the courses/ credits that facilitates the entrepreneur in the monetization of IP thus generated. Credits earned for completed course work are transferable from one institution to another institution through the Academic Bank of Credits.

8.2.3 All fresh Ph.D. scholars, irrespective of discipline, will be required to take credit-based courses in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral training period. Ph.D. scholars may also have 3-4 hours per week of actual teaching experience gathered through teaching assistantships or other forms of knowledge dissemination that are not repetitive.

8.2.4 All dissemination activities including External presentations and posters, popular articles conveying scientific information (or scientific articles) to the general public, production of books, commissioned research and internal presentations must be approved by the

departmental level Research Committee. Teaching for the Department, supervision of fellow students/technical staff, dissemination tasks can also be credited as knowledge dissemination and as a work commitment.

- 8.3 Ph.D. Coursework and Duration:** The Ph.D. coursework, comprising 12 credits, is offered here in a single semester, spanning approximately six months.
- 8.4 Post-Coursework Academic Activities:** Following the completion of coursework, researchers are encouraged to engage in various academic activities such as seminars at national and international levels, field and library visits, as well as internships related to their Ph.D. work. As per UGC guidelines, candidates must engage in 4-6 hours per week of teaching or research assistantship during their Ph.D. tenure.
- 8.5 Financial Support:** To support these activities, the university provides special allowances in accordance with its norms.
- 8.6 Reporting and Progress Updates:** After completing the coursework, researchers are required to report their activities to the university every three months officially. Additionally, progress updates are provided through the School Research Advisory Committee meetings held every six months.
- 8.7 Coursework Structure and Approval:** All courses offered as part of the Ph.D. coursework must adhere to credit hour requirements and specify content, instructional methods, and assessment criteria. These courses undergo approval from the relevant academic bodies.
- 8.8 Attendance Requirements:** Attendance during coursework is mandatory as per university regulations.
- 8.9 Consequences of Non-Completion:** Failure to complete the coursework within one year from admission will result in the cancellation of the student's admission.
- 8.10 Examination Procedures:** Ph.D. students are allowed to appear for regular and supplementary exams each semester. However, there are no provisions for improvement or special supplementary exams. The duration of each exam paper is three hours, with a maximum of 100 marks allocated per paper.
- 8.11 Academic Unit Responsibilities:** Academic units are required to offer courses in all semesters to accommodate Ph.D. admissions in two sessions. In cases where students fail in their first semester, regular and supplementary exams are conducted to facilitate completion of the coursework within six months. Failure to do so will lead to termination from the program.
- 8.12 Exemptions from Coursework:** Candidates with an M.Phil. degree may be exempted from Ph.D. Research methodology coursework.
- 8.13 Grading and Assessment:** Grades in the course work, including research methodology courses shall be finalized by the Faculty in-charge and the final grades shall be communicated to the Controller of Examination. A Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the grading system followed in the course work in order to be eligible to continue in the program and submit the thesis.
- 8.14 Assessment of Students Performance, Grading and CGPA** Assessment of student performance shall be related to the Ph.D. program and coursework learning outcomes. The criteria for assessment of coursework learning outcomes shall be stated clearly in the University program and coursework documents. Assessment shall be both formative and summative. The purpose of formative assessment is to provide feedback to students on their work to enhance their learning and to help them achieve coursework intended learning outcomes. The purpose of

summative assessment is to allocate appropriate grades. The students' performance in each coursework offered by all Rishihood University schools shall be expressed in terms of the following system for the Ph.D. program:

Grade	Grade Point	Percentage Range
A	9	80-89.99
B+	8	70-79.99
B	7	60-69.99
C+	6	55-59.99
C	5	Below 55
D+	4	0
D	3	0
F	2	0
Ab	0	0

Table : Ph.D. program with a 10-point grading scale:

CGPA Calculation Formula:

The CGPA is calculated by summing the products of credits assigned to each course and the Grade Point secured for the course over all the courses and then dividing this total by the sum of the credits of all courses.

Example:

Let's assume a student has completed four courses with the following details:

Using the CGPA calculation formula:

$$\text{CGPA} = [(4 * 8) + (2 * 9) + (4 * 7) + (2 * 6)] / (4 + 2 + 4 + 2)$$

$$\text{CGPA} = (32 + 18 + 28 + 12) / 12$$

$$\text{CGPA} = 90 / 12$$

$$\text{CGPA} \approx 7.5$$

Conversion to Percentage:

Using the formula provided:

$$\text{Percentage of Marks (\%)} = X +$$

(CGPA fraction) * A Where:

- X is the weightage (%) of the Lower limit of grade point
- i is the Grade Point (1, 2, 3, ..., 10)

Course	Credits	Grade Point
Course 1	4	8
Course 2	2	9
Course 3	4	7
Course 4	2	6

- A is the difference in weightage (%) of the two successive grade points

Examples:

$$1. \text{CGPA} = 7.75 \text{ Percentage of Marks (\%)} = 79.99 + 0.75(89.99 - 79.99) = 87.74$$

This formula can be used similarly for other CGPA values.

8.16 Illness and other Extenuating Circumstances Affecting Students' Performance:

Where a student's performance has been affected by illness or any other extenuating circumstances to attend an examination or during the course of an examination or to complete a required course work, the student must inform the Course Examiner accordingly in writing, within five days of the scheduled date of examination of the course.

8.17 Re-evaluation of exam papers/Re-totaling of marks The University shall provide opportunity to students for re-evaluation of exam papers and retotaling of marks of end term exams wherever student feels that there is any error in totaling of marks or checking of his/her paper. The Controller of Examinations (CE) after announcement of End Term exam results will notify students giving minimum 5 days' (maximum 7 days) notice to submit Application Form along with the requisite fee as per the University policy from time to time. The CE on receipt of the application will process for retotaling of marks/re-evaluation of papers and inform the revised marks to students. The CE with permission of office of doctoral studies may extend/reduce the time limit for review/re-evaluation of papers in special circumstances if any. If difference of marks after re-evaluation is 10% or more than the total marks for the end term examination, then it goes for third evaluation. Marks obtained after re-evaluation/retotaling shall stand final even if it is less than the original score. For Seminar, Simulation or Projects Based presentation re-evaluation and retotaling of marks is not possible.

8.18 Review of Coursework Grades of Students Where a student is of the view that an error has been made in the calculation of marks or the student's performance was affected by illness or other extenuating circumstances, the student must inform the CE/Course Examiner within 7 days of the announcement of the assessment results and may informally seek a revision of marks or grade.

Where a Course Examiner decides that the student's course marks or grade needs revision, the Course Examiner shall accordingly make a recommendation to the CE for proper decision.

Where the matter of the revision of a student's course marks or grades remains unresolved, the student may make a formal request to the Office of Doctoral Studies in

writing within one month of the announcement of the student's results. Such written requests should:

- (a) Outline the informal actions taken to resolve the matter
- (b) Describe the reasons for requesting a review and submit evidence to support the request.

On receipt of a formal request for the review of course grades, the concerned SRC chair shall determine whether there was any breach of these regulations or the prescribed assessment arrangements. If so, the student's request shall be considered further but no requests for review of academic judgment of the Course Examiner shall be entertained.

A review of course grades following the procedure noted above, shall be conducted by a Review Committee appointed by the DRC concerned. The Committee shall consist of a nominee by the Controller of Examination (CoE), Dean and two other faculty members not related to the teaching of the coursework concerned. The Committee shall interview the student and the coursework examiners concerned and if considered appropriate, seek an external opinion of the student's work. The procedure and the decision of the Committee shall be properly recorded, and a copy of the record shall be given to the Registrar promptly.

If the Review Committee recommends a revision of the course grade, the Chairman of the Assessment Panel shall make a decision accordingly. The decision of the Chairman of the Panel shall be final and shall be communicated to the student within one month from the date of receipt of the request for review.

8.19 Re-Sit Examinations

- i. All re-sit exams will be held in the next academic semester (Odd /Even Semester) in which the course was delivered to the students. This re-sit will be conducted within two months of time after declaration of results.
- ii. Maximum one re-sit attempt is allowed to clear the Ph.D. level courses.
- iii. For all the courses where students have taken re-sit, internal marks will not be considered and full weightage will be given to the re-sit exams.

9. PROCEDURES AND REQUIREMENTS FOR Ph.D. CANDIDACY

After completing the coursework, the scholar collaborates with the Supervisor to refine the synopsis. Within six months of completing the coursework, the scholar submits a detailed synopsis of their research topic, endorsed by the DRC. The scholar defends the synopsis before the RAC. If approved, the synopsis is forwarded to the University Ph.D. RAC for ratification. If the SRC is not satisfied, they may suggest modifications, which the scholar must incorporate within two months. A revised defense follows, and if approved, the synopsis is submitted to the Doctoral Office. Failure to satisfy the SRC results in cancellation of the scholar's registration in the Ph.D. program. The title and research objectives ratified by RAC are final for further research.

9.1 Candidacy to the Ph.D. Program: The synopsis, upon DRC approval, is presented to RUPRAC for ratification. Once ratified, the scholar is provisionally admitted to the Ph.D. program. Final admission to candidacy occurs after the provisional candidacy is ratified by the Academic Council.

9.2 Modification/Change of Research Subject/Title: A Ph.D. scholar, with DRC recommendation, may modify the research subject within one year of synopsis approval. The revised synopsis undergoes the same approval process as the original. The scholar must submit the thesis within the prescribed time frame. Any modification requires ratification by RAC.

9.3 Removal of a Ph.D. Scholar from University Rolls

Admission to the Ph.D. program is automatically revoked if the scholar:

- Fails to complete coursework within two semesters.
- Fails to submit the synopsis within the stipulated period.
- Fails to submit the thesis within the maximum duration.
- Fails to pay university fees or other dues.
- Appears in any other examination without submitting the Ph.D. thesis.
- Engages in behavior violating university rules/discipline, leading to removal.
- Takes employment without completing the minimum residence requirement.
- Breaches any provisions of the guidelines.
- Breaches any relevant university rules, leading to cancellation upon recommendation by the Department/Centre Board of Studies.

9.4 Guidelines of Pre-Submission

9.4.1 The candidate shall submit request through “Proforma for Pre-Ph.D. Seminar/Synopsis submission” (Annexure II) to the DRC Coordinator for consideration of Pre-Ph.D. Seminar/Synopsis submission in the forthcoming DRC.

9.4.2 After recommendation of DRC the candidate shall prepare eight copies of the Synopsis of the Ph.D. work prepared as per the approved format for Pre-Ph.D. Seminar/Synopsis including the title of the thesis and reprints of all published research work. The candidate should submit the following: - i. Checklist in Annexure. ii. Proforma for Committee Recommendation on Pre-Ph.D. Seminar/Synopsis iii. 08 Copies of Synopsis

9.4.3 The DRC Coordinator shall seek approval (Through Dean RC) of Vice Chancellor for consideration of the case for the conduct of Special DRC for the Pre Ph.D. Seminar submitting duly filled “Proforma for Research Progress Evaluation” and 08 copies of synopsis subsequent to which the DRC Coordinator shall conduct a special DRC for the seminar of the case.

9.4.4 A Special DRC shall be conducted for the evaluation of Pre-Ph.D. Seminar of the Ph.D. candidate. Two external subject experts in the domain of research work of the thesis shall be invited in addition to the DRC members for Pre-Ph.D. Synopsis evaluation.

10. GUIDELINES OF THESIS SUBMISSION

10.1 The candidate shall submit his/her thesis within six months of pre-submission seminar. The thesis shall be an original piece of research work characterized either by finding of new facts or enunciation of a new theory or by fresh interpretation of known facts or

theories. In either case, it should evince the candidate's capacity for critical acumen and judgment.

- 10.2 The research scholar shall submit three printed/typed copies of the thesis, along with two soft copies of thesis in pdf file on separate Digital Device. Two copies of thesis meant for evaluation should be bound in paper-back form and one copy should be in hard binding, which will be sent to the library.
- 10.3 The typing/printing of thesis should be done on both sides of the paper (instead of single side printing) on A-4 size paper in font size '12' in 'Times New Roman' format.
- 10.4 The thesis should be typed in 1½ space. But the bibliography/references should be typed in single space.
- 10.5 The title page of Ph.D. thesis would be in Maroon Colour with Golden Printing on it.
- 10.6 The title/cover page will be as per the Standard Ph.D. thesis template of the University.
- 10.7 The thesis will include declaration from the candidate countersigned by the Supervisor and Dean of School in the following format:

Declaration This is to certify that the material embodied in the present work entitled “_____” is based on my original research work. It has not been submitted in part or full for any other diploma or degree of any University. My indebtedness to other works has been duly acknowledged at the relevant places. (Signature of the Candidate with date) Countersigned by Supervisor with date Dean of the School with date

- 10.8 A candidate shall also submit six copies of the summary of the thesis.
- 10.9 The synopsis, once submitted to the Registrar Office and approved by the DRC Committee, should be uploaded to the INFLIBNET-Shodhgangotri repository.

11. PLAGIARISM CHECK

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

- 11.1 Plagiarism should be checked using the INFLIBNET-UGC Plagiarism Check Software, as recommended by INFLIBNET-UGC, Ahmedabad
- 11.2 The similarity checks for plagiarism shall exclude the following:
 - i) Quoted work(s) reproduced with proper attribution;
 - ii) All references, bibliography, table of content, preface and acknowledgements;
 - iii) All generic terms, laws, standard symbols and standard equations, mathematical formula;
 - iv) Exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words;
 - v) Small similarity less than 1% (to account for name of supervisor, institution, department etc.).
- 11.3 The admissible level of similarity is upto 10%.
- 11.4 Regarding self-Plagiarism or cases where published work of the student is shown as similarity in the check, a certificate (Plagiarism Self Exclusion Certificate) has to be issued by the Supervisor specifying and attaching the articles that have been published by

the student from thesis work. Only these articles should be excluded from the check except theory and methodology. No other article of the Supervisor or the student should be excluded from the check. This will be for reference of the library which will perform the final check.

- 11.5** The final Plagiarism check from the University library is essential so that the correct report is submitted at the time of thesis submission.
- 11.6** The University Library will issue the Plagiarism Verification Certificate duly countersigned by the Supervisor that the similarity index is acceptable as per UGC guidelines applicable from time to time and adopted by the University. This certificate has to be included in the thesis.

12. EVALUATION OF THESIS

- 12.1** Upon satisfactory completion of course work and obtaining the marks/grade prescribed above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the University.
- 12.2** Before the submission of the thesis, the scholar shall make a presentation in the Department before the RAC of the University, which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the RAC
- 12.3** It is required that the research work of Ph.D. scholar is published in at least two peer reviewed or refereed journals (UGC approved list/SCOPUS/Web of Science/ABDC) and presented in at least two conferences/seminars with the University's affiliation i.e. the papers must be published as a research scholar of Rishihood University.

For SCOPUS indexed publications, the candidate has to ensure that his name (with the University Affiliation) along with the published paper appears in the Author's search on Scopus database, failing which it will not be considered towards thesis submission. They must attach evidence for the above in the form of presentation certificates and/or reprints.

- 12.4** The thesis shall be submitted together with an originality report produced by an anti- plagiarism software application. The supervisor (and co-supervisor, if there is any) shall receive an originality report on the whole text of the thesis and shall take this report into account in the evaluation on the submission.

Note: An originality report is not to be considered as sufficient proof that the submitted thesis does not contain plagiarized text. Avoiding plagiarism and other forms of academic misconduct in the authorship of the thesis remains the sole responsibility of the researcher. If the Research Supervisor (or Co-Supervisor) suspects plagiarism, he or she may ask for an investigation.

- 12.5** The Academic Council shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same University where the work was carried out, or to any other University.
- 12.6** The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and URC and only after their approval will be sent to at least two external examiners, who are experts in the field and not in employment of the Institution. Examiner(s) should be academics with a good record of scholarly publications in the field. Out of the two external examiners, one must be from out of the state in which the institution is located. Where possible, one of the external examiners may preferably be chosen as a distinguished academician, not below the rank of Professor or equivalent, from outside India. In case an examiner suggests that corrections (typographical, grammatical etc.) have to be carried out, the supervisors are to ensure the corrections are incorporated and that the dissertations/theses are error free. Copies (both hard and soft) are to be submitted at the time of viva-voce and these are to be forwarded to Controller of Examination's office.

The viva-voce examination is based, among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners and shall be open to be attended by Members of the DC, all faculty members of the Department, other research scholars and other interested experts/researchers.

To adopt appropriate methods to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.

The panel of examiners submitted by the Supervisor and approved by the School Board should mandatorily contain the name, address, web-link of the examiner (or brief CV of the examiner), phone number, mobile number and email address. In the absence of any of the above, the panel will not be processed and will be returned to the Dean of the concerned School to be presented to the VC for final selection of the external experts.

The dissertation/thesis should be sent along with the details of the student's course work done/ publications/ papers presented and plagiarism report for processing, in the correct formats.

The Supervisors/ Co-supervisors (if any) shall submit their reports within 15 days of submission of the Ph.D. thesis. The examiners in the panel of examiners shall be of the

level of Associate Professor or equivalent and above only. The examiners should be willing to examine the thesis.

The following time schedule will be followed for evaluation of Ph.D. Thesis.

Email of synopsis	15 days' time	Reminder after 10 days and wait for 5 days. If no response, Controller of Examination (CE)'s office to contact the alternate examiner automatically.
Sending of thesis	3 months	Gentle reminders after 4th week and 5th week, alerting the examiner about the last date, and regular reminders after 6 weeks. CoE's office to contact the examiner and expedite the process if the report is not received by the end of 7 weeks.
After receiving viva-voce report	One week to declare the result and issuing of Provisional Certificate.	One week to declare the result and issuing of Provisional Certificate.

The Deans/ Heads/ Supervisors should fix the date of viva-voce (of Ph.D.) within a week of receiving the reports and inform the Dean Research and Controller of Examination's office.

The Supervisors should not contact the external examiners and confidentiality should be maintained. In case of any breach of confidentiality, the evaluation may be cancelled.

The Supervisors should not put pressure on the CoE's office for getting the reports from the external examiners before the duration given to the examiner is over. However, the CoE's office shall try to get the reports at the earliest as per the schedule and declare the results within the maximum period of six months, but preferably within 3 months from the date of submission.

- 12.7** If the research results of the thesis constitute new possible things for the protection of intellectual property rights (IPRs), the Ph.D. candidate and Supervisor shall inform the RAC about the matter. In this case, the Ph.D. candidate, with the consent of the Supervisor, may request that the submitted dissertation be treated discreetly before the thesis is submitted for assessment, until the defence/viva-voce. The IPR Cell or the competent body of the university designated for the purpose shall conduct the procedure for legal and commercial protection of research results, in accordance with the relevant Regulations. In this case, the public defence can be extended, in agreement with the Ph.D. candidate, at the latest, for a year, starting on the day of the procedure of evaluation of the

dissertation. Request for extension of defence/viva-voce must accompany the Certificate of the Technology Transfer from the competent authority.

12.8 The viva-voce of the research scholar to defend the thesis shall be conducted only if the evaluation report(s) of the examiner(s) on the thesis recommends acceptance. If one of the evaluation reports of the examiner in case of a Ph.D. thesis, recommends rejection, the University shall send the thesis to an alternate examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the alternate examiner is satisfactory. If the report of the alternate examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the degree.

12.9 The University shall aim to complete the entire process of evaluation of Ph.D. thesis within a period of three months from the date of submission of the thesis. The exams will cover the student's mandatory as well as doctoral/elective courses previously approved by the Thesis Advisory Committee (TAC).

12.10 Assessment Component of the Mandatory/Compulsory Courses

- The mandatory/compulsory courses i.e. two courses on research methodology and one on academic /research writing and the another on research ethics may be assessed on the basis of Sit Down/ Term projects/Research paper/ Take home/ Seminar/ Simulation or Projects Based presentation as suggested by the SRC or the Office of Doctoral Studies.
- *Assessment Component of Elective/ Doctoral Coursework* The Elective/ Doctoral level Course which handled at school level may be assessed on the basis of Sit Down/ Term projects/Research paper/ Take home/Seminar/ Simulation or Projects Based presentation as suggested by the SRC or the Office of Doctoral Studies.
- The candidate shall obtain at least 50% marks or equivalent grade / CGPA in each individual course and at least 55% marks in aggregate across all the courses or an equivalent grade/CGPA to successfully complete the coursework / or time to time as decided by Examination office at Rishihood University.
- For the mandatory/compulsory as well as the Elective/ Doctoral level Course, 50% marks would be for internal assessment and 50% for the external assessment (written end Term exam).
- For Term projects/Research paper/Seminar/Simulation or Projects Based presentation courses (Compulsory and Elective) which have practical component, may have no written exam.
- Research papers, take-home exams, term papers, and other assignments requiring online submission must contain original content. The answers, text, or content should not be copied or paraphrased without proper attribution. Additionally, the amount of paraphrased content should not exceed 10% of the total submission. Any sources used must be appropriately cited to avoid plagiarism.

- If a student does not pass the assessment in the first attempt, he/she may be given one more chance to pass the course. The registration of a Ph.D. student shall be deemed as cancelled if he/she does not pass the coursework assessment examination even in the second attempt.
- A Rishihood University School shall normally hold at least one assessment of the coursework in an academic year.
- The assessment shall be conducted by course instructor appointed by the Office of Doctoral Studies (ODS) on recommendation by the DC Chair.

12.11 Progress of Work Evaluation

As per the reference from UGC Guidelines, a research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and guidance. The six month progress reports shall be submitted by the Research Advisory Committee to the University/College with a copy to the research scholar. The Research Advisory Committee shall record the reasons for the unsatisfactory progress report of the research Scholars and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/College with specific reasons for cancellation of the registration of the research. The Heads of the Research Departments/Research Centres are therefore directed to strictly adhere to the above clauses of the Research Regulations and submit the progress report of the research scholars regularly to avoid delay in the processing of fellowship bills/evaluation of the thesis.

12.12 Monthly progress report:

Monthly Progress Report to be submitted by the candidate duly approved by the guide to the Dean's Office of the respective school.

13. PROVISIONAL CERTIFICATE: Prior to the actual award of the degree, the University can issue a provisional certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations.

14. DEPOSITORY WITH INFLIBNET: Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to the INFLIBNET/Institutional Electronic Archive, for hosting the same so as to make it accessible to all Institutions.

15. CODE AND CONDUCT OF ETHICS: The University has zero tolerance for any misconduct in research. The allegations of misconduct will be referred to the University Level Investigation Committee which will prescribe procedural rules along with the measures to be taken if such allegations are upheld after following due process. The process for consideration of the available evidence, will define the provision for constitution/ selection of investigation committees members, provisions to rule out conflicts of interest, the procedural principles of the rule of law and Ombudspersons for resolving any disagreement. The complainant and respondent, both will be allowed to be

heard at every stage of the process. It will be ensured that information relating to the persons involved in the ongoing process and the findings of the investigation are treated in confidence until it is demonstrated that misconduct has occurred. If the occurrence of misconduct is established and the appropriate disciplinary proceeding is considered, the responsible bodies should also be included in deliberations. The committee will also ensure the completion of the entire process as fast as possible and the necessary steps taken promptly to complete every stage of the procedure within a given appropriate period.

Explanation: It is emphasised that every breach of good research practice does not constitute misconduct and the same needs to be distinguished. Only when there is a deliberate or grossly negligent infringement as defined in a set of regulations should be considered scientific misconduct including fabrication or falsification of data, and plagiarism using data from other authors' work.

While this set of rules and regulations centres on all academic aspects of admission, programs, progress, and graduation, reference must also be made to separate (but linked) institutional codes and regulations that shall affect the life of research students at Rishikood University

The registration to the Ph.D. program at Rishikood University signifies that the candidate has accepted the conditions and guidelines set out in the policies and that she/he commits her/himself to respect all aspects of research throughout the program on which she/he has registered. To further inform researchers on aspects of research such as academic responsibility and integrity, Rishikood University shall from time to time provide courses or workshops on research ethics.

16. AUTHORSHIP

For academic accountability, all the authors must make a genuine, identifiable contribution to the content of a research publication in experimental planning, experimentation, collection/ analysis of data, software, and/or writing of the text. It is also important that all authors have agreed on the final version of the work to be published. Unless it has been explicitly stated otherwise, they all share responsibility for the published work.

17. RESEARCH AND ETHICAL REVIEW BOARD - IERB

All the research proposals involving human participation has to undergo the review process of Institutional Ethical Review Board. The board will also ensure that the ethical standard and scientific merit of research involving human subjects. A Ph.D. candidate must obtain a 'No Objection Certificate' from the IERB before proceeding for research fieldwork.

For further details, please refer to the University Grants Commission (Minimum Standards and Procedure for Award of M.PHIL./PH.D. Degrees) Regulations, 2016 available at [https://www.ugc.ac.in/pdfnews/4952604_UGC-\(M.PHIL.-PH.D.-DEGREES\)-REGULATIONS,-2016.pdf](https://www.ugc.ac.in/pdfnews/4952604_UGC-(M.PHIL.-PH.D.-DEGREES)-REGULATIONS,-2016.pdf)

Ragging

Ragging is banned in the University and anyone indulging in ragging is likely to be punished appropriately and the punishment may include expulsion from the institution, suspension from the institution or classes for a limited period, or fine with a public apology. The punishment may also take the shape of: (i) withholding of scholarships or other benefits, (ii) debarring from representation in events, (iii) withholding of results, (iv) suspension, rustication or expulsion from hostel or mess, (v) monetary fine etc.

18. RULES FOR LEAVE APPLICATIONS

18.1 Medical Claims: No separate/fixed medical assistance is provided to the student. However, the student may avail the medical facilities available in the University.

18.2 Leave:

18.2.1 The students are entitled for a maximum period of 30 days of leave in a year in addition to public holidays. They are not entitled to any other vacations.

18.2.2 Women candidates are eligible for maternity leave of 240 days at full rates of fellowship once during the tenure of the Ph.D. program.

18.2.3 Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship.

18.2.4 Paternity leave of 10 days can be sanctioned by the VC upon production of a certificate from the medical practitioner stating the date of delivery.

18.2.5 Scholars may avail a maximum period of 45 days of special casual leave for the purpose of child adoption.

18.3 Semester Leave: Semester leave for up to a maximum of two semesters for Ph.D. scholars may be sanctioned for bona-fide reasons. Such a leave would not be, normally, sanctioned before the student has completed the course work. Leave for more than one semester at a time will not be granted. The candidates will not be entitled for any fellowship during semester leave period.

18.4 Absence without Sanctioned Leave: Absence without sanctioned leave will entail the loss of financial assistantship for the period of absence. Absence without sanctioned leave for a period of more than four weeks may also result in the termination of the student's Ph.D. program on the recommendation of the Head of the Department and approval of the Vice-Chancellor through Doctoral Office.

18.5 Record of Attendance and Leave: The Dean / Head of the Department/Center shall keep records of attendance and leave for all the Ph.D. students in the Department/Center. While forwarding the fellowship of the student, the leave rule mentioned above should be followed.

18.6 Permissions to Proceed for Leave/Academic Activities outside the University:

18.6.1 The Ph.D. students may be permitted to proceed for academic activities outside the University to carry out field work, library work, computational work, experimental work, and laboratory works etc.

18.6.2 They can also be permitted to attend conference, workshop etc. and will be allowed to undertake any other research work related to Ph.D. program, outside the University as recommended by the research Supervisor.

18.6.3 Such activities with prior permission shall not entail any loss of financial assistanceship.

18.6.4 Permission for leave for duration up to 30 days may be sanctioned by the Dean/Head of the department on the recommendation of the Research Supervisor. If the Dean is the research supervisor then the recommendation should be forwarded to Dean Research for approval.

- 18.6.5** Permission for duration of more than 30 days will be sanctioned by the Dean Research on the recommendation of the Dean/Head of Department and Research Supervisor of the concerned School. A semester break can be sanctioned by the VC on the recommendation of Dean Research and forwarded with recommendation by Dean/Head of Department/Centre along with the recommendation of the Research Supervisor.
- 18.6.6** Normally, a student should not be permitted to undertake academic activities outside the University, which adversely affects the course work. However, permission to attend short term seminars, conferences and workshops etc. may be granted during course work.

19.ACADEMIC REGULATIONS

Notwithstanding anything contained in this guideline, the Vice-Chancellor may take such measures as may be necessary for removal of doubts/ difficulties and to resolve any other extraordinary issue.

The Vice- Chancellor in his/ her capacity as Chairman of the Academic Council, is authorized to:

- 19.1** Modify, amend and/or delete any of the clauses given in the guideline or add any clause to these guidelines, which shall be reported to the Academic Council at its next meeting for approval.
- 19.2** Order a special procedure for the evaluation of a Ph.D. thesis to protect the work of classified nature involving national security and sovereignty and /or to protect the intellectual property rights of the candidate, the supervisor and the University.
- 19.3** In special circumstances, any relaxation to the Ph.D. Program by Academic Program Committee/ Academic Council/Executive Council/Vice-Chancellor may be made, subject to fulfillment of “University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022”.
- 19.4** Notwithstanding anything contained in this guideline, all matters related to the Ph.D. research scholars shall be governed by the rules and procedures framed by the Academic Council, that are in force at that point of time.
- 19.5** From the date when this guideline come into operation, all previous guidelines on the subject shall cease to have effect.
- 19.6** Provided that this revocation shall not affect the previous guidelines so revoked or anything done or suffered under any previous guidelines so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any guidelines so revoked.
- 19.7** Any doubt or dispute about the interpretation of these guidelines shall be referred to the Vice- Chancellor, whose decision, in his/ her capacity as the Chairman, Academic Council, shall be final. Provided that this revocation shall not affect the previous guidelines so revoked or anything done or suffered under any previous guidelines so revoked or affect any right, privilege, obligation or liability acquired, arrived or incurred under any guidelines so revoked.
- 19.8** Any doubt or dispute about the interpretation of these guidelines shall be referred to the Vice- Chancellor, whose decision, in his/ her capacity as the Chairman, Academic Council, shall be final.

ANNEXURE-1

PROFORMA FOR PRE-Ph.D. SYNOPSIS SUBMISSION

1. Details of the Research Scholar

- (a) Name of Research Scholar:
.....
- (b) Enrollment No. :
- (c) Full Time/ Part Time :
- (d) E-mail ID :
- (e) Contact Number :
- (f) Department :

2. Thesis Title

.....
.....

3. Annual Fee Payment Details (Enclose Copies of Fee Receipts):

Month and Year						
Amount Paid						
Receipt No.						

4. Course Work Details (Enclose Copies of Marksheets):

Course Code	Course Title	Credits	Core Course/ Special Elective	Elective/	Marks
Research Plan Evaluation				Approved/ Not Approved	

5. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

1. Number of Papers published in Journals:

Paper Published in	Number of Paper Published
i) Journal	
National	
International	
ii) Conference	
National	
International	

Publication Details:

i) Journals (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication/ acceptance

ii) Conference (Please add as many rows as required)				
Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

6. Date of Confirmation

Particulars	Dates/Period	Remarks
Date of Provisional Registration		
Date of Final Registration (Letter of Final Registration Enclosed)		
Duration of Registration Period including any extension		Extension from to Vide letter no.
Course work (copy of certificate enclosed)		
Pre-Ph.D. Seminar/Synopsis	 Yrs Months after date of Final Registration
Synopsis Submission	 Months days after the submission of synopsis

Certify that the information furnished above are true and correct to the best of my knowledge.

Signature of Student

Signature of Joint Supervisor
Name:
Date:

Signature of Supervisor
Name:
Date:

Note: (Font Times New Roman, Font Size 12)

(For Office use only)

Date of the Receipt in the Registrar office:

Signature of the Registrar with Date

CHECKLIST FOR PRE Ph.D. SYNOPSIS SUBMISSION

1. Proforma for submission of Synopsis YES/NO
2. Eight (08) copies of the Synopsis along with Soft copy as per YES/NO the norms of the Rishihood University Regulations.
3. Panel of Examiners (both Indian & Foreign) with complete and correct postal address including Phone No, Mobile No, Fax No (if available) and correct E-mail ID (typed only) in a closed cover YES/NO
4. Copy of the Final Registration order YES/NO
5. Xerox copy of the journal/conference/approved patent of the Scholar YES/NO
6. Copy of the Fee Receipt YES/NO
7. Whether Synopsis submitted within the time duration YES/NO
 - a) If No, Extension of time obtained YES/NO
 - b) Copy of the Extension order enclosed, if applicable YES/NO
8. Contact Phone No, Mobile No, and E-mail ID of the Supervisor YES/NO
9. Covering letter duly signed by the supervisor and forwarded through the Dean YES/NO

Signature of Student
Checked and found correct

Signature of the Registrar

Signature of the Supervisor

Annexure A.III

For official use

Proforma for Committee Recommendation on Pre-Ph.D. Seminar/Synopsis

Name:

Enrolment Number:

Department:

Category of Ph.D. Registration (FT/PT/JRF/SRF):

Title of Ph.D.:

- Pre-Ph.D. Seminar/Synopsis is approved for thesis submission
- Pre-Ph.D. Seminar/Synopsis is approved with minor changes for thesis submission
- Pre-Ph.D. Seminar/Synopsis rejected. Suggested major revisions and resubmission.
- Signatures of the External Experts and DRC Members

3. _____	1.	2.	_____	_____
_____	4.	5.	_____	_____
6. _____	7.	8.	_____	9.
_____	_____	_____	_____	_____

Date:

Note: (*Font Times New Roman, Font Size 12*)

**Annexure
A.IV**

TITLE OF THE PRE-Ph.D. SYNOPSIS

(Times New Roman, Font Size 18, Bold)

Pre-Ph.D. Synopsis Submitted in Partial Fulfillment of the Requirements for
the Degree of

(Times New Roman, Font Size 14)

DOCTOR OF PHILOSOPHY

(Times New Roman, Font Size 16, Bold)

By

NAME OF STUDENT

(Times New Roman, Font Size 16, Bold)

Under the supervision of
(Name of Supervisor/s)

(Times New Roman, Font Size 14)

DEPARTMENT OF.....

(Times New Roman, Font Size 14)

RISHIHOOD UNIVERSITY, SONIPAT

(Times New Roman, Font Size 14)

Month, Year (First Submission date)

(Times New Roman, Font Size 14)

Annexure
A.V

STUDENT UNDERTAKING

(Times New Roman, Font Size 16 pts, Bold)

I,, Enrolment No.Department of
..... certify that:

i. I have completed the minimum period of Registration for thesis submission as per the
Rishihood Ph.D. Regulations for the degree of Doctor of Philosophy Ph.D.

ii. I have published/presented the following papers:

a)

b)

c)

d)

e)

iii. I fulfill the eligibility for Pre-Ph.D. Seminar/Synopsis submission as per the Rishihood
Ph.D. Regulations for the degree of Doctor of Philosophy Ph.D.

Date:

Name and signature of Student

Department

Signature of Joint Supervisor
Name:

Date:

Signature of Supervisor Name:
Date:

Note: *(Font Times New Roman, Font Size 12)*

PUBLICATION DETAILS SUMMARY

1. Details of the Research Scholar

- (a) Name of Research Scholar :
- (b) Enrollment No. :
- (c) Full Time/ Part Time :
- (d) E-mail ID :
- (e) Contact Number :
- (f) Department :

2. Thesis Title:

.....

3. Research Publications (Please attach Photo copy of the papers and proof for impact factor):

(a) Number of Papers published in Journals:

Paper Published in	Number of Paper Published
i) Journal	
National	
International	
ii) Conference	
National	
International	

(b) Publication Details:

i) Journals (Please add as many rows as required)

Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication/ acceptance

ii) Conference (Please add as many rows as required)

Sr. No	Details of Publications in IEEE Format	SCI/ESCI/SCOPUS/ Web of Science/ others	Impact factor (if any)	Date of publication /presentation

Signature of Student

Signature of Supervisor Name:

Signature of Joint Supervisor Name:

Date:

Date:

Annexure
A.VII

PROFORMA FOR RESEARCH PROGRESS EVALUATION
(To be filled by DRC Coordinator)

1. Details of the Research Scholar

(a) Name of Research Scholar : (b)
 Enrollment No. :
 (c) Full Time/ Part Time :
 (d) Department :

2. Thesis Title:

3. Date of Confirmation

Particulars	Dates/Period	Remarks
Date of Provisional Registration		
Date of Final Registration		
Duration of Registration Period including any extension		Extension from to Vide letter no.

4. Course Work Details:

Course Code	Course Title	Credits
Total Credit		

5. Date of Approval of Research Plan:

6. Progress Report Details

Period	Jan-Jun/Yr	Jul-Dec/Yr	Jan-Jun/Yr	Jul-Dec/Yr	Jan-Jun/Yr	Jul-Dec/Yr	Jan-Jun/Yr	Jul-Dec/Yr
Date of Submission								
Comments of DRC (Satisfactory / Not Satisfactory)								

Signature of Registrar
Name:

Date:
