

REGULATIONS FOR Ph.D.
Chapter XXV (E) of the Ordinances (Academic)

1. Vacancy notification

The University shall notify the maximum number of admissions to be made in each discipline in the ensuing academic session after leaving one-third of the total available seats vacant and taking into consideration:

- a) The number of faculty members available in each discipline for supervision.
- b) The number of admissions in Ph.D. that can be made according to the prescribed rules for supervision.
- c) The Library and Laboratory facilities and other essential resources available, to the extent this information is relevant for fixing the number of candidates who can be admitted.

2. Supervision

- (i) Any permanent faculty member working as Professor/Associate Professor in the University with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and any permanent faculty member working as Assistant Professor with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor

Provided that in areas/disciplines where there are no or only a limited number of peer-reviewed or refereed journals, the Board of Studies (BoS) may relax the above condition for the recognition of a person as Research Supervisor with reasons to be recorded in writing.

- (ii) The allocation of Research Supervisor for a selected research scholar shall be recommended by the BoS concerned depending on the number of scholars per Research Supervisor, the available specialization of the Supervisors and research interests of the scholars.
- (iii) At any given point of time a Research Supervisor who is a Professor can guide up to a maximum of Eight (8) research scholars; an Associate Professor can guide up to a maximum of Six (6) research scholars and an Assistant Professor can guide up to a maximum of Four (4) research scholars. This includes regular scholars and Persons with Disability (PwD) category scholars.

Provided that a teacher of the University, at any point of time, can guide a maximum of two Foreign nationals and two part-time scholars only over and above her/his norm of guiding scholars given above.

At any point, the total number of Ph.D. scholars under a teacher, either as a supervisor or a co-supervisor, shall not exceed the number as prescribed above.

- (iv) Teachers of the University who have less than three years to retire shall not be recommended for the appointment as supervisor by the BoS. However, such teachers can continue to supervise Ph.D. scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

- (v) In case of relocation of woman research scholar of the University due to marriage, the research data shall be allowed to be transferred to the University 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 University / Supervisor from any funding agency. The research scholar will, however, give due credit to the parent guide and the University for the part of research already done.

2.1 Co-Supervision

- (i) Co- Supervisor(s), if required, can be appointed in inter-disciplinary areas preferably from other Departments of Studies or from other related institutions from outside the University having comparable or higher NIRF/Times Higher Education/QS Ranking with the approval of the CASR.
- (ii) Co-supervision of theses is justified in the following situations:
 - a) The thesis is interdisciplinary or inter-sectoral, as it requires the respective contribution of the two supervisors in different fields of knowledge. The RAC must justify the contribution of both the initial supervisor and the proposed co-supervisor.
 - b) The thesis is under international or inter-institutional joint supervision, in that the proposed co-supervisor belongs to a different institution, whether national or foreign, public or private.
 - c) The thesis aims to be awarded in collaboration with industry.
- (iii) The teachers of the university may be permitted to guide Ph.D. scholars admitted to other universities of comparable or higher NIRF/Times Higher Education/QS Ranking as a co-supervisor, provided that
 - a) There is a vacancy with the teacher the candidate intends to work under.
 - b) The sponsoring university seeks prior permission in the matter and
 - c) The concerned BoS approves it.

3. Application for Admission

- (i) Candidates can apply for admission to Full-time/Part-time Ph.D. programme in the Faculties of Agricultural Sciences, Arts, Commerce, International Studies, Life Sciences, Science, Social Sciences, Theology, Engineering & Technology, Law, Management Studies & Research, Medicine and Unani Medicine.
- (ii) Candidate eligible for admission to the Ph.D. programme in more than one Faculty of the University can apply for the same but such a candidate will have to fill separate Application Form for each Faculty. However, s/he can apply only in a maximum of two disciplines within the same Faculty.
- (iii) All candidates shall submit the duly filled Application Form on the online portal of the CoE on or before the last date announced by the University.
- (iv) Exemption from appearing in the written test as per the clause 3.1(ii)-(iii) of Chapter XXV(E) of the Ordinances (Academic) will be applicable to only those

candidates who are eligible for the same on the notified last date of submitting of Application Form and have submitted documentary proof of the same with their Application Form.

4. Conduct of Admission Test

(i) **Written Test:** An eligible candidate, as per proviso 2.1 of Chapter XXV(E) of the Ordinances (Academic), shall be required to appear in the written test, except (a) foreign nationals and (b) those who are exempted as per proviso 3.1(ii).

(ii) The test paper, carrying 80 marks shall be of ninety minutes' duration. It shall consist of the following sections:

Section A: Research Aptitude / Methodology

It shall be of 45 minutes' duration. There shall be 40 Multiple Choice Questions (MCQs) of 1 mark each on Research Aptitude / Methodology.

Section B: Subject Specific

It shall be of 45 minutes' duration. There shall be 40 Multiple Choice Questions (MCQs) of 1 mark each covering equitably, as far as possible, all topics of the syllabus.

(iii) There shall be no negative marking.

(iv) The CoE would request the Deans of Faculties to provide the names of the teachers who will be contributing questions (MCQs) to create a question pool from which the paper for Section-A shall be set and moderated.

(v) The CoE would request the Chairman of the Department concerned to provide the names of the teachers who will be contributing questions (MCQs) to create a question pool from which the paper for Section-B shall be set and moderated.

(vi) Paper for both Section-A and Section-B will be set in the CoE office. The Dean of the Faculty shall be responsible for coordinating preparation of three sets of papers of Section A, while the Chairman of the Department concerned shall be responsible for coordinating the preparation of three sets of papers of Section B as per procedure approved by the Vice-Chancellor from time to time.

(vii) The CoE shall present the above sets of papers before the Vice-Chancellor, who will approve one set of paper of Section-A for each Faculty and one set of paper of Section-B for each discipline.

(viii) CoE shall be responsible for

- (a) the printing of Question Booklets.
- (b) the conduct of the written test
- (c) uploading the Answer Key, and
- (d) resolving all challenges to the Answer Key.

- (ix) Evaluation of the MCQs shall be done in the CoE office.
- (x) Candidates should secure 50% or more marks in the Written Test to be eligible for Presentation-cum-Interview. However, a relaxation of 5% marks shall be allowed for PwD candidates, and they should secure a minimum of 45% marks in the Written Test to be eligible for Presentation-cum-Interview.
- (xi) Presentation-cum-Interview: All candidates who qualify the written test and those who were exempted as per Clause 3.1(ii) of Chapter XXV(E) of the Ordinances (Academic) shall be called for Presentation-cum-Interview.

In addition, Foreign national candidates shall also be required to appear for Presentation-cum-Interview as per Clause 3.1(iii) of Chapter XXV(E) of the Ordinances (Academic).

- (xii) Presentation-cum-Interview shall be of 20 marks and will normally be held within 1-2 weeks following the declaration of the list of candidates short-listed as per Clause 4(x) & (xi) of these Regulations.
- (xiii) Each short-listed candidate will give a presentation, not exceeding 15 minutes, related to his proposed area of research, and appear for an interview before the Presentation-cum-Interview Committee.
- (xiv) The presentation shall be in the English language, except for those appearing in the Departments of Arabic, Hindi, Modern Indian Languages, Persian, Sanskrit, Urdu, and Theology, in which the presentation shall be made in the respective language or language approved by the concerned CASR on the recommendation of BoS.
- (xv) The Presentation-cum-Interview Committee in each department shall consist of the Chairman, two available senior most faculty members of the department and a nominee of the Vice-Chancellor.
- (xvi) The Presentation-cum-Interview shall be open to all teachers of the Department. However, questions shall only be asked by the Presentation-cum-Interview Committee.
- (xvii) A candidate who fails to appear for Presentation-cum-Interview shall not be eligible for admission.
- (xviii) The Chairman of the Department concerned shall send the marks obtained by the candidates in the Presentation-cum-Interview in a sealed cover to the CoE to determine the overall merit list for each discipline.

5. Offer of Admission

- (i) A single merit list of candidates who appeared in the Presentation-cum-Interview of each discipline shall be drawn by the CoE office based on aggregate of marks in written test and Presentation-cum-Interview with the following break-up:

- a) Written Test: 80 Marks
- b) Presentation-cum-Interview: 20 Marks.

However, for candidates exempted from the Written Test as per the clause 3.1(ii) of Chapter XXV(E) of the Ordinances (Academic), the weightage of Presentation-cum-interview shall be considered out of 100 marks.

- (ii) Based on the combined merit list, candidates shall be selected for admission equal to number of vacancies notified in the discipline concerned, strictly on merit as per admission policy of the University and notified after approval of the Vice-Chancellor.

Further, foreign nationals shall be considered for admission over and above the notified seats, only on the basis of their merit in the qualifying examination and Presentation–cum-Interview, subject to the approval by the BoS of the synopsis of the proposed research work specified by them in their Application Form.

- (iii) Provisional admission shall be offered to the selected candidates and they shall be asked to complete their provisional admission as per notified schedule and procedure.
- (iv) However, foreign nationals shall be allowed to block their seat as per notified procedure of the University and subsequently complete the admission within a period of six months from the date of the offer made to them, subject to the candidate acquiring a research visa to pursue the Ph.D. programme.
- (v) A candidate selected for admission to a part-time Ph.D. programme shall submit a “No Objection Certificate” from the Office of the Registrar, at the time of admission clearly stating therein that:
 - a) The candidate is permitted to pursue studies on a part-time basis.
 - b) His/her official duties permit him/her to devote sufficient time to research.

6. Course Work

- (i) Each provisionally admitted candidate, will have to undertake the prescribed courses as per Clause 4 of Chapter XXV(E) of the Ordinances (Academic).
- (ii) Each course will have a maximum of 100 marks. The courses will have the following components of evaluation:

Sessional	: 30 marks
Examination	: 70 marks

- (iii) The examination in the courses prescribed shall be of two hours’ duration each.
- (iv) A Ph.D. scholar has to obtain a minimum of 55% of marks in each of the prescribed courses in order to be eligible to continue in the programme and submit the thesis.

- (v) The combined marks obtained by a Ph.D. scholar in various components of evaluation of a course shall be converted into regular letter grades with their equivalent grade points as specified below:

Marks Range (Out of 100)	Grade	Grade Points	Description
90-100	O	10	Outstanding
80-89	A+	9	Excellent
70-79	A	8	Very good
60-69	B+	7	Good
55-59	B	6	Above Average
0-54	F	0	Fail
	I	0	Incomplete
	Y	0	Detained
	Z	0	Withheld

7. Attendance and Leave

- (i) A research scholar is required to sign on all working days of the Faculty in an attendance register to be kept in the office of the concerned Department, except when s/he is on duty/sanctioned leave.
- (ii) A research scholar shall be eligible to avail a leave of 30 days in an academic year. S/he shall not be entitled for any inter-semester breaks, winter and summer vacations. However, s/he is entitled for an additional leave of up to 10 days on medical grounds in an academic year. The aforesaid leave provisions are cumulative.
- (iii) The women scholars may be provided Maternity Leave/Child Care Leave in the entire duration of Ph.D. for up to 240 days.
- (iv) The leave shall be granted by the Dean of the Faculty, on the recommendations of the Supervisor and Chairman concerned.
- (v) In case of an emergency, if a research scholar avails of leave without prior sanction, s/he shall inform the Supervisor and Chairman about her/his absence by sending message/e-mail, who shall communicate the same to the Dean and the student will submit proper application after availing the leave.
- (vi) If a research scholar remains absent without prior sanction of leave/ information, such absence will be treated as unauthorized. The period of unauthorized absence will be debited against her/his available leave and no allowance/stipend will be paid for the entire period of such absence.
- (vii) In case of unauthorized absence of a research scholar for more than 07 days, the Chairman will bring it to the notice of the Dean and a copy of the same will be endorsed to the Provost concerned through DSW to intimate the candidate/his parents and guardians of his absence.

- (viii) A research scholar may be granted 10 days' duty leave to present his/her research paper(s) in seminars/conferences and 15 days' duty leave to attend a workshop in an academic year. The Dean shall grant the duty leave on the recommendations of Supervisor and the Chairman concerned. After availing of duty leave, the scholar will submit the proof of the above to the concerned Dean through the proper channel.

9. Submission of Ph.D. Thesis

- (i) The thesis shall be in English language, except for those being submitted in the Departments of Arabic, Hindi, Modern Indian Languages, Persian, Sanskrit, Urdu, and Theology, in which the dissertation/thesis shall be submitted in the respective language or language approved by the concerned CASR on the recommendation of BoS.
- (ii) The thesis shall be typed using 12 font size with 1.5-line spacing in 'New Times Roman' with the following margins: 1.5" on left side, 1" on right side and 1" each on top and bottom.
- (iii) The thesis shall include the following:
- a) Self-declaration certificate from the candidate and certificate from the Supervisor / Co-Supervisor /Chairman of the Department.
 - b) Certificate for the completion of course work, wherever applicable, from the Chairman of the Department
 - c) Certificate for the successful completion of the pre-submission seminar from the Chairman of the Department
 - d) Copy of manuscript / reprint of the research paper communicated / accepted /published.
 - e) A copyright transfer certificate as per the prescribed Proforma.
 - f) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.
- (iv) The thesis should be printed on good quality A4 size paper on both sides.
- (v) The research scholar shall submit/upload the thesis, along with the abstract, in PDF format on a CD/designated portal and also submit the prescribed Proforma duly forwarded by Supervisor and Co-supervisor (wherever applicable) in the office of the Chairman. If required, a spiral bound copy of the same shall also be submitted.
- (vi) The Chairman shall get the thesis checked for plagiarism from the Librarian, Maulana Azad Library as per University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- (vii) If the level of similarity is up to 10% the Chairman shall forward the soft copy of the thesis to the CoE through the Dean of the Faculty. If the examiner(s) request a hard copy of the thesis, the Chairman shall direct the scholar to submit required number of spiral bound copies.

- (viii) If the level of similarity is more than 10% the Chairman shall place the matter before Departmental Academic Integrity Panel (DAIP) for appropriate decision in the matter.
- (ix) Copyright: The University shall have exclusive copyright of the thesis. No portion of it can be published for commercial purposes by any publishing firm without a prior written permission of the University.

Once a thesis has been approved for the award of the Ph.D. degree, the candidate shall, in case of publication of the thesis in full or in part, state on the title page that it was a thesis approved for the award of the Ph.D. degree of the Aligarh Muslim University.

10. Evaluation of Ph.D. Thesis

- (i) Every thesis for the Ph.D. Degree shall be evaluated by the Supervisor and the Co-supervisor(s), if any, and by two external examiners (one Foreign and one Indian) who shall be persons of high academic repute, not in the employment of this University.

Provided that in disciplines where Foreign Examiners are not easily available (like Telugu, Tamil, Malayalam, Bengali, Marathi, Punjabi, Kashmiri etc.), the CASR may consider appointing both the external examiners from India only.

- (ii) The Chairman of the Department concerned, in consultation with the supervisor of the Ph.D. student, shall prepare a panel of external examiners of at least ten experts in the area of the Ph.D. thesis, five of whom shall be from outside the country, and send the same to the Controller of Examinations through the Dean of the Faculty immediately after the Pre-Submission Seminar of the student for its approval and appointment of the examiners by the CASR.
- (iii) The panel of external examiners of the thesis shall be scholars of eminence in the area of research not below the rank of Associate Professors having at least 10 years of teaching/research experience (including scientists and /or other scholars associated with National/State organizations).
- (iv) The order of preference for operating the panel of examiners will also be approved by the CASR. The order of preference as approved by the CASR shall be strictly adhered to.
- (v) The consent of the examiners shall be sought by the CoE soon after receiving the thesis. In case the first examiner does not respond within 15 days, the CoE shall approach second examiner. If the second examiner also does not respond, the third examiner will be approached and the process will continue till the consent is received or alternatively, the panel of examiners is exhausted. If the panel gets exhausted, the CoE shall inform the Chairman for drawing a fresh panel.
- (vi) Immediately after receiving the consent from the examiner(s), the CoE shall send the thesis to the examiner(s) with the request to send the report preferably in English,

or alternatively, in the language in which the thesis has been written, within one month, however, the recommendations should only be in English.

- (vii) The examiners shall be requested to submit their individual reports within one month of the receipt of the thesis. In case of non-receipt of report within one month, the CoE shall send a reminder to the examiner. In case the reports are not received within next one month, the CoE shall send a second reminder.
- (viii) In case of non-receipt of any response from the examiner even after two reminders, the CoE shall approach the next examiner on the panel for evaluating the thesis.
- (ix) After receiving reports from all examiners, the CoE shall send these reports to the Dean within seven days.
- (x) The return of the thesis from the foreign examiner shall not be insisted upon and the payment of remuneration to him/her shall be made within a period of fifteen days.

11. Depository with INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the Ph.D. scholar, through the concerned Chairman shall provide the soft and hard copy of the thesis (in its final corrected form – after incorporating the corrections/suggestions made by the examiners) to University Librarian, preferably within four weeks of the viva-voce, who will submit the soft copy of the thesis to INFLIBNET, for hosting the same to make it accessible to all the Higher Educational Institutions and research institutions. Only after the above, the notification of the award of the Ph.D. degree shall be issued.

12. Explanation

Whenever the word ‘Chairman of the Department’ occurs it shall be construed to include Director or Coordinator of any Centre at which Ph.D. programme is being offered.

13. Reservation for Persons with Disability

- (i) A 5% of the total seats in each specialization will be reserved for Persons with Disability(PwD), provided the disability is not a hindrance in pursuing Ph.D. programme.
- (ii) PwD candidates, who could not be selected on their own but fulfil the qualifying criteria, shall be selected for admission equal to number of vacancies notified for PwD candidates in the specialization concerned, strictly on merit as per admission policy of the University and notified after approval of the Vice-Chancellor.
- (iii) Only those eligible candidates shall be considered for admission under the Persons with Disability category who have degree of disability to a minimum extent of 40% as prescribed in THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 and duly verified by the concerned specialist of J.N. Medical College & Hospital of the University at the time of completion of admission formalities.