

PHD ORDINANCE

TABLE OF CONTENTS

S.NO.	CONTENTS	PAGE NO.
I.	Introduction	2
II.	Eligibility for admission in to the Ph.D. program	2
III.	Research Eligibility Test (RET)	3
IV.	Procedure for Admission in Course work	3
V.	Course work	3
VI.	Procedure of Registration	4
VII.	Constitution of DRC	4
VIII	DRC Meeting	4
IX	Appointment of supervisor and Eligibility	4
X	Time period requirement	5
XI	Leave and Attendance	6
XII	Unfair Means and Plagiarism	6
XIII	Format of Thesis	7
XV	Submission of Thesis	7
XIV	Assessment, Evaluation & Award of Degree	7
XV	Annexure	10-12

DRAFT**ORDINANCE PHD**

CLAUSE	I. INTRODUCTION
A	This ordinance shall be called Ordinance for Doctor of Philosophy in Physical Education , 2009 of Lakshmibai National University of Physical Education. Gwalior MP
B	This shall come in to force with effect from (03/08/2009) the date of approval by Academic council. Admission to Ph.D. Program by this ordinance w.e.f. session 2010-11.
C	The degree of Doctor of Philosophy in Physical Education (Ph.D.) of Lakshmibai National University of Physical Education Gwalior. MP INDIA shall be conferred on the candidates who fulfill the requirements as specified in this ordinance.
II. ELIGIBILITY FOR ADMISSION IN TO THE Ph.D. PROGRAM	
II(a)	Admission in Ph.D. Program will be through screening of candidate by a written Research Eligibility Test , herein after to be referred to as RET. To appear in RET, a aspirant must have passed Master's Degree in Physical Education (MPed) or its equivalent Degree from a recognized University / Institute in India or abroad with at least 55% Marks (50% for SC/ST or as per the reservation policy of government from time to time in force) or equivalent grade.
II(b)	<p>Direct Admission:-</p> <p>An Aspirant who fulfills following conditions may be considered for direct admission for the Ph.D. Program without appearing in the RET provided that the number of applicants are less than the vacancies notified.</p> <ol style="list-style-type: none"> 1. An Aspirant who is a recipient of National Doctoral Fellowship or other fellowships from government/semi-government organizations (through All-India selection procedure conducted by the agency/organization for award of research fellowships) such as Council of Scientific and Industrial Research (CSIR), or JRF of University Grants Commission (UGC). 2. An Aspirant who has completed regular M.Phil Program successfully. 3. A foreign national who is a recipient of fellowship by Indian Council for Cultural Relations (ICCR), Government of India and who is sponsored by his/her Government. 4. A self-financing foreign national who is admitted through the Embassies/High commission of his/her country or admitted under a

	MoU with due clearance from the Indian Mission abroad. As per revised guidelines/ instructions of the Department of Higher education. MHRD, GOI on grant of research visa, the foreigners who desire to undertake research in India, Should therefore, apply to the concerned Indian Missions abroad with the brief synopsis of the research project to be undertaken in India, in India. The details of places to be visited, previous visits, whether the scholar has secured admission into a recognized or reputed institution and evidence of financial resources.
	III. RESEARCH ELIGIBILITY TEST (RET)
III(a)	An Aspirant must have scored minimum of 55% marks in RET (50% for SC/ST), to be considered for Interview , mandatory for PhD program.
III(b)	Number of seats for an academic year will be notified by the University through the prospectus as well as uploaded on the University website well in advance.
III(c)	The number of seats will be decided on the basis of total vacancies available, depending on the specialty area/s, of enrolled eligible Supervisors for the academic year.
	IV. PROCEDURE FOR ADMISSION IN COURSE WORK
IV	<p>A selected Aspirant on the basis of the RET and subsequently the mandatory Interview and/or direct admission under clause II (b) as the case may be, will be considered for admission into minimum of ONE semester Course Work for Ph.D. program on compliance of the following:-</p> <ul style="list-style-type: none"> a- Admission Fees for course work as given in Annexure I. b- A No objection, Certificate from the Head of Institution, where he/she is an employee, on a prescribed form (for in –service candidates only) c- Declaration (Affidavit) on a stamp paper of Rs. 100/- (for Indian candidates only) the format of declaration is given in Annexure II. d- Proof of Sponsorship / Fellowship/Clearance from embassy (High commission) if applicable. e- Documentary evidence in support of direct entry vide clause II (b) if applicable.
	V. COURSE WORK
V(a)	An Aspirant, after successful Interview, shall be required to undertake regular Course Work for a minimum period of one semester of about six months.

V(b)	The course work will include Research methods, Applied Statistics, quantitative and qualitative methods, Computer Application and Extensive reviews of published research work in relevant field.
V(c)	The course content may also include Instrumentation techniques, laboratory work, conducting/ participation in workshop, seminar and conducting micro projects, etc.
V(d)	At the end of the Course Work all scholars shall appear in written examination and must qualify with a minimum of 55% marks (50% SC/ST or as per the reservation policy of government in existence or announced from time to time) to be eligible for formal admission/registration as PhD scholar.
VI. PROCEDURE OF REGISTRATION	
VI	<p>a- The PhD scholar registered as regular aspirant must deposit the Registration fees within 10 days of the issue of formal registration letter. (Annexure III)</p> <p>b- Three Copies of the brief Research Proposal / Synopsis / Outlines as per the format given to aspirant during the course work, duly signed, by the scholar should be submitted to the department.</p>
VII. Departmental Research Committee	
VII(a)	<p>Each aspirant shall have to face Interview after successfully qualifying the RET where he/she will have to discuss the area/field of his/her interest to the satisfaction of the Departmental Research Committee, herein after to be referred as DRC.</p> <p>The D.R.C. shall be Constituted as follows:</p> <ol style="list-style-type: none"> 1. Vice Chancellor..... Chairman. 2. Dean of Faculty, if any. 3. Head of Department of RD & AS...Convener 4. Two Professors from the Department/Faculty/University (to be nominated by the Vice-Chancellor) 5. External Subject Expert/s (Depending on requirement, to be nominated by the Vice-Chancellor from list of Panel submitted by the department duly approved by the Board of studies of the department)
VII(b)	The term of Research Degree Committee shall be of three years. Its members shall hold office from May 1 st of the first year to April 30 th
VIII. Departmental Research Committee Meeting	

VIII	Departmental Research Committee shall meet at least once in a year preferably in the month of June/July, to interview and consider/judge the suitability of PhD aspirants.
	IX. APPOINTMENT OF SUPERVISOR AND ELIGIBILITY
IX(a)	<p>The person/s recommended as Supervisor/s to guide the Ph.D. Candidate should be.</p> <ol style="list-style-type: none"> 1. A faculty member of the University with PhD in the subject/area of his/her appointment, shall be eligible to be appointed as Supervisor/s. 2. A faculty member recognized as Supervisor/s shall be eligible to supervise the registered candidates even after superannuation. However, he/she shall not be eligible to register fresh candidate/s after superannuation. 3. The D.R.C may consider approval of Supervisor/s from a discipline other than Physical Education and from other University/Institutes if he/she fulfills the eligibility criteria as Supervisor provided concerned Supervisor possess equivalent credential/specialization in the area, required for a supervisor. 4. Emeritus professor/Scientific officer/scientists appointed by the University or Indian Govt. shall be eligible to supervise PhD scholar, provided their tenure of appointment is not less than two years at the time of enrolment of research scholar. 5. A faculty member on retirement may continue to act as supervisor if he/she is reemployed or appointed as Emeritus Professor /Scientist /Research fellow on retirement. 6. Maximum number of permissible Research Aspirants that can be registered under a Supervisor/s at any given time shall be as under: Professor-8 Associate Professor -6 Assistant Professor- 4 6.a Assistant Professor must have 5 years of teaching experience after obtaining PhD in the subject he /she is appointed in) 7. Any vacancy under a Supervisor shall be deemed to have fallen vacant when a candidate has finally submitted his/her thesis.
IX(b)	The Supervisor/s will be allocated by the Departmental Research Committee on the basis of area of specialization of the Supervisor/s and the nature of study of the candidate.
	X. TIME PERIOD REQUIREMENT
X	<p>a- Upon successful completion of course work with minimum of 55% marks (50% for SC/ST) an aspirant will be registered as PhD scholar and permitted to work on the proposed research topic. However if an aspirant fails to qualify, he /she, if so desired, may appear in next course work exam conducted for other aspirants by paying prescribed fee and if he/she still</p>

	<p>fails then he/she will have to repeat the entire process if wishes to pursue PhD program.</p> <p>b- The maximum stipulated time for submission of the thesis shall be 36 months from the date of Registration/admission and minimum time for submission shall be 24 months.</p> <p>c- Prior to final submission, not earlier than two years after registration, an aspirant must make pre PhD presentation of his/her work to the department which shall be open to all faculty members and research scholars. An aspirant must intimate the department at least 30 days in advance before his/her pre-PhD presentation.</p> <p>d- Research scholar shall publish ONE research paper in a Refereed Journal before the submission of the thesis/ monograph for adjudication and produce evidence for the same in the form of a reprint copy or the acceptance letter from the publisher, to the department.</p> <p>e- Any candidate who is unable to submit the thesis in stipulated time (36 months) may apply for extension, at least 1 month prior to expiry date of submission.</p> <p>f- The period of extension is 12 months. The extension of 12 months may be permitted by the Vice-Chancellor but in no case the scholar will be permitted any extension after the maximum stipulated period i.e 48 months.</p> <p>g- If any aspirant desires to complete his/her Ph.D. thesis, may register afresh going through the entire process again.</p>
	<p>XI. LEAVE AND ATTENDANCE</p>
<p>XI</p>	<p>a) The PhD scholar shall be entitled for leave of 30 days in an academic year and shall not be entitled for any semester breaks, winter and summer vacations however he/she would be entitled for leave of 15 days on medical grounds in an academic year.</p> <p>b) The scholar shall also be entitled to paternity/maternity leave as per the University rules that are in force or announced from time to time, once in the entire tenure as research scholar.</p> <p>c) The leave shall be sanctioned by the head of the department on the recommendation of the Supervisor/s.</p>

	<p>d) The PhD scholar shall sign on all working days of the Department in an Attendance register to be kept for the purpose in the department.</p> <p>e) All scholars are expected to put in hundred percent attendance however a maximum of 20% attendance may be condoned by the Vice Chancellor for cogent/justifiable reasons, on the recommendation of the head of the department.</p>
	XII. UNFAIR MEANS AND PLAGIARISM
XII	<p>a) In case a Ph.D. Scholar is found adopting or suspected of adopting unfair means or stealing other's work and inserting it in his/her work without proper acknowledgement, credit and reference, such penal action shall be taken by the University as may be necessary to uphold the sanctity and the integrity of the examination system/research work and the credibility of the University.</p> <p>b) The department shall take <i>suo-moto</i> cognizance of all such cases and shall specifically recommend one the following actions to the Vice Chancellor.</p> <p>i. Unfair means could not be proved and hence, thesis may be allowed to be evaluated/ carried out.</p> <p>ii. Unfair means is proved, the thesis may be rejected and the Research scholar be rusticated from the University and re-registration shall not be permitted.</p>
	XIII .FORMAT OF THESIS
XIII	Each Research Scholar has to follow the format of Research Report (thesis) as in force and changes issued from time to time by the department.
	XIV. SUBMISSION OF THESIS
XIV	<p>a) Upon completion, the Research scholar shall submit five (5) copies of abstracts as advised during the Course Work, three (3) copies of hard bound Research Report (thesis) following the format and three (3) readable only, C.D's along with prescribed examination fee, through the department to the Examination section of the University.</p> <p>b) The thesis should also contain the following certificates:</p> <p>i- Candidate's declaration that the thesis embodies his /her own work and has worked under the Supervisor throughout.</p> <p>ii- A certificate from the Supervisor/s that the scholar has worked under his/her supervision throughout and the thesis fulfills the requirements of the ordinance relating to the Ph.D. Degree of</p>

	<p>the university.</p> <p>iii The Thesis shall be countersigned by the Head of the Department before finally submitted for evaluation.</p>
	<p>XV. ASSESSMENT, EVALUATION & AWARD OF DEGREE</p>
<p>XV</p>	<p>a) Prior to final submission of the Research Report (thesis), the scholar shall make a presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.</p> <p>b) The research scholar shall publish at least ONE research paper in a Referred Journal before the final submission of the thesis for adjudication, and produce evidence for the same in the form of a reprint copy or acceptance letter from the publisher.</p> <p>c) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should reflect the candidate's capacity for critical examination and sound judgment.</p> <p>d) It must be satisfactory in language and presentation of the subject matter and comply with the mechanics of presentation and Research reporting as prescribed by the University.</p> <p>e) An English professor/specialist/expert to be appointed by the University on the recommendation of the HOD should go through the manuscript and give fitness certificate in terms of language of the report.</p> <p>f) The Research Report (Thesis) presented by the Ph.D. scholar in the Department and submitted to the University, shall be evaluated by at least two experts/specialists.</p> <p>g) The consent of examiners shall be obtained by electronically sending the abstract of the thesis. To save time, the consent shall be obtained through e-mail/telephone.</p> <p>h) On receipt of the consent of the examiners the thesis shall be sent to examiners for evaluation.</p>

- i) The external examiner shall be provided maximum of 60 days time, from the date of the receipt of the thesis, for evaluation and sending the report. If examiner fails to send the report in stipulated time, he/she shall be electronically sent two reminders with a gap of 15 days. If the examiner still fails to respond, he/she should be asked to return the thesis and an alternate examiner shall be appointed and this fact shall be reported to the superiors of the defaulter.
- j) Out of two examiners selected, one should be from outside the country.
- k) The examiners shall categorically mention in their report that thesis be accepted for the award of the Ph.D. Degree or thesis be allowed to be resubmitted with improvement as suggested or that the thesis be rejected. The report should be submitted on prescribed Performa of the University as per **Annexure- VI**.
- l) The examiner shall submit detailed reports that the work of the scholar fulfills the requirement as mention at XV (c & d) besides highlighting other important strength or weaknesses of the work. They may also list relevant questions that need to be asked in the viva-voce examination.
- m) If a thesis has been allowed to be re-submitted after revision, the research scholar shall resubmit the revised thesis within one year from the date the observations of the examiner are made available to him/her. Such re-submission shall be allowed only once and the re-submitted thesis shall be examined by the original examiner unless he or both examiners are unavailable or un-willing to do so. The fact that it is a **revised version** of the thesis, it shall be clearly mentioned by the candidate on the thesis. The examiner shall return the thesis with stipulated time as in clause XV (h)
- n) The research scholar who is required to re-submit thesis must do so by payment of the prescribed amount of Examination fee, for submission of thesis.
- o) The research scholar shall be considered for the award of Ph.D. Degree in case both the examiners recommend that the thesis shall be accepted for the award of PhD degree.
- p) If both the examiners recommend for the revision of thesis, the candidate shall be called upon to revise the thesis as per the suggestions made by the examiners.
- q) If, one examiner approves the thesis and the other rejects it, the thesis shall be sent to the third examiner drawn from the panel of examiners. The third examiner shall be asked to give opinion and his/her opinion shall be final.

- r) In case both the original examiners approve the thesis for the award of Ph.D. or in the event of it being referred to the third examiner, the third examiner approves the thesis for the award of Ph.D. the candidate shall be called upon to appear in the open viva-voce examination before the examiners comprising of the Supervisor/s and one of the two examiners who have accepted the thesis. In case both the examiners are not available the Vice-Chancellor may appoint an alternative viva-voce examiner out of the approved list of examiners.
- q. ONE Foreign experts/specialists may be invited through video Conferencing during viva-voce.
- s) The viva-voce examination shall be conducted at the University or at any place fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar/Controller of examination.
- t) In case the recommendation of the viva-voce examiners, differ from that the thesis examiner or there is difference of opinion between the viva-voce examiners, the research scholar shall re-appear at a second viva-voce examination within six months and if, this time, the research scholar fails to satisfy the viva-voce examiners, the thesis shall finally be rejected.
- u) The research scholar appearing for second viva-voce examination would be required to pay an additional fee, as prescribed by the University.
- v) After the viva-voce, if the thesis has been recommended for the Award of Ph.D. Degree, the report shall be forwarded to the Register of the University for Notification. Award of Degree shall be reported to the Academic Council also.
- w) The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D. degree at the University.
- x) Following the successful completion of the evaluation process and announcement of the award of Ph.D. the university through Examination section shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, which shall be accessible to all Institutions/Universities.
- y) Along with the degree of Doctor of Philosophy, the University shall issue a provisional certificate certifying to the effect that the degree has been awarded in accordance with the provisions of UGC minimum standards and procedure for the award of Ph.D. degree, Regulations 2009.

Note: - All these modifications in Draft Ordinance for Ph.D. Program are in consonance with UGC regulation No. F.1-1/2002(PS) Exemp. Dated July 11, 2009.

ANNEXURE - I

ADMISSION FEE FOR COURSE WORK

S.No.	Name of Head	Amount
1.	Tuition fees	6000/-
2.	Mess fees, if applicable	10,000/-
4.	Medical fees	400/-
5.	Identity card Charges	100/-
6.	Med- claim insurance	256/-
7.	Hostel fees, if applicable	1000/-
8.	Library Fund	2000/-
9.	Admission fees	2000/-
10.	Use of research facilities	1500/-
11.	Enrollment fees	244/-
12.	Caution money (Refundable)	2000/-
13.	Examination fees	500/-
	Total	28,000/-

ANNEXURE - II

DECLARATION CERTIFICATE

I ----- Son/daughter/wife of ----- declare that, I have not registered for my Ph.D. in any University/Institution in India or abroad except at Lakshmibai National University of Physical Education, Gwalior (M.P).

Date:- _____

Signature of Applicant

Place:- _____

Full Name _____

Signature & Address of Witnesses

1. _____

2. _____

Note: - It should be submitted on a stamp- paper of worth Rs. 100/-.

ANNEXURE - III

REGISTRATION FEES

S.No.	Name of Head	
1.	Registration fees	Rs. 4000/-
2.	Examination fees	Rs. 4000/-

3.	Extension for Date of Submission (if applicable.)	Rs. 2000/-
----	--	------------