

DRAFT

**Ordinance VI. Procedure for Award of Master of Philosophy (M.Phil.) and
Doctor of Philosophy (Ph.D.) Degree**

1. The Ordinance conforms with University Grants Commission Gazette (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.
2. Award of degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations by UGC shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil./Ph.D. Degree) Regulation, 2009
3. If the M.Phil./Ph.D. degree is awarded by a Foreign University, the University considering such a degree shall refer the issue to a Standing Committee constituted for the purpose of determining the equivalence of the degree awarded by the foreign University.
4. The University of Delhi shall not conduct the M.Phil. and Ph.D. programmes through distance education mode.
5. Part-time Ph.D. will be allowed provided all the conditions mentioned in the extant Ph.D. Regulations are met.

General Guidelines

- a. A Department of a Faculty or a Centre of the University can conduct research programmes for the award of M.Phil./Ph.D. degree.
- b. The Board of Research Studies (BRS) of the respective Faculty/Centre shall organize the research studies leading to the degree of Doctor of Philosophy under the general guidance of the Academic Council.
- c. The Research Council will advise the Board of Research Studies.
- d. The Departmental Research Committee (DRC) shall supervise all academic matters related to the Ph.D. degree.
- e. The M. Phil. Programme in a Department will be administered by the M.Phil. Committee.

A. Composition and Functions of the Research Council, Board of Research Studies and Departmental Research Committee

1. **Research Council**- The Research Council shall ensure uniform implementation of the Ordinance and provide advice on procedural and related matters. The composition of the Research Council shall include a Chairperson and Deans of Research from Life Sciences, Physical and Mathematical Sciences and Humanities and Social Sciences.
2. **Board of Research Studies** - Each Faculty that offers Ph.D. programme shall have a Board of Research Studies. The registration of students by each Department of the Faculty shall require ratification by the respective BRS. The records of registration and the progress of research work done by the Ph.D. students shall be maintained by the BRS.

All members of the BRS must be qualified to be Supervisors.

The composition of **BRS in a Faculty having more than one Department** shall be as follows:

- a) Dean of the Faculty-Chairperson
- b) One Professor (a nominee of the Vice Chancellor)
- c) Heads of all Departments under the Faculty
- d) One Professor from each Department
- e) One Associate Professor from each Department
- f) One Assistant Professor from each Department
- g) One Associate Professor from each subject amongst teachers from colleges, if applicable.

The selection under category(c),(d), (e), (f) and (g) above shall be by rotation as per seniority.

The composition of the **BRS for a single Department** based faculty shall be as follows:

- a) Dean of the Faculty /Chairperson
- b) One Professor (nominated by the Vice-Chancellor from an allied Department)
- c) Three Professors
- d) Two Associate Professors
- e) Two Assistant Professors
- f) One Associate Professor amongst teachers from colleges, if applicable

The selection under category (c), (d), (e) and (f) above shall be by rotation as per seniority.

The composition of **BRS for the Faculty of Medical Sciences** shall be as follows:

- a) Dean of the Faculty -Chairperson
- b) One Professor (nominee of the Vice Chancellor)
- c) All University appointed Heads of the Department under Faculty of Medical Sciences.
- d) All Heads of the Institutions/Colleges affiliated to the University for Ph.D. programme.
- e) One senior-most Associate Professor nominated from each of the teaching Institutions (LHMC, MAMC, UCMS, VPCI & IHBAS).
- f) One Assistant Professor by rotation as per seniority.

The composition of **BRS for the Faculty of Technology** shall be as follows:

- a) Dean of the Faculty -Chairperson
- b) One Professor (nominee of the Vice Chancellor)
- c) All Heads of the Department
- d) One Professor from each Department
- e) One Associate Professor from each Department
- f) One Assistant Professor from each Department
- g) Dean, Post Graduate Studies

3. Departmental Research Committee- Each Department and Centre offering Ph.D. Programme shall have a Departmental Research Committee (DRC). All members of the DRC must be qualified to be Supervisors. The Dean of the respective faculty will approve the Committee.

The DRC of Department/Centre shall comprise the following:

- a) Head of the Department/Director- Chairperson
- b) One Professor (nominee of the Vice- Chancellor)
- c) Four Professors in the Department
- d) Two Associate Professors
- e) Two Assistant Professors
- f) One Associate Professor and One Assistant Professor from the colleges, except for those Departments that do not have an undergraduate programme in the respective discipline.
- g) Immediate past Head of the Department/Director, if not superannuated.

The members in category (c), (d), (e) and (f) above shall be chosen by rotation as per seniority.

The composition of **DRC for the Faculty of Medical Sciences** shall be as follows:

- a) Head of the Department -Chairperson
- b) One Professor (a nominee of the Vice-Chancellor)
- c) Four Professors from the Department
- d) Two Associate Professors
- e) Two Assistant Professors

The selection under category c), d) and e) shall be by rotation as per seniority.

The composition of **DRC for the Faculty of Technology** shall be as follows:

- a) Head of the Department -Chairperson
- b) One Professor (a nominee of the Vice-Chancellor)
- c) Four Professors
- d) Two Associate Professors
- e) Two Assistant Professors

The selection under category c) to e) shall be by rotation as per seniority.

Where Departments have strength of less than ten teachers, all members, who are eligible to be Supervisors, will be members of the Departmental Research Committee.

The term of membership of all members of BRS and DRC, other than ex-officio members will be for a period of two years. Unless otherwise provided, one-third of the members of the BRS and DRC, respectively shall form the quorum.

The meetings of the DRC and the BRS may be held at least once every three months. It may be held earlier, depending on the urgency of individual cases.

4. M.Phil. Committee: The Committee shall deal with all matters and processes related to the admission and conduct of the M.Phil. Programme including organizing coursework, appointment of Research Advisory Committee, appointment of examiners for evaluation of dissertation, conduct of seminar and viva-voce and communication of result to the Examination Branch.

The composition of the M.Phil. Committee will be as follows:

- a) Head of the Department –Chairperson

- b) Six Professors in the Department
- c) Three Associate Professors in the Department
- d) Three Assistant Professors in the Department
- e) One Associate Professor and One Assistant Professor from the colleges, except for those Departments that do not have an undergraduate programme in the respective discipline.

The selection under point b), c), d) and e) shall be by rotation as per seniority. The total strength of members shall not be more than 15.

The selection under point b), c) and d) shall be by rotation as per seniority. The total strength of members shall not be more than 15.

Members of the M.Phil. Committee other than the Head of the Department shall hold office for a period of two years. The composition of the Committee will be approved by the Dean of the Faculty on the recommendation of the Head of the Department.

In case two or more Departments of the University together have an inter-disciplinary M.Phil. Programme, the M.Phil. Committee shall consist of the Heads of the Departments concerned, equal representation of Professors of the Departments concerned, and such other faculty members as approved jointly by the Deans of the Faculties concerned on the recommendation of the Heads of the Departments, not exceeding 15 in all. The Heads of the Departments concerned shall act as Chairperson by rotation in order of seniority of the establishment of the Department.

B. Procedure for Admission

1. As per UGC Regulations 2016, the University shall admit M.Phil./Ph.D. students through an Entrance Test conducted at the level of the University. The University may decide separate terms and conditions for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/GATE/teacher fellowship holder or have passed M.Phil. Programme. Similar approach may be adopted in respect of Entrance Test for M.Phil. Programme.
2. Candidates will be admitted in a two-stage process through (i) an Entrance Test (to be held once a year, a common entrance test for M.Phil. and Ph.D. programme) and (ii) an interview that may be held twice in a year and more number of times, if required.
3. As per UGC Regulations 2016, the University will decide on an annual basis through the academic bodies, a predetermined and manageable number of M.Phil./Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities.
4. As per UGC Regulations 2016, the University shall notify well in advance on its website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre (s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
5. The Departments will accordingly decide on an annual basis through M.Phil. Committee /DRC, a predetermined and manageable number of M.Phil./Ph.D. scholars to be admitted, and will notify well in advance on its Departmental website and through advertisement, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, syllabus for written test, Examination Centre(s)

where entrance test(s) shall be conducted. selection criteria during interview and all other relevant information for the benefit of the candidates.

6. The Head of the Department shall consult the faculty members and college teachers, who are recognized to be Supervisor as per UGC Regulation 2016, regarding the number of vacant seats available with each member in that academic year. Each prospective Supervisor may decide on the number of seats that he/she may like to fill in a particular year, within his/her maximum permissible strength and inform the Head of Department accordingly.
7. Eligible College teachers will send their willingness to supervise M.Phil./Ph.D. students along with Curriculum Vitae and list of publications to the Head. The Head will ensure that information from the Department faculty and college teachers in this regard is available before the announcement of vacant seats.
8. In case of Departments that want to hold the interviews twice or more number of times in a year, they can notify their vacant seats at least 15 days before the schedule of interviews.
9. No research scholar registered for the M.Phil./Ph.D. programme shall be permitted to undertake any other full-time Programme during the pendency of the M.Phil./Ph.D. programme.
10. The admission to M.Phil./Ph.D. Programme will be according to the National Level Reservation Policy, as applicable from time to time, based on intake in a given academic year.

C. Eligibility Criteria

C-1 Common Eligibility Criteria for M.Phil./Ph.D.

1. Master's degree or a professional degree (M.Tech./LL.M./M.D./M.S. degree) in the same or allied subjects, declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate (or its equivalent grade 'B' in the UGC 7-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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
2. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the University Grants Commission from time to time, or for those who obtained their Master's degree prior to 19 September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
3. Candidates with Masters or equivalent degree must appear in a written entrance exam conducted by the University in order to be eligible for interview. Based on the performance in the written test, which is the qualifying exam, the shortlisted candidates shall appear for an interview.
4. Candidates who have qualified UGC-NET (including JRF)/ UGC-CSIR NET (including

JRF)/ DBT-JRF, ICMR-JRF, DST-INSPIRE or equivalent national level examination/fellowship (as identified by DRC)/GATE/teacher fellowship holder may directly appear for interview.

5. Teachers, who are in service in the University of Delhi, may directly appear for interview.
6. Candidates holding Junior Research Fellowships or equivalent research positions in projects, satisfying the minimum eligibility conditions (subject to selection by duly constituted committee as per the University norms for research projects) may also appear directly for interview.
7. Scientists/professionals working at R&D institutes of the Government of India/State Government and with whom the University has signed a Memorandum of Understanding may directly appear for interview subject to fulfilling minimum eligibility criteria.
8. The allied subjects for admission to M.Phil./Ph.D. Programme in a particular Department shall be decided by the DRC of the respective Department in consultation with faculty members who have advertised for vacancies, based on their specific requirements. The list of allied subjects duly approved by the M.Phil. Committee/DRC may be submitted to the respective BRS for approval, after which it may be displayed on the website of the Department.
9. No candidate shall be eligible to register for the M.Phil./Ph.D. programme if he/she is already registered for any full-time programme of study in any University/Institution.
10. Foreign nationals fulfilling the eligibility criteria may be registered for M.Phil./Ph.D. over and above the maximum admissible strength. However, at any given time, the total number of foreign students shall not exceed 10% of the total admissible strength of the Department. Foreign nationals must provide evidence of language competence suited to the Department they wish to join. Foreign nationals are exempted from entrance test and interview. They may be admitted based on their research proposal, subject to fulfilling the minimum eligibility criteria. The decision regarding the same rests with the DRC subject to approval from BRS for the Ph.D. Programme and M.Phil. Committee for the M.Phil. Programme.

C-2 Categories for admission to Ph.D. Programme other than mentioned in C-1

1. Candidates who have been awarded or are pursuing M.Phil. Programme under the following categories may directly appear for interview:
 - a. Candidates who have cleared the M.Phil. coursework with at least 55% marks in aggregate (or its equivalent grade 'B' in the UGC 7-point scale or an equivalent grade in a point scale wherever grading system is followed) and have successfully completed the M.Phil. degree with at least 55% marks shall be eligible for appearing directly for interview. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled.
 - b. Candidates who have cleared coursework of M.Phil. from University of Delhi with at least 55% marks in aggregate may directly appear for interview to Ph.D. without completing the M.Phil. Dissertation, if the candidate is interested in registering for Ph.D. without completing M.Phil. Programme.

- c. A candidate who's M.Phil. dissertation has been evaluated and the viva voce is pending may appear directly for interview to the Ph.D. programme.
 - d. Candidates possessing a degree considered equivalent to M.Phil. Degree of an Indian Institution with 55% marks or 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.
2. Faculty of Management Studies may shortlist candidates for appearing directly in interview for Ph.D. admission on the basis of CAT score.

All candidates appearing directly for interview have to register on the online admission portal.

D. Entrance Test and the Interview

1. There shall be a common Entrance Test for M.Phil. and Ph.D. programme to be conducted by the University, once a year, where both programmes are offered by the Department.
2. The Entrance Test will be a qualifying examination with qualifying marks as 50%. The syllabus for the entrance test will consist of 50% questions on research aptitude/methodology and 50% subject-specific questions.
3. The Entrance Tests in various Departments shall be staggered to allow the candidates to appear in written test in more than one subject, if they so desire.
4. The Entrance Test for Ph.D. Programme shall be conducted once in a year and the eligibility of shortlisted candidates shall remain valid till the next entrance test. The interviews may be held twice in a year or more, subject to availability of seats as determined by the DRC.
5. At the time of interview, if required, experts/prospective Supervisors from allied/specialized areas may be invited.
6. At the time of interview, the candidates are required to discuss their research interest/area through a presentation before a duly constituted Committee. The interview shall also consider the following aspects:
 - a. the candidate possesses the competence for the proposed research;
 - b. the research work can be suitably undertaken at the University
 - c. the proposed area of research can contribute to new/additional knowledge.
7. The merit list of the recommended candidates shall be displayed on the website after approval by the M.Phil. Committee /DRC. There will be a waiting list in the order of merit.
8. The M.Phil. Committee /DRC reserves the right not to select candidates for all the vacancies advertised.
9. The M.Phil. Committee /DRC shall ensure that all University rules as well as reservation rules are followed in the admission process.
10. The registration of candidates in the Ph.D. programme may be confirmed by the BRS based on the recommendation of the DRC after completion of coursework. The registration of

candidates in the M.Phil. programme may be confirmed by the M.Phil. Committee after completion of coursework.

11. The Department shall maintain a list of all the M.Phil./Ph.D. registered research scholars on its website on year-wise basis. The list shall include the name of each of the registered candidates, topic of his/her research, name of his/her supervisor/co-supervisor and date of enrolment/registration.

E. Coursework

1. The coursework for M.Phil. and Ph.D. shall be common, where both programmes are offered by the Department.
2. As per UGC Regulations 2016, the credit assigned to the M.Phil./Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits. The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
3. All courses prescribed for M.Phil./Ph.D. programme coursework shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. These courses shall be duly approved by the DRC and the BRS.
4. The Department where the research scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee of the research scholar.
5. All research scholars admitted to M.Phil./Ph.D. Programme shall be required to complete the coursework within initial one or two semesters.
6. Marks/Grades in the course work, including Research Methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final marks/grades shall be communicated to the University.
7. The M.Phil. Committee/DRC shall satisfy itself that each research scholar has completed the requirement of coursework. The Head of the Department shall provide to the student a certificate of completion of coursework and names of courses opted by each student. If a research scholar fails to qualify the coursework, he/she may be allowed to reappear only once, within six months of the declaration of result. If the result is still found unsatisfactory, the M.Phil. Committee /DRC may recommend cancellation of his/her registration. This may be reported to the Board of Research Studies in case of Ph.D. scholars. Under special circumstances (e.g. medical reasons), a final decision may be taken by BRS on the recommendation of the DRC for Ph.D. scholars and M.Phil. Committee in case of M.Phil. scholar.
8. The credits of the coursework shall be transferable between the Departments of the University and inter-university, subject to their acceptance by the M.Phil. Committee /DRC.

9. The research scholars shall not be allowed to take up any assignment outside the University during the coursework.
10. Research scholars already holding M.Phil. Degree or equivalent M.Phil. Degree (equivalence to be determined by DRC) and admitted to the Ph.D. programme, or those who have already completed the coursework in M.Phil. of University of Delhi and have been permitted to proceed to the Ph.D. programme, may be exempted by the DRC from the Ph.D. coursework. All other research scholars admitted to the Ph.D. programme shall be required to complete the Ph.D. coursework prescribed by the Department.
11. A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
12. Upon satisfactory completion of course work, and obtaining the marks/grade prescribed as the case may be, the M.Phil./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 based on UGC Regulations, 2016.
13. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.
14. The M.Phil. dissertation will have a total of 300 marks (12 credits), including marks for viva-voce examination.
15. After admission to Ph.D. programme, the research scholar in consultation with the Supervisor, may propose a tentative title for Ph.D. thesis within one year. However, the final title for the Ph.D. thesis must be decided at the time of the pre-Ph.D. presentation. The final title will be subject to approval of the DRC and the BRS.

F. Attendance

Research scholars shall be required to attend lectures (coursework) and participate in seminars arranged in the Department during the programme. The minimum percentage of lectures to be attended during the coursework will be two-thirds of the lectures delivered in all courses, individually.

G. Eligibility Criteria for Supervisor

1. Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the University/College with a Ph.D. degree and at least two research publications in refereed journals may be recognized as a Supervisor. Provided that in areas/disciplines where there is no or only a limited number of refereed journals, M.Phil. Committee/DRC and BRS may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
2. Only a full-time regular teacher of Department/College of the University can act as a Supervisor. External supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other Department/College of the University or other related institutions with the approval of the Research Advisory Committee.
3. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate

Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars. This is excluding supernumerary allotment. In case of co-supervision, an enrolled research scholar will be counted as one each, for the Supervisor and the Co-Supervisors.

H. Allocation of Supervisor

1. The allocation of Supervisor for a selected research scholar shall be decided by the M.Phil. Committee/DRC depending on the number of research scholars per Supervisor, the available specialization among the Supervisors and research interests of the research scholar, as indicated by them at the time of interview.
2. In case of topics which are of inter-disciplinary nature and where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Supervisor from the Department/College itself, who shall be known as the Supervisor, and a Co-Supervisor from outside the Department.
3. In case of relocation of a M.Phil./Ph.D. woman research scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which she intends to relocate, provided all 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 research scholar will, however, give due credit to the parent guide and the part of research, already done. The transfer of research data is applicable only if it is an independent project of the research scholar. In cases where the work being carried out is supported by a project secured by the parent institution/Supervisor, the research data/material will remain with the parent institution/supervisor.
4. In a Department where teachers are retiring, leaving or are proceeding on long leave on deputation or where unforeseen circumstances have necessitated change of Supervisor, the DRC shall appoint Supervisor(s)/Co-Supervisor(s) as supernumerary allotment. This may be approved by the respective BRS.
5. In cases where the Supervisor has three or less years before retirement, a Co-Supervisor from within the University shall be mandatory. Such Co-Supervisor(s) must be in active service at the time of submission of thesis. Those appointed as Supervisor shall continue to guide the particular research scholar as Co-supervisor after retirement and the Co-supervisor will become Supervisor in that particular case. Fresh Supervision/Co-Supervision is not permitted after retirement.
6. Faculty members on deputation/long leave for more than a year may not be included in the list of proposed Supervisors in a Department and in determining the number of vacant seats.
7. The DRC, on the recommendation of the Supervisor, may appoint scholars of eminence who may be residing in India or abroad, as Co-Supervisor(s).
8. The recommendation of the DRC regarding the appointment of Supervisor(s) shall be approved by the respective BRS.
9. Each Supervisor is entitled to take a fresh research scholar after submission of the thesis of his/her previously allotted research scholar, based on maximum permissible number for that faculty member.

I. Research Advisory Committee

1. There shall be a Research Advisory Committee for every research scholar, duly approved by the M.Phil. Committee/DRC. The Supervisor of the research scholar shall be the Convener of

this Committee. The Committee will have at least three members, with at least one faculty member other than the Supervisor from the Department. This Committee shall have the following responsibilities:

- a. To review the research proposal and finalize the topic of research.
 - b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - c. To periodically review and assist in the progress of the research work of the research scholar.
2. The 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 further guidance. The six monthly progress reports with the comments of the Research Advisory Committee shall be submitted to the M.Phil. Committee/DRC with a copy to the research scholar.
 3. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to comply with these corrective measures, the Research Advisory Committee may recommend to the M.Phil. Committee/DRC with specific reasons for cancellation of the registration of the research scholar.

J. Financial Assistance to Research Scholars

1. Research scholars who have cleared National Level examinations with JRF or equivalent shall get financial assistance from the concerned funding agency.
2. Research scholars who are working in projects as JRF and SRF shall get financial assistance from the designated projects.
3. Research scholars, who do not have any financial assistance, may be awarded Non-NET UGC fellowships. The University, depending on the grant available from UGC, will determine the number of fellowships under this category annually.
4. Financial assistance shall not be provided where the research scholar is availing paid study leave.
5. Foreign research scholars must show proof of financial support for the duration of the M.Phil./Ph.D. enrolment.

K. Leave

1. Any leave of more than thirty days from research work would require prior intimation and approval of the DRC and the BRS or the M.Phil. Committee. This period shall be counted in the total duration for submission of dissertation/thesis.
2. On the recommendation of the Supervisor and the DRC, the BRS may permit the research scholar to be away from the University of Delhi to pursue research related to Ph.D. work for not more than two semesters after completion of the coursework.
3. Women scholars may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil./Ph.D. for up to 240 days. This period shall not be counted in the total duration for submission of M.Phil. dissertation/Ph.D. thesis.

4. The Supervisor must report absence from research work by research scholar due to illness, maternity leave or other circumstances to the M.Phil. Committee or DRC and BRS. Negligence of research work or any other acts of indiscipline must be recorded and reported to the DRC and the concerned BRS. On receipt of a complaint, the M.Phil. Committee/BRS may take appropriate action against the research scholar, including cancellation of his/her registration.
5. Only in exceptional cases, a research scholar may be allowed to de-register from the Ph.D. programme after successful completion of minimum duration of three years on the recommendation of the DRC and the approval of the BRS. The research scholar shall re-register within a period of three years. The Ph.D. thesis should be submitted within such a period that the period of initial registration and re-registration does not exceed the duration of the Ph.D. programme.

L. Duration of M.Phil./Ph.D. Programme

1. As per UGC Regulations 2016, the M.Phil. Programme shall be for a minimum duration of two (2) consecutive semesters/one year and a maximum of four (4) consecutive semesters/two years.
2. As per UGC Regulations 2016, Ph.D. programme shall be for a minimum duration of three years from the date of registration, including coursework and up to a maximum of six years.
3. Women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil. and two years for Ph.D in the maximum duration.
4. As per UGC Regulations, 2016, extension beyond the above limits will be governed by relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned. For University of Delhi, these clauses are as below:
 - a. The M.Phil. Committee may grant an extension of up to one year, on the recommendation of the Supervisor and the Research Advisory Committee.
 - b. For Ph.D. scholars, beyond a period of six years, a six-month extension can be granted by the Board of Research Studies on a written justification for the delay by the research scholar. The request of the research scholar has to be recommended by the Supervisor and DRC of the respective Department.
 - c. Only in exceptional cases, with specific recommendations and justification from the Supervisor, DRC and BRS, the Vice Chancellor may recommend extension beyond six and a half years in case of Ph.D. scholars.

M. Evaluation and Assessment

1. Prior to submission of the thesis, the research scholar shall make a pre-M.Phil./pre-Ph.D. presentation in the Department, before the Research Advisory Committee, wherever applicable, which shall also be open to all faculty members and other students. The feedback and comments obtained from them may be suitably incorporated in the draft dissertation/thesis in consultation with the Research Advisory Committee.
2. The research scholar shall submit the thesis after pre-Ph.D. presentation within a period of six months.
3. In case of issues related to Intellectual Property Rights, necessary patents shall be filed before disclosure in seminar.

4. A Ph.D. research scholar shall publish at least one research paper in a refereed journal before submission of the thesis and produce evidence for the same in the form of an acceptance letter or a reprint. This has to be certified by the Supervisor and the Head of the Department.
5. M.Phil. scholars shall present at least one paper (oral or poster) in conference/seminar before the submission of dissertation. Ph.D. scholars shall make two paper presentations (oral or poster) in conference/seminars before the submission of the thesis and produce evidence for the same in the form of a presentation certificate. This has to be certified by the Supervisor and the Head of the Department.
6. The University shall evolve a mechanism using well-developed software and gadgets to detect plagiarism and other forms of academic unethical practices. Each dissertation/thesis will go through a Plagiarism Check that will be verified by the University Library before submission. The certificate of verification given by the library has to be submitted along with the thesis at the time of thesis submission in the Examination Branch. The thesis has to be submitted within 30 days from the date of plagiarism check.
7. The thesis must be a piece of original research work characterized either by the discovery of new facts, or by a fresh interpretation of facts or theories. In either case, it should show the research scholar's capacity for critical examination and judgment. It must be satisfactory as far as its language and presentation are concerned.
8. The research scholar may incorporate in the thesis the contents of any work published by him/her on the subject during the course of his/her Ph.D. and shall indicate the same in the thesis. If any content of the published work has been incorporated in the thesis of one of the authors, then the same content cannot be included by any of the other authors for award of any degree or diploma.
9. The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the University.
10. The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.
11. For submission of Ph.D. thesis, the abstract of the thesis including Table of Contents must be forwarded by the Supervisor to the Head of the Department for consideration by the DRC. The Head of the Department shall convene a meeting of the DRC within one month of submission of the abstract with Supervisor of the thesis as an invitee to recommend a panel of a minimum of six external examiners, who shall be eminent scholars and specialists in the area of the thesis, normally not more than one from the same Department of a particular University/Institute. The concerned BRS shall review the recommendations of the DRC and forward them to the Examination Branch within one month of the submission of the thesis. In order to avoid delay, the Chairman of the respective BRS may approve the panel of examiners duly recommended by the concerned DRC and report the same, in the next meeting of BRS.
12. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Supervisor and at least two external examiners, who are/were not in employment of the University, of whom one examiner may be from outside the country. It is expected that those who have retired from the University of Delhi may not be appointed as external examiners.

The viva-voce examination, 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 Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

13. While submitting for evaluation, the dissertation/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 Institution where the work was carried out, or to any other Institution. The Head of the Department shall countersign these certificates for submission of the M.Phil. dissertation/Ph.D. thesis. In case of resubmission, the same procedure may be followed. The research scholar shall also attach a Student Approval Form in the format provided by the UGC for hosting and distributing their thesis in digital format in 'Shodhganga', or any other server designated for this purpose by UGC.
14. The research scholar shall submit four double-sided typed and printed softbound copies of the Ph.D. thesis to the Examination Branch of the University. The soft copy of the Ph.D. thesis must be submitted in specified media (CD/DVD) in specified formats (Open Office/MS office Document Format, Tex, Latex or other standard Format) that are convertible to pdf file. The pdf file of the thesis may be sent to examiners via email.
15. The Examination Branch may send all communication to the examiners viz. request for consent, sending of Ph.D. thesis for evaluation and receive report/s electronically through e-mail.
16. The examiners may (i) recommend that the degree be awarded; (ii) recommend that the degree be awarded subject to corrections/revision being made in consultation with the Supervisor before viva voce; (iii) ask for resubmission of the thesis or (iv) reject the thesis.
17. The Supervisor will provide a general report and a technical report based on the comments of all the examiners duly signed by the Supervisor and the HOD to the Examination Branch. Anonymous reports of the examiners should be shared with the research scholar only for the purpose of revision only.
18. As per UGC Regulations 2016, the public viva-voce of the research scholar to defend the dissertation shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for conducting the viva-voce examination. If the evaluation report of the external examiner in case of M.Phil. dissertation, or one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend viva-voce, the University shall send the dissertation/thesis to another external examiner out of the approved panel of examiners and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.
19. For Ph.D. thesis evaluation, the corresponding actions suggested in the following table may be followed based on the comments/observations received from external examiners:

Recomm- -endation	Examiner 1	Examiner 2	Examiner 3	Action Suggested
Event 1	Accept	Accept	Accept	viva voce
Event 2	Accept	Accept	Minor Revision	Revise thesis in consultation with Supervisor followed by viva voce
Event 3	Accept/Resub mission	Accept/Resub mission	Resubmission	Resubmission within one year after incorporating suggestions. Thesis to be sent to all examiners again.
Event 4	Accept	Accept	Reject	Thesis to be sent to fourth examiner whose recommendation shall be final and binding
Event 5	Accept/Resub mission	Reject	Reject	Reject and cancel registration

For any cases that need special consideration, a Special Committee consisting of the Vice-Chancellor/Pro-Vice-Chancellor, Chairperson of Research Council, Dean of Examinations, Chairman of the concerned Board of Research Studies, Head of the concerned Department, the Supervisor(s) of the candidate, and three Professors of the University of Delhi nominated by the Vice-Chancellor may be referred to for a decision in the matter.

20. The public viva voce of the research scholar to defend the Ph.D. thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the thesis is/are satisfactory and include a specific recommendation for the conduct of the viva voce examination.
21. The open viva voce by the research scholar may also be done through Skype/Video conferencing, if required.
22. If the thesis has undergone revision after external evaluation, the soft copies of the final version of the Ph.D. thesis, after revision, must be re-submitted to the Examination Branch. In order to ensure that the soft copy is complete and exact replica of the print version accepted for award of Ph.D., the Department Supervisor/Head must authenticate the soft copy submitted by the scholar.
23. Following successful completion of the evaluation process and the announcement of the award of the M.Phil./Ph.D., the University shall submit an electronic copy of the M.Phil. dissertation/Ph.D. thesis to the Examination Branch to be submitted to INFLIBNET for hosting the same to make it accessible to all Institutions/Colleges.
24. The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of M.Phil. dissertation/Ph.D. thesis.
25. Prior to the actual award of the degree in convocation, the University may issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.
26. Provided that the Ph.D. programmes in the Faculty of Medical Sciences, shall be governed by the relevant Regulations of the Medical Council of India, as amended from

time to time. Provided, however, the matters or processes on which the Medical Council of India regulations are silent, the relevant provisions of the Ordinance VI shall apply.

N. Academic, administrative and infrastructure requirement to be fulfilled by Colleges for getting recognition for offering M.Phil./Ph.D. programmes (as per UGC Regulation, 2016):

1. Colleges may be considered eligible to offer M.Phil. /Ph.D. programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.
2. Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause 10.3, shall be considered eligible to offer M.Phil./Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil./Ph.D. programme.
3. Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:
 - a. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
 - b. Earmarked library resources including latest books, Indian and International journals, e- journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
 - c. Colleges may also access the required facilities of the neighboring Institutions/ Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations that have the required facilities.