



**OFFICE OF THE DIRECTOR RESEARCH  
MAHARAJA GANGA SINGH UNIVERSITY, BIKANER**

**STANDERED OPERATING PROCEDURES AND PROVISIONS (SOPP)  
FOR PRE PH.D. EXAMINATION AND FUNCTIONING OF  
RESEARCH SECTION**

**1. Procedure for Admission :**

- i. University shall admit students through an Entrance Test conducted at the level of the University Syllabus for the Entrance Test shall comprise of 50% portion from Research Methodology, and 50% shall be subject-specific.
- ii. Eligible candidates (twice the number of vacancies) will be shortlisted by the University for the Interview.
- iii. The interview board shall assess and evaluate the candidates as per the following;
- iv.

Fellowship/Scholarship in UGC-NET/UGC-CSIR NET/GATE/CEED and similar National level tests	Research Papers Published in refereed/Care listed National /International Journal	Research Aptitude	Logical and Analytical Knowledge about the Subject
25% of the total marks designated for interview	Two marks per paper published (maximum 10% of the total Marks designated for interview)	Maximum 30% Marks of the total marks designated for interview	Maximum 35% Marks of the total marks designated for interview

**2. Ph.D. Entrance Test (PET)**

- i. The Eligibility Test termed as Ph.D. Entrance Test (PET) will be held once in an academic session based on the availability of the seats with the registered Research Supervisors for which consent of each Supervisor shall be obtained indicating the number of research scholars they would be able to accommodate on the basis of infrastructure. The University shall notify about PET well in advance on its website and through advertisement in at least two (2) news papers having wide publicity of which at least one shall be in the regional language indicating the number of seats for admission/subjects/discipline-wise distribution of



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available seats, criteria for admission, admission procedure, examination centres where entrance test shall be conducted and other relevant information for the benefit of the candidates.

- ii. The admissions will be granted on the basis of the State Reservation Policy.
- iii. Through online application form for PET the candidate will have to opt for the subject in which he/she wishes to conduct research as per his/her eligibility as defined in this Ordinance.
- iv. The PET shall comprise of one objective type Question Paper comprising of 50% questions on Research Methodology and 50 % on the subject concerned.
- v. The syllabus for the SUBJECT PAPERS and RESEARCH METHODOLOGY shall be available on University website. The syllabus for research Methodology shall be framed by the Committee of Deans. The syllabus of subject specific paper shall be same as prescribed for UGC/CSIR NET and can be obtained from the UGC/CSIR website.
- vi. Marking Response for Question Papers: The candidate will have to mark the response for questions in the question paper on the Optical Mark Reader (OMR) sheet provided along with the test booklet or any other mode of examination as decided by the University.
- vii. Criteria for declaration of result: The candidates who obtain following minimum marks shall be declared eligible for Ph. D.

Category	Passing Marks
General and OBC (creamy layer)	50%
SC/ST/OBC/PH/EWS or any other	45%

### 3. Final Selection of the Candidate

- i. If the number of seats is equal to or more than the qualified candidates, the University RSAC (Research Supervisor Allocation Committee) may recommend all or less number of candidates depending upon the criteria specified above.
- ii. If the number of seats is less than the number of qualified candidates, the final selection shall be made on the basis of the merit in the qualifying test and viva voce/ interview.
- iii. All admissions shall be final subjected to the approval of Research Board of the University.
- iv. The University shall maintain the list of all Registered Ph.D. scholars on its website on year wise basis. The list shall include all information including Aadhar Number as stipulated by UGC in the Performa informed vide letter dated 9<sup>th</sup> March 2017.

### 4. Registration of Research Supervisor

- i. For registration as Research Supervisor, a teacher who fulfills qualifications



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mentioned in University Research Ordinance 101 must apply to the Director (Research) in the prescribed form obtainable from the research section of the University or available on the University website.

- ii. The application in the prescribed format shall be considered and recommended by a Research Supervisor Registration Committee (RSRC) of Faculty concerned.
- iii. The final approval of new Research Supervisor shall be given by the Research Board.
- iv. No person shall be permitted to supervise the research work of his/her close relatives, i.e., spouse and blood relatives of self and spouse and son/daughters in-law.
- v. Any registered Supervisor who leaves the University department due to (deputation at some other place) or an affiliated college or is transferred to a UG College within its jurisdiction or outside the jurisdiction of the University shall continue to supervise those scholars who are already allotted/registered with him/her. Any such registered supervisor will continue to guide students registered with them but such scholars will be allotted Co-Supervisor at a research centre recognized by the University with the consent of the main supervisor. Such Co-Supervisor shall be allotted by the Director Research after seeking permission from the Vice Chancellor. In case of non availability of a Co-Supervisor from the same subject, Co-supervisor can be recommended from a related subject. It is duty of the Supervisor to inform the University about his/her transfer. In case, a supervisor resigns from his services, he/she will not be allowed to guide the candidate. In such a case the candidates allotted to him/her shall be allocated a new supervisor.

### **5. Allocation of the candidates to the Research Supervisors**

- i. The allocation of the Research Supervisor for eligible candidate shall be done by the Research Supervisor Allocation Committee (RSAC) depending on the number of available seats per research supervisor in the subject keeping in view the area of research interest, facilities and infrastructure available at the research centre and the research interest of the student as indicated by him/her. Only pre-determined number of candidates may be considered for allotment in each subject. A person having less than three years to his/her retirement shall not be allotted a new research scholar, however he/she may be opted as Co-Supervisor. The Co-Supervisorship may continue till the completion of Ph.D. of the concerned student(s).



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- ii. The allocation of the candidate to the research supervisor shall be done before the commencement of the coursework.
- iii. For allocation of the Research Supervisor the choice of selected candidates will be taken into consideration. The choice of supervisor shall be obtained from the candidates at the time of the interview. The University will display the list of the supervisors along with the details on its website. Before giving the choice of the research supervisor, the candidates should go through the list of the supervisors displayed on the website.
- iv. Research Supervisor Allocation Committee (RSAC) will consider the choice of the candidates as mentioned above (iii) and other criteria mentioned above in point (i). Faculty wise allocation shall be done.

### **6. Meeting of RSAC:**

The Director Research will fix up and notify the schedule of the faculty wise meetings of RSAC. The RSAC shall conduct its business and shall make its recommendations. The recommendations of the RSAC shall be submitted by the Director Research for the approval of the Research Board.

### **7. Appointment of Supervisors and Caretaker Supervisors**

In addition to the provisions mentioned in O.101.7, If a supervisor is suffering from prolonged critical sickness and he/she is not in a condition to guide the candidate, the RSAC, after getting satisfied, may recommend change of supervisor. Such recommendation shall be presented before Research Board for the final approval. In case the research supervisor is convicted for a crime or a charge is framed against him/her by a court or terminated from the services-the change of supervisor shall be done as per the procedure described above.

### **8. Course Work:**

- i. The University shall prescribe Course Work in line with UGC guidelines.
- ii. The credit requirement for the Ph.D. coursework is a minimum of 12 credits. The coursework shall have three courses namely –
  - (A) CW-101 Research Methodology and Computer Application
  - (B) CW-102 Research and Publication Ethics
  - (C) CW-103 Review of Literature.

The syllabus for CW-101 Research Methodology and computer Application shall be prepared by the committee of Deans while the syllabus of CW-102 Research and Publication Ethics shall be based on the notification issued by the UGC vide D.O. No. F.1-1/2018(Journal /CARE) in 2019. For CW-103 the



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research supervisor shall provide a topic on which candidate has to write review of literature.

- iii. All Ph.D. scholars, irrespective of their discipline, shall be required to get trained in teaching/education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.
- iv. The coursework shall be examined through internal evaluation of 40% weightage and end term evaluation of 60% weightage.
- v. The internal evaluation shall consist of tests/seminar presentations etc while end term examination shall be conducted as per norms for other examinations of the university.
- vi. The candidate must obtain a minimum 55% marks or equivalent grade point to pass the Course Work.
- vii. The duration of Course Work shall be 6 months. 75% attendance is compulsory in Course Work classes. This duration shall be counted in completion of research work. In case an eligible candidate fails in Course Work examination fully/ partially, he shall be allowed to reappear in the next Course Work examination conducted by the University on deposition of prescribed fee as per the University Rules. However, attendance shall not be compulsory for reappearing in the Course Work examination.
- viii. If a candidate fails to clear course work examination in two attempts, his admission shall be treated as cancelled.
- ix. If selected for Ph.D., candidates holding M.Phil. Degree with coursework may be exempted from Ph.D. Coursework.

### **9. Process for Approval of Research Proposal**

- i. After completion of Course Work, each research scholar shall submit his Research Proposal as approved by the allotted supervisor(s) to Director Research for consideration of the DRC (Departmental Research Committee).
- ii. The DRC shall examine the Research Proposal and suggest suitable modifications/alterations if any. The student shall incorporate suggested changes and resubmit the Research Proposal to the satisfaction of the committee.
- iii. The DRC shall submit their report on Research Proposal to Director Research who shall submit this report to the Research Board for approval.



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- iv. If at any stage, the student wishes to modify the research plan and / or change the title of the thesis approved earlier, the supervisor shall arrange the proposal to be put before the DRC and the student shall make a presentation before it with the details of the proposed modifications and its justifications. Change in the topic of research or modification in research plan may be considered once only in exceptional circumstances to be recorded in writing. The committee shall make appropriate recommendations for approval of Research Board. This can be done up to two years prior to the maximum time for Ph.D. completion. Thesis can be submitted only after a passage of one year of the change of topic.

### **10. Cancellation of Registration:**

The registration shall be cancelled if,

- i. A candidate does not garner 75% attendance during the Course work or does not put up minimum days of attendance after research registration.
- ii. If a candidate fails to submit his/her synopsis within the stipulated time, his/her application for registration for Ph.D. shall not be considered.
- iii. A candidate fails to submit his thesis by the last date of completion of the six years after the registration and does not apply for extension (within one month) before the completion of six years.
- iv. A candidate fails to submit his/her thesis up to the expiry of the extended period of the registration.

### **11. Research Advisory Committee and its Functions:**

There shall be a Research Advisory Committee or an equivalent body as defined under for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee. The Principal (in case of colleges)/Head of the University Department shall constitute this committee and information in this regard should be send to the Office of the Director Research by the supervisor. The composition of the committee shall be as follows :

- i. Research Supervisor
  - ii. One registered supervisor of the subject concerned (in case of non availability of the registered supervisor in the subject concerned, supervisor from allied subject may be nominated)
  - iii. One expert nominated by the Principal/Head of the Department
- The committee shall transact the functions as specified in point no. 10 of the UGC Regulation 2022.





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### **12. Evaluation of Research Work before Thesis submission/Panel of Examiners:-**

- 1. Pre-Thesis Submission Seminar :** Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee concerned which shall also be open to all faculty members and other research scholars. Therefore, adequate notification must be put up by the Supervisor so as to enable interested faculty members and students to attend the same. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee. The proceedings of the pre thesis submission seminar should be sent to the Director Research along with atleast four colored Geotag photographs.
- 2. Summary :** The research scholar shall submit four copies of the summary after the pre thesis submission seminar
- 3. Panel of Examiners :**
  - i. Three months before the submission of the thesis, the supervisor shall submit a panel (barring his/her close relative(s), if any) of at least eight experts in the subject/area concerned. The panel so recommended shall include at least 50% of the examiners from abroad or premier institutions like IITs/CSIR Laboratories/ Central Universities/State Funded University/DRDO/NITs/IIMs/IITMs/IIITs or eminent Scholars from outside the State. The remaining 50% examiners can be from the institution described above located in the state. The examiners/Scientist included in the panel should not be below the rank of University Professor. The panel so recommended shall be in accordance with the point 11.5 of the UGC Regulations 2022.
  - ii. Vice Chancellor shall be authorized to send the thesis to two experts from the list prepared. However, he shall be authorized to add names of more experts for evaluation of thesis. The Director Research shall inform the experts regarding their appointment as an examiner and send therewith a copy of the summary submitted by the candidate to the examiner for giving consent to evaluate the thesis after perusing the summary. The Director shall also inform the examiner that the consent must reach within one month's time failing which it will be presumed that he/she is not willing to evaluate the thesis and the Vice Chancellor will be requested to appoint another examiner.
  - iii. No close relations of the candidate shall be permitted to act as examiner(s).



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### 13. Thesis submission and evaluation :

#### (A) Thesis Submission : -

- i. The thesis shall bear evidence of the research scholar's capacity for analysis and judgment as well as his/her ability to carry out independent investigation, design or development. No part of the thesis or supplementary published work shall have been submitted for the award of any other degree or diploma.
- ii. A research scholar may be permitted to submit his/her thesis only if he/she has published at least one paper in her/his area of research in referred International/National Journal/Care listed (as the case may be) or in lines with the UGC guidelines in force and has presented two paper in National/International Conference.
- iii. The thesis shall be written in English/Hindi in the specific format and shall contain a critical account of the research work carried out by the research scholar. It shall be characterized by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge or development or a combination of these. The format, front page/cover format and colour codes of the binding and copyright certificate shall be as specified by the University from time to time.
- iv. In case of Ph.D. in any language, thesis may be submitted in that particular language.
- v. Initially the research scholar is required to submit five copies of the thesis in soft binding / spiral binding for evaluation of the thesis.
- vi. The research scholar and the supervisor concerned shall adhere to the norms as depicted in the notification dated 31.07.2018 published in the Gazette of India titled "University Grants Commission: Promotion of academic integrity and prevention in Higher Educational Institutions Regulations 2018."
- vii. The University shall develop a mechanism using well-developed software applications to detect Plagiarism in research work (Research Integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.) The University will procure plagiarism detecting software and will make it available for use to all supervisors and staff of Directorate of Research.
- viii. A Ph.D. scholar shall submit the thesis for evaluation; along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) 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.





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### (B) Thesis Evaluation

- i. The thesis shall be evaluated by Board of three examiners consisting of one Internal Examiner i.e. the research supervisor and two external examiners of whom at least one shall be called from abroad/premier/out of State Institutes.
- ii. **Anti-plagiarism:** The Universities shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/ thesis should contain 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.
- iii. Each examiner shall be requested to submit a detailed assessment report and his recommendations on the prescribed format to the Director (Research) within three months from the date of receiving the thesis.
- iv. In the event of the thesis report not being received from an examiner within a period of three months, the Director (Research) may seek approval of Vice Chancellor for appointment of another examiner.
- v. Examiners shall examine the thesis individually with a view to judge whether the thesis is a piece of research work characterized by;
  - discovery of facts, and/or
  - a fresh approach towards interpretation and application of facts or theories, and/or
  - distinct advancement in technology/science/techniques etc.
- vi. The examiner is required to give opinion about research scholar's ability of critical thinking and sound judgment. All examiners shall submit the reports on the prescribed format clearly indicating one of the following four definite recommendations:
  - The thesis is recommended for the award of Ph.D., with/without viva-voce examination.
  - The thesis is recommended for the award of Ph.D. degree subject to the research scholar giving satisfactory answers to queries, specifically mentioned in the report, at the time of viva-voce examination, or incorporation of suggestions, modifications, and corrections if any.



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- The research scholar be allowed to resubmit his/her thesis in the revised form.
  - The thesis is rejected.
- vii. In case of any discrepancy in the evaluation of the thesis the provisions of University Research Ordinance 101 and UGC Regulation 2022 shall be consulted. For any further doubt/discrepancy, the matter shall be referred to the Vice Chancellor. His decision shall be final and binding.

### 14. Other Provisions

- i. Duly forwarded Research Proposal shall be submitted by the scholar within 60 days time, failing which candidate will not be registered for Ph.D.
- ii. If at any point of time candidate denies to continues Ph.D. work, his/her candidature/registration will be cancelled.
- iii. A minimum of 200 days of attendance per year shall be compulsory the candidates. This condition would not apply to a permanent teacher candidate working in a College/University except in cases where he/she is a teacher fellow/ a full-time paid researcher.
- iv. In case of fresh supervisors, only 50% of the maximum number of the allowed candidates would be allotted for Ph.D. for the first time.
- v. The date of registration of Ph.D. scholars shall be the date on which student started his work under the supervision of the allotted supervisor. Director Research shall obtain a certificate of this regard from the supervisor concern. The minimum duration of Ph.D. shall include the coursework duration.
- vi. If more than one candidates score equal marks in Ph.D. entrance test (written + interview), Candidate with scholarship/ fellowship in UGC NET / UGC- CSIR NET /GATE /CEED/ similar National level test shall be given priority. If multiple scholarship/ fellowship holders or non scholarship holders score equal marks, the priority shall be decided on the basis of score in Post Graduation/Under Graduation/Senior Secondary level respectively.