



राँची विश्वविद्यालय, राँची

NOTIFICATION

The Vice-Chancellor has been pleased to notify the **“Ranchi University Regulations & Standard Operating Procedures for Minimum Standards and Procedure for Award of Ph.D. Degree, 2026” for the award of Doctoral Research at Level 8 as a provision in NEP 2020** of Ranchi University, Ranchi in accordance with UGC GAZETTE Notification, Government of India, New Delhi, dated 7th November 2022 relating to (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022 and notified by its office letter No. D. O. No. I-3/2021(QIP/Ph.D. Regulations/part file) dated 14-11-2022.

It will be enforced from Session 2026 onwards at its Departments and all Constituent and Affiliated Colleges running under Ranchi University, Ranchi, from the date of its notification.

The Regulation for the execution of Ph.D. research work is hereby notified.

By the order of V.C. R.U.

Sd/-

Registrar, R.U.

Memo No. RU/R/8249/26

dated: 19/08/2026

Copy to:

1. The Principal/Prof-in-charge of the colleges under R.U.
2. All Heads of the University Departments, R.U., Ranchi
3. The Director, Research, R.U.
4. The Director, IQAC, R.U., Ranchi
5. Deans of Faculties, R.U., Ranchi
6. The Controller of Examinations, R.U., Ranchi
7. P.A. to VC/PCV/R, R.U., Ranchi for information to the VC/PCV/Registrar

[Signature]
Registrar
Ranchi University, Ranchi
[Signature]
18/08/26

Ranchi University, Ranchi



Regulations & Standard Operating Procedures for the Minimum Standards and Procedure for Award of Ph.D. Degree, 2026



With effect from Academic Session 2026-27

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Chairman Online on 18.07.2026

Co-Chairman Online on 18.07.2026

Member Online on 18.07.2026

Member Online on 18.07.2026

Member

Director, Research

Member

Member

Member Secretary

Member

Member

Member

Member

Say Chandra
07/08/2026

ABBREVIATIONS:

ADF	AICTE Doctoral Fellowship
AHCI	Arts & Humanities Citation Index
AICTE	All India Council for Technical Education
AIU	Association of Indian Universities
APA	American Psychological Association
CARE	Consortium for Academic Research and Ethics
CE	Controller of Examinations
CEED	Common Entrance Examination for Design
CGPA	Cumulative Grade Point Average
CSIR	Council of Scientific and Industrial Research
D.Litt.	Doctor of Literature
D.Sc.	Doctor of Science
DBT	Direct Benefit Transfer
DRC	Department Research Committee
DST	Department of Science and Technology
FYUGP	Four-Year Undergraduate Programme
GATE	Graduate Aptitude Test
HEIs	Higher Education Institutes
ICAR	Indian Council of Agricultural Research
ICHR	Indian Council of Historical Research
ICMAR	Indian Council of Medical Research
ICSSR	Indian Council of Social Science Research
IEEE	Institute of Electrical and Electronics Engineers
INFLIBNET	Information and Library Network
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
JRF	Junior Research Fellowship
MLA	Modern Language Association
NEP	National Education Policy, 2020
NET	National Eligibility Test
NOC	No Objection Certificate
PG	Post Graduation
PGRAC	Post-Graduate Research Advisory Council
Ph.D.	Doctor of Philosophy
QIP	Qualified Institutional Placement
QS	Quacquarelli Symonds
RAC	Post Graduate Research Advisory Council
RDC	Research Development Committee
RU	Ranchi University
SCI	Science Citation Indexed
SET	State Eligibility Test
SGPA	Semester Grade Point Average
SSCI	Social Science Citation Indexed
UGC	University Grants Commission
VC	Vice Chancellor
WoS	Web of Science

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Ph.D. REGULATIONS



Regulations for the Award of Ph.D. Degree

Minimum Standards and Procedure for Award of Ph.D. Degree, 2026 with effect from the Academic session 2026-27 onwards

(Ph.D. Research Guidance at Level 8 of NEP 2020)

PREAMBLE

Ranchi University In exercise of the powers conferred upon it under the Jharkhand State Universities Act, 2026, as amended from time to time, and all other enabling provisions applicable thereto, and in conformity with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, notified by the University Grants Commission in the Gazette of India on 7 November 2022, Ranchi University hereby makes the following Regulations for admission, registration, supervision, monitoring, evaluation and award of the Degree of Doctor of Philosophy (Ph.D.).

These Regulations are intended to prescribe a transparent, rigorous and uniform framework for doctoral education and research in the University and its constituent and affiliated institutions, consistent with the principles of National Education Policy, 2020 (NEP 2020) and the standards prescribed by the University Grants Commission and other statutory/regulatory authorities, as applicable from time to time.

The Regulations shall constitute the institutional framework governing doctoral research at Ranchi University and shall be read subject to the provisions of the UGC Regulations, 2022 and any subsequent statutory or regulatory directions issued by the competent authority.

Accordingly, the following Regulations are hereby prescribed:

1. SHORT TITLE, EXTENT, APPLICATION AND COMMENCEMENT

1.1 Short Title

These Regulations may be called the “**Ranchi University Regulations for the Award of Ph.D. degree, 2026**”

1.2 Objectives and Regulatory Basis

These regulations are framed in accordance with the applicable provisions of the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, and are intended to prescribe the minimum standards and procedures governing the Ph.D. programme of Ranchi University.

1.3 Extent and Application

These Regulations shall extend to and apply to:

- a. all Post-Graduate Departments of Ranchi University offering Ph.D. programmes; all Constituent, Affiliated and Minority Colleges of Ranchi University authorised to conduct Ph.D. programmes and
- b. all candidates, Ph.D. scholars, Research Supervisors, Co-Supervisors, Research Advisory Committees, Departmental Research Committees and other authorities or bodies associated with the conduct of Ph.D. programmes under the University.

1.4 Supremacy of Statutory and Regulatory Provisions

In the event of any inconsistency between these Regulations and any mandatory provision contained in the **UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022**, or any subsequent statutory/regulatory instrument issued by the competent authority, the latter shall prevail to the extent of such inconsistency.

1.5 Compliance with Subsequent Regulatory Directions

Any amendment, notification, clarification, guideline or direction issued by the University Grants Commission or any other competent statutory/regulatory authority in relation to doctoral education shall, to the extent applicable, be given effect by the University in accordance with law.

1.6 Commencement

These Regulations shall come into force with effect from the Academic Session 2026–27.

1.7 Repeal and Savings

Upon commencement of these Regulations, the provisions of any earlier Ranchi University regulations, ordinances, rules or guidelines governing the Ph.D. programme shall stand superseded to the extent they are inconsistent with these Regulations.

2. DEFINITIONS

2.1 General

In these Regulations, unless the context otherwise requires, the expressions defined herein shall have the meanings respectively assigned to them.

2.2 “**Act**” means the University Grants Commission Act, 1956 (Act No. 3 of 1956) and the Jharkhand State University Act, 2026.

2.3 “**UGC**” means the University Grants Commission established under the University Grants Commission Act, 1956.

2.4 “**University**” means **Ranchi University, Ranchi**, established and governed under the applicable provisions of the **Jharkhand State Universities Act, 2026**, as amended from time to time.

- 2.5 **“Regulations”** means Regulation framed under the applicable provisions of the **Jharkhand State Universities Act, 2026** and shall include any amendment, modification, addition or substitution made thereto from time to time.
- 2.6 **“Higher Education Institutes (HEIs)”** means the University/College or other institution recognised or established in accordance with the applicable statutory provisions and competent regulatory framework governing higher education.
- 2.7 **“Foreign Educational Institution”** means an institution duly established or incorporated in its home country which:
- a. offers educational Programmes at the undergraduate, postgraduate and higher levels in its home country; and
 - b. offers Programme(s) of study leading to the award of a degree through conventional face-to-face mode, but excludes institutions or programmes operating exclusively through distance, online or Open and Distance Learning (ODL) modes for the purpose of these Regulations.
- 2.8 **“NEP”** means the **National Education Policy, 2020**.
- 2.9 **“FYUGP”** means **Four-Year Undergraduate Programme**.
- 2.10 **“College”** means Constituent College/Affiliated Colleges/Minority Colleges of Ranchi University and duly authorised to offer the relevant academic programme.
- 2.11 **“Programme”** means an undergraduate Programme leading to the Undergraduate Certificate/ Undergraduate Diploma/ Bachelor's Degree/ Bachelor's Degree Honours & Bachelor's Degree Honours with Research/ Postgraduate Degree or such other qualification as may be recognised under the applicable regulatory framework.
- 2.12 **“Full-Time Programme”** means a programme in which the research scholar is required to pursue the prescribed academic and research activities in accordance with the schedule and requirements of the University and is not ordinarily engaged in regular employment inconsistent with such requirements.
- 2.13 **“Courses”** means a component (papers) of an academic programme that are taught and evaluated within the Programme and may comprise lectures, tutorials, laboratory work, fieldwork, project work, vocational training, viva, seminars, term papers, presentations, assignments, self-study, internship, etc., or a combination thereof.
- 2.14 **“Coursework”** means courses of study prescribed by the School/Department/Centre to be undertaken by a student registered for the Ph.D. Degree in accordance with these Regulations.
- 2.15 **“Degree”** means a degree awarded by a Higher Educational Institution in accordance with the provisions of section 22 (3) of the **University Grants Commission Act, 1956**, and the applicable statutory and regulatory provisions.

- 2.16 **“External Examiner”** means an academician or researcher possessing appropriate academic and research credentials and published research work, who is not a member of the University or otherwise associated with the Department/Institution in which the Ph.D. scholar is registered, and who is appointed for the evaluation of the Ph.D. thesis in accordance with these Regulations.
- 2.17 **“Research Supervisor”, “Supervisor” or “Guide”** means an eligible academician/researcher recognised by Ranchi University in accordance with these Regulations for supervising the research work of a Ph.D. scholar leading to the award of the Ph.D. degree.
- 2.18 **“Co-Supervisor” or “Co-Guide”** means an eligible academician/researcher recognised or approved by the University to provide academic and research supervision to a Ph.D. scholar in association with the Research Supervisor, particularly where specialised, interdisciplinary or multidisciplinary expertise is required.
- 2.19 **“Research Proposal”** means a structured preliminary statement submitted by a prospective Ph.D. scholar setting out the proposed area, problem, objectives, methodology, scope and broad plan of the proposed research.
- 2.20 **Post Graduate Research Advisory Council “PGRAC”** formerly known as the Post-Graduate Research Council (PGRC). Post Graduate Research Advisory Council (PGRAC) headed by the Vice-Chancellor or his/her nominee as the apex body of the Research Development Committee (RDC). The Centre shall exercise the powers and perform the duties as may be assigned by the Academic Council, from time to time.
- 2.21 **Research and Development Cell “RDC”** means the Committee constituted and headed by the Vice Chancellor of Ranchi University to oversee and supervise the implementation of Ph.D. regulations and promoting, coordinating, monitoring and supervising research and related academic activities of the University, including such functions as may be assigned to it under these Regulations.
- 2.22 **Post-Graduate Research Council “PGRC”** means the council constituted at the faculty level, functioning under the general control of the Academic Council for considering, reviewing and regulating matters relating to postgraduate and doctoral research in accordance with these Regulations.
- 2.23 **“Interdisciplinary Research”** means research undertaken by a Ph.D. scholar involving two or more academic disciplines or areas of knowledge with the objective of addressing a research problem through an integrated academic approach.
- 2.24 **“Referred/Reputed/Peer Reviewed Journal”** means a Journal or Publication with ISSN and in which research articles or papers are selected for publication based on blind/peer review.
- 2.25 **“Plagiarism”** means the practice of taking someone else’s work or idea, words, data or intellectual contribution without assigning due credit to them and using it as one’s own work. If Creative Commons (CC) works are used, they must be mentioned in the research work.

- 2.26 **“Regular mode of Ph.D.”** means the Ph.D. degree, which is pursued either full-time or part-time but not in Open and Distance Learning/online mode.
- 2.27 **“Re-registration”** means continuation of registration after completion of the maximum period and the student need not appear for coursework once again.
- 2.28 **“Academic Year”** means the period from July of one calendar year to June of the following calendar year.
- 2.29 **“Semester”** means either Odd Semester, which runs from the 1st Monday of August to the 3rd Saturday of December, or Even Semester, which runs from the 1st Monday of January to the 3rd Saturday of May. If any of the mentioned dates fall on a holiday, the following day will be applicable. Additionally, the internship/training will have an eight-week duration in the months of June and July. Each semester comprises at least 90 actual direct teaching days, amounting to 15 teaching weeks with 40 hours of instructional time per week.
- 2.30 **“Choice-Based Credit System (CBCS)”** provides choices for students to select from the prescribed Programme.
- 2.31 **“Credit(C)”** A credit is a unit by which the weight of a coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (minimum 15 weeks).
- | | |
|---------------------------|---|
| One credit for Theory | = 15 Hours of Teaching/Tutorial |
| One credit for Practicum | = 30 Hours of Practical work/Field work |
| One credit for Internship | = 02 Weeks of Practical experience |
- 2.32 **“Academic Bank of Credit (ABC)”** is a digital repository established by the University Grants Commission to accumulate and archive the credits earned by students through various courses and Programmes across different higher educational institutions. The implementation of ABC, to the extent of this regulation, shall be governed by the relevant statutory/regulatory framework notified by the competent authority.
- 2.33 **“Grade”** in a course is a letter symbol awarded to a scholar in a course based on his/her academic performance in accordance with the grading system prescribed by the University Coursework Examinations.
- 2.34 **“Grade Point (G)”** is an integer indicating the numerical equivalent of the broad level of performance of a student in each course. Grade Point means points given to a letter grade equivalent on a 10-point scale prescribed by the UGC.
- 2.35 **“Credit Point (P)”** of a course is the value obtained by multiplying the grade point (G) by the credit (C) of the course: **Credit point (P) = Grade Point (G) x Credit (C).**
- 2.36 **“Semester Grade Point Average (SGPA)”** means a measure of the performance of a student in a Semester. It is the weighted average of total grade points secured by a student in various

courses registered in a semester and the total course credits taken during that semester and will be expressed up to two decimal places.

2.37 **“Cumulative Grade Point Average (CGPA)”** means a measure of the cumulative performance of students over all the Semesters at the end of each academic session.

2.38 **“Interpretation”** Where any expression used in these Regulations is not defined herein but is defined in the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022, or in any applicable statutory or regulatory instrument, such expression shall, unless the context otherwise requires, have the meaning assigned to it in such statutory or regulatory instrument.

2.39 **Power to Clarify**

In case of any doubt regarding the interpretation or application of any provision of these Regulations, the matter shall be placed before the Vice Chancellor/Research Director of Ranchi University, whose decision shall be final, subject to the provisions of the applicable Act, Statutes, Ordinances, Regulations and directions of the competent statutory/regulatory authorities.

3. BACKGROUND

The Ph.D. Regulations are framed in accordance with the UGC GAZETTE Notification, Government of India, New Delhi, dated 7th November 2022 relating to (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022 and notified by its office letter No. D. O. No. I-3/2021 (QIP/Ph.D. Regulations/part file) dated 14-11-2022.

4. OBJECTIVES & SALIENT FEATURES OF THE Ph.D. PROGRAMME

The objectives of the program are to impart research training to the scholar and prepare him/her for a career in independent investigation and original research to enable him/her to make a significant contribution to knowledge in his/her field and profession.

The research Programme shall ensure the following:

- a. Acquisition of fundamental knowledge in the chosen discipline.
- b. Acquisition of in-depth knowledge in the field of research.
- c. Training in the use of research tools of the field and developing skills and capabilities to conduct original research.
- d. Admission to the Ph.D. Programme is mainly based on the National/State Level Entrance Test and Merit-Cum-Roster System.
- e. The number of candidates to be admitted will be against the number of vacancies notified in each subject.
- f. The allocation of the qualified candidates shall depend on the number of vacancies, the area of specialization of the Research Supervisor and the candidate's research interest as indicated in the interview.
- g. Research work may be carried out either on a full-time or part-time basis.

- h. The thesis shall be evaluated by three examiners from the panel, including the Research Supervisor (out of which one may be from within the state and the other from outside the State/Country).
- i. The e-Thesis may, if needed, be referred to experts from abroad or from within the Country for evaluation purposes.

5. ACADEMIC ELIGIBILITY FOR SELECTION TO THE Ph.D. PROGRAMME

5.1 Eligibility for the Ph.D. Programme shall be either of the two following:

- A. The selection of Students who qualify for a fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National-level tests will be based on an interview.
- B. The University may admit students through an Entrance Test conducted at the State/University level followed by an interview.

5.2 A 1-year/2-semester Master's degree Programme after a 4-year/8-semester Bachelor's degree Programme or a 2-year/4-semester Master's Degree Programme after a 3-year Bachelor's degree Programme or qualifications declared equivalent to the Master's Degree by the corresponding statutory regulatory body with at least 55% marks in aggregate or its equivalent grade in a point scale wherever the grading system is followed.

OR

An equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized, or authorized by an authority, established, or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure the quality and standards of the educational institution. Such foreign Institutes must have recognition by the competent institution or body of India.

OR

Provided that a candidate seeking admission after a 4-year/8-semester Bachelor's degree (Hons/Hons with Research) Programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale, wherever the grading system is followed.

- 5.3 A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/(DT-A/NT-B/NT-C/NT-D (Non-Creamy layers))/ OBC (Non-Creamy layers)/ SEBC*(Non-Creamy layers))/ Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the UGC/State Government from time to time in the University Entrance Test for the same (if organised).
- 5.4 Candidates who have completed the M.Phil. Programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the Ph.D. Programme. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically

Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time. Such foreign Institutes must have recognition by the competent institution or body of India.

- 5.5 No research scholar shall be permitted to take admission to any other degree/courses during the entire period of the Ph.D. research; however, after final submission of the Thesis, they can enrol themselves in any other course or degree.

6. ELIGIBILITY CRITERIA TO BE A RESEARCH SUPERVISOR/CO-SUPERVISOR

There shall be a Ph.D. Supervisor/Guide for each scholar embarking on a Programme of research for Ph.D. degree. If required, another expert can be considered as a Co-Supervisor/Co-Guide.

- 6.1 Regular faculty members working as Professor/Associate Professor of the University with a Ph.D., and at least five research publications after their own Ph.D. and Regular faculty members working as Assistant Professors in University with a Ph.D., and at least three research publications after their own Ph.D. in SCI (Science Citation Indexed) / SSCI (Social Science Citation Indexed)/ Scopus Indexed/ WoS (Web of Science Indexed)/ peer-reviewed or refereed journals may be recognized as a Research Supervisor in Ranchi University, where the faculty member is employed. Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors.
- 6.2 For Ph.D. scholars working in Central Government/State Government, research institutions whose degrees are given by Ranchi University, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as Co-supervisors in Ranchi University, if they fulfil the above requirements.
- 6.3 Provided that in areas/disciplines where there is no, or only a limited number of SCI/SSCI/Scopus Indexed/ WoS Indexed/peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- 6.4 Co-supervisors from within the same department or other departments of the same institution or other institutions (within or outside the state) may be permitted with the approval of the Vice-Chancellor on the recommendation of the Chairman, DRC; specially in case of the Interdisciplinary & Multidisciplinary research.
- 6.5 The eligibility criteria for a Co-Supervisor shall be the same as those prescribed for a regular Supervisor.
- 6.6 Every Co-Supervisor shall obtain prior permission or a No Objection Certificate (NOC) from the Head of their Department/University/Institution for undertaking the responsibility of co-supervising a thesis.
- 6.7 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8)/ six (6)/ four (4) Ph.D. scholars, respectively, at any given time, considering their teaching workload and research liabilities as per UGC norms.

- 6.8 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members can continue to supervise Ph.D. scholars who are already registered until superannuation and will supervise as co-supervisors after superannuation, but not after attaining the age of 70 years. The supervisor shall be nominated with the approval of the Vice-Chancellor/Director Research on the recommendation of the Chairman, DRC. Such cases may be treated as a supernumerary provision for the supervisor.
- 6.9 The DRC shall allocate a Research Supervisor/Co-Research Supervisor (if applicable) to the candidate from the selected merit list based on an interview in a formal manner, for which the willingness of the Research Supervisor/Co-Research Supervisor is essential.
- 6.10 The allocation of the Research Supervisor for an eligible research scholar shall be made by the DRC, taking into consideration the number of scholars already registered with the research supervisor, the specialization of the supervisors and the research interest of the research scholar as indicated by him/her.
- 6.11 A recognized supervisor shall not be allowed to register a candidate for Ph.D. who is his/ her blood relative and relative such as wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-niece, grand-nephew, uncle, aunt, father, mother, first-cousin, son-in-law, daughter-in-law, brother-in-law and sister-in-law, son, daughter, brother or sister, step-son, adopted son, step-brother, step-daughter or step-sister.
- 6.12 A teacher who is a recognized supervisor of the University and who proceeds on lien outside of the University area may continue to guide the candidates already registered but shall not be entitled to register a new candidate during the lien period. A teacher proceeding on lien shall assign the work of supervision to another recognized Ph.D. supervisor in consultation with the DRC and the assigned supervisor may be recognized as the new Ph.D. supervisor or the Co-supervisor on approval by the Vice Chancellor on recommendation of the Chairman, DRC.
- 6.13 A recognized Research Supervisor, on his appointment or transfer from another University or Institution to a different University of the State University, shall declare to the RDC the number of candidates already registered under him/her in the earlier place of work to ensure that the total number of candidates working under his/her guidance does not exceed the maximum number as mentioned above.
- 6.14 Research supervisors shall obtain NOC from the University before giving their assent to become co-supervisors for Ph.D. students registered in other Institutes/Universities.
- 6.15 An officer of Ranchi University in the equivalent rank of Professor/Associate Professor/Assistant Professor working on a tenure-based post cannot supervise a new research scholar in the University. However, He/she can continue to supervise a research scholar registered under him/her in the parent university from where he/she is on deputation/lien to Ranchi University.
- 6.16 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.

- 6.17 Adjunct Faculty members (part-time temporary instructors hired on a contractual basis to teach specific courses at a college or university) shall not act as Research Supervisors and can only act as co-supervisors.
- 6.18 The teachers of this University who have registered themselves as Ph.D. scholars shall not be assigned any Ph.D. scholar.
- 6.19 In case of any dispute, the decision of the Vice-Chancellor shall be final.

7. TRANSFER OR DEMISE OF A RESEARCH SUPERVISOR/CO-SUPERVISOR

In case of transfer of the research supervisor from the Institution, where the candidate is registered and has worked for a minimum of 18 months with him/her shall continue to work under the same research supervisor.

- 7.1 A candidate who has worked for less than 18 months will be transferred to a new research supervisor on the recommendation of the DRC, RDC and approved by the Vice Chancellor.
- 7.2 If the research supervisor is not available for such a candidate, then the candidate shall continue his/her research work under the same supervisor, till a new supervisor is allotted or till completion of the research work, whichever is earlier.
- 7.3 In case of the demise of the Supervisor (Guide)/Co-Supervisor (Co-Guide), the RDC shall recommend a suitable replacement at the earliest as required. Such cases may be treated as a supernumerary provision for the supervisor.
- 7.4 The recommendation(s) of the Departmental Research Committee (DRC) shall be referred to the office of the Dean for approval and reporting to the Academic Council through the RDC.

8. CHANGE OF SUPERVISOR/CO-SUPERVISOR

The Scholar/Guide/Co-Guide should inform the Institute within a fortnight regarding any change of his/her employment status, if any.

- 8.1 Change of Supervisor/Co-Supervisor/External Supervisor (Guide) may be permitted on the recommendation of the DRC after obtaining feedback from (i) the student (ii) the present Supervisor/Co-Supervisor and (iii) the proposed Supervisor/Co-Supervisor. However, preference may be given to the choice of the student. Any matter unresolved through DRC will be referred to the Post Graduate Research Advisory Council whose decision shall be final.
- 8.2 In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

- 8.3 No candidate shall ordinarily be permitted to change his or her Supervisor, except in cases of change of service, death, extremely poor health, or complete inability of the Supervisor, for any reason, to continue supervising the work. In the latter two situations, a written request from the present Supervisor recommending that the scholar be transferred to another teacher shall be required.

9. PROCEDURE OF ADMISSION

The admission shall be based on the criteria notified by the institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.

Admission to the Ph.D. Programme shall be made using the following methods:

- C. Ranchi University may admit students who qualify for a fellowship/scholarship in UGC-NET/UGC- CSIR NET/GATE/CEED and similar National-level tests based on an interview.
 - D. The University may admit students through an Entrance Test conducted at the State/University level.
- 9.1 The Chairman, DRC, shall assign a Supervisor to each candidate admitted to the Ph.D. Programme based on the mutual consent of the Supervisor and candidate.
- 9.2 At any point, the total number of Ph.D. scholars under a faculty member shall not exceed the prescribed number including his/her supervision & co-supervision.
- 9.3 Upon submission of the Ph.D. thesis by the research scholars, their position will be considered vacant, and it will be counted as a vacancy/vacant seat.
- 9.4 Admission to the Ph.D. Programme is mainly based on the Entrance Test and Merit-Cum-Roster System. The Entrance Test may be conducted by statutory bodies established or recommended by the Law to conduct the Entrance Test.
- 9.5 The Ph.D. Entrance Test syllabus shall consist of 50% research methodology and 50% subject-specific content.
- 9.6 To be considered for Admission in Ph.D. the candidate must have appeared in both the papers and secured at least 50% aggregate marks in both the papers taken together for Unreserved category candidates and at least 45% aggregate marks in both the papers taken together for all candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the UGC from time to time.
- 9.7 The number of candidates called for interview shall be in the ratio of 1:3, i.e., three candidates for every available seat, subject to the availability of qualifying candidates. The University may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

- 9.8 The Merit List will be based on the percentage score obtained by the candidates in the Interview (for entrance-test-exempted candidates) and Entrance test plus interview (for entrance-test-not-exempted candidates).
- 9.9 The merit list of the entrance-test-not-exempted candidates shall be prepared based on marks obtained in the qualifying examination in the ratio of 70:30 (70% weightage from the State level or University level Ph.D. entrance examination and 30% from the performance in the viva-voce).
- 9.10 Students having qualifications such as SET/ UGC-NET/ UGC-NET-LS/ UGC-NET-JRF/ CSIR-NET/ GATE (Valid Score)/ CEED/ DST Inspire fellowship (Valid Period)/ QIP-Ph.D. Scheme of AICTE/ADF Fellowship and similar National-level fellowships are exempted from the Ph.D. Entrance Test and will be admitted based on an interview. However, all exempted candidates will have to register themselves in Ph.D. admission process after the notification of the Ph.D. entrance examination in online/offline mode, as declared by the University.
- 9.11 Moreover, students having valid UGC NET qualifications (Category-1, Category-2, Category-3 as mentioned in UGC Public Notice No F.4-1(UGC-NET Review Committee) /2024 (NET)/140648 dated March 27, 2024 issued by the UGC) will also be exempted from Ph.D. entrance examination and will be admitted based on an interview.
- 9.12 The Merit List will be based on the percentage score obtained by the candidates who are eligible through either the National-level or the State-level or University-level entrance test. Preference will be given to NET JRF (Category-1), then NET Lectureship (Category-2) followed by NET Ph.D. (Category-3) and applicants of the qualified entrance tests in case of similar score secured by the applicants.
- 9.13 All the qualified candidates notified in the Merit List shall be considered eligible for the vacancies in Ph.D. Programme notified for the same year.
- 9.14 A research scholar, immediately after admission into the Ph.D. Programme, has to apply for Ph.D. Registration that will be valid from the date of the pre-registration seminar in the Ph.D. Programme. Usually, the date of the pre-registration seminar is considered the date of disbursement of the fellowship by different national/state agencies.

Note: If at any time after admission it is found that a candidate has not fulfilled all the stipulated requirements, the university may revoke the candidate's admission with the approval of the Hon'ble Vice-Chancellor.

10. DURATION OF THE PROGRAMME

- 10.1 The maximum duration for submission of a Ph.D. thesis for full-time/part-time students shall be 6 years (72 months).
- 10.2 The minimum duration for a Ph.D. thesis for full-time and part-time students shall be 3 years (36 months).

- 10.3 There shall be a provision for re-registration to complete the Ph.D. degree in 2 more years; however, the total period for completion of a Ph.D. Programme should not exceed eight (8) years from the date of admission in the Ph.D. Programme.
- 10.4 Provided further that, female Ph.D. scholars and Persons with Disabilities (Having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a Ph.D. Programme in such cases should not exceed ten (10) years from the date of admission to the Ph.D. Programme.
- 10.5 There will be no summer vacation/winter break for Research Scholars.
- 10.6 Leave to a Ph.D. scholar shall be granted by the Chairperson, DRC on the recommendation of the Research Supervisor
- 10.7 The Scholars going to other institutes to conduct Research/Attend Conferences/Present Papers, etc., on the recommendation of the Supervisors, duly approved by the Chairman, DRC, shall be considered on duty.

11. Ph.D. THROUGH PART-TIME MODE

Ph.D. Programmes through part-time mode will be permitted, provided all the conditions stipulated in these Regulations are fulfilled.

- 11.1 The University Department concerned shall obtain a "No Objection Certificate" from the candidate for a part-time Ph.D. Programme through the appropriate authority in the organization where the candidate is employed, clearly stating that:
- a. The candidate is permitted to pursue studies on a part-time basis.
 - b. His/her official duties permit him/her to devote sufficient time for research.
 - c. If required, he/she will be relieved from the duty to complete the coursework.
- 11.2 Notwithstanding anything contained in these Regulations or any other law, for the time being in force, the University or research institution affiliated to the University shall conduct Ph.D. Programmes through distance and/or online mode.
- 11.3 Candidates who are employed in the University service and are actively engaged in research in addition of their regular work shall belong to this category.
- 11.4 All candidates working in the colleges of other Universities or in Research Organizations, Govt. Departments or Industrial units and are pursuing Ph.D. Programme in the University, while continuing in their job shall belong to this category. They shall pursue research both in their place of employment and in the University.
- 11.5 Such candidates shall spend 6 months in spells of not less than one month at a time in this University with the supervisor during their research period. External candidates should have a minimum of two years of professional experience after the post-graduate qualifications.

- 11.6 Such candidates shall be required to apply for PhD Admission like any other candidate and to submit a No-Objection Certificate (NOC) from the concerned Head/Principal along with the application form.
- 11.7 Such teachers and non-teaching staff of the University or of its constituent colleges shall continue to receive salary payments from their parent institutions.
- 11.8 No fellowship or scholarship shall be payable to part-time PhD scholars from any source.
- 11.9 Such candidates shall be subject to all other provisions of these Regulations, including those relating to coursework, progress monitoring, thesis submission, and evaluation.

12. CONVERSION OF FULL-TIME REGISTRATION INTO PART-TIME AND VICE-VERSA

A Full-Time Ph.D. scholar may be allowed into the part-Time registration category and vice-versa for valid reasons on the recommendation of the Supervisor, subject to the condition that he/she fulfils the criteria of the Full-Time/Part-Time Programme respectively.

13. COMPLIANCE WITH THE ETHICAL NORMS

- 13.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified above.
- 13.2 The University may decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/ regulatory bodies concerned from time to time.

14. SEATS FOR INTERNATIONAL STUDENTS

- 14.1 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified above.
- 14.2 The University may decide its own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/ regulatory bodies concerned from time to time.

15. NOTIFICATION OF VACANT SEATS

- 15.1 The University shall issue a circular once a year to all P.G. Departments/Colleges/Research Centres, directing them to submit the number of available/vacant seats under each eligible Research Supervisor, as well as the total seats available/vacant in the Department/ College/ Research Centre.
- 15.2 The list submitted by the respective Departments/Colleges/Research Centre shall be verified and approved by the University. After receiving authenticated details of the available seats, the University shall issue a notification on the University Website.

- 15.3 The Reservation Roster of the Government of Jharkhand, as amended from time to time, shall be applied for the total number of Seats available for the subject concerned. The category-wise vacant seats will be calculated and displayed.
- 15.4 The notification shall contain the following information
- Number of vacant seats in the PG Departments/Colleges/Research Centres.
 - Last date for submission of applications and payment details.
 - Date and venue of the Entrance Test (as required) and interview.
 - Date of announcement of results of Entrance Test on the University Website (results will not be intimated individually to candidates).
 - Dates of interview and announcement of selection list.
 - Details of fees.
 - Commencement of the Term & Coursework (common for all departments).

16. DEPARTMENTAL RESEARCH COMMITTEE

Departmental Research Committee (DRC) and its Functions:

- 16.1 Every Department offering Ph.D. will have a DRC, which shall coordinate the mentioned activities relating to Ph.D. in the concerned Department.
- 16.2 The DRC shall have the Department Head as its Chairman (ex-officio) and four Faculty members as stipulated below:

Chairman:

Head of the University Department

Members:

2 Senior Professors, by rotation according to seniority, every two years

1 Associate Professor, by rotation according to seniority, every two years

1 Assistant Professor, by rotation according to seniority, every two years

The DRC shall appoint one of its members as Secretary and Convener.

Note: *If the department has insufficient faculty, the DRC shall be constituted with required additional members from the constituent colleges and existing teachers in the University Department, with a total number of members not exceeding four.*

- 16.3 Apart from the regular chores as mentioned in the Regulations, the DRC shall be responsible for the allotment of supervisor/s to the admitted Ph.D. students and also address the issues as and when felt necessary.
- 16.4 The DRC Chairman may constitute a **Research Advisory Committee** for each scholar enrolled for Ph.D. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee with at least two or more faculty members from the department or from another department/college/institution, and this committee shall have the following responsibilities:
- To review the research proposal and finalize the topic of research.
 - To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.
 - To periodically review and assist in the progress of the research work of the scholar.

- 16.5 The DRC shall also recommend a panel of examiners for the thesis evaluation of the concerned research scholar.
- 16.6 The Head of Department (Chairman, DRC) shall convene the meetings of the DRC. The decisions/ recommendations of the same shall be conveyed by him/her to the Dean of the concerned faculty within a week after the meeting.
- 16.7 Each semester, a Ph.D. scholar shall appear before the Departmental Research Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Departmental Research Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the Dean of the Faculty.
- 16.8 In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee for the scholar shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration (De-Registration) of the Ph.D. scholar from the Ph.D. Programme through the DRC.
- 16.9 A copy of such recommendations shall also be provided to the Ph.D. scholar.
- 16.10 If a candidate under any circumstances fails to submit the brief report within a month after completion of the semester, the candidate is required to apply for permission for the submission through the proper channel to the Director, Research, Ranchi University, Ranchi.
- 16.11 The Director, Research Development Committee, on the recommendation of the Departmental Research Committee, considering the proper reason, may allow the process to continue or ask the candidate to file an undertaking for compliance of the norms in future.

17. PREPARATION AND SUBMISSION OF SYNOPSIS

- 17.1 The Scholar shall express his/her Research interest and propose a research proposal based on the area/topic of interest.
- 17.2 The research proposal submitted by the scholar shall be critically analysed for the scope and feasibility of the research by the DRC members. If the proposal is in order, the DRC may advise the scholar to prepare a Literature review based on an ample number of journals. The number of journals to refer to may be decided by the Supervisor/DRC of the concerned subject.
- 17.3 The literature review will be submitted before the Research Advisory Committee of the scholar. The committee may advise the scholar for further advancement of the review or prepare a synopsis in the prescribed format summarising the aspects explored in the review.
- 17.4 The synopsis so prepared shall be checked for coherence of facts, plan of research, proper choice/application of research methods and for grammar and syntax by any AI tools like Grammarly or any other.

- 17.5 The synopsis prepared may now be placed before DRC for approval with a request application in the prescribed format for the pre-registration seminar.
- 17.6 After scrutiny of the Synopsis by the DRC members, the candidate will be informed at least one week in advance to present his/her synopsis in an open pre-registration seminar to be held in the department, the date of which will be fixed in consultation with the Dean of the Faculty concerned. Participation of the Dean of the Faculty, members of the DRC, other department faculty members and research scholars already enrolled will be ensured by the Head of the Department.
- 17.7 The seminar presentation of the synopsis will be delivered in the presence of the DRC. If the seminar is satisfactory, the candidate will be allowed to register to continue his/her Ph.D. Programme, after successfully obtaining the Plagiarism certificate. However, if the DRC is not satisfied with the seminar presentation, the candidate will be required to deliver another presentation incorporating suggestions from the DRC, along with any suitable modifications or improvements, within the next two months.
- 17.8 One soft copy of the synopsis will be retained in the department and the other will be forwarded to the Director of the Computer Centre, Ranchi University, Ranchi. The Computer Centre will check the synopsis for plagiarism and issue an Anti-plagiarism certificate. The certificate will be submitted officially to the concerned DRC Chairman.
- 17.9 After receiving the Anti-plagiarism certificate, the research scholar is not allowed to make any changes to his/her synopsis.
- 17.10 The Synopsis, once approved by the DRC, shall be sent to the Dean of the respective Faculty. The Dean, after due perusal and satisfaction, shall submit the proposal to the Registrar through the Director, Research. The Registrar will place the proposal before the PGRAC for its approval.
- 17.11 PGRAC may approve the synopsis or advise a suitable change in Topic/Plan/Proposal of research as deemed necessary. The PGRAC may execute Minor changes, and then the modified synopsis may be approved and uploaded at Shodhgangotri. For the approved synopsis, notification for the deposit of the requisite fee for the Registration process to the candidate shall be issued by the person/Registration office authorized by the VC.
- 17.12 The synopsis reverted from PGRAC for the modification will be sent back to the DRC Chairman to instruct the scholar to comply with the suggestions. After the candidate incorporates the advice of the PGRAC in the synopsis, and DRC is satisfied with the modifications, the same may be sent to the Registration office for the Notification of Fee deposit to the candidate through the Director, Research via the Faculty Dean and DRC Chairman.
- 17.13 The Ph.D. Registration office shall issue the Notification for fee deposit for the synopsis received through the Director, Research, after incorporating the PGRAC recommendations.
- 17.14 Upon approval of the Topic and Synopsis by the PGRAC, the candidate shall duly complete and submit the Registration Form with the requisite fee. Thereafter, the research scholar shall

commence the research work and, in due course, produce a draft thesis. The timely submission of the progress report is binding on the candidate and research supervisor, failing which the candidature of the scholar may be forfeited.

18. POST GRADUATE RESEARCH ADVISORY COUNCIL (PGRAC)

- 18.1 The Post Graduate Research Advisory Council (PGRAC) is a statutory faculty-level body that operates under the general control of a university's Academic Council to manage Ph.D. and postgraduate research.
- 18.2 Its core composition includes the **Vice-Chancellor** (Chairperson), **Pro-Vice-Chancellor** (Co-Chairperson), **Registrar** (Member Secretary), **Research Director, Deans, Heads and all Professors/Associate Professors** (Members) **of Concerned Faculties**. Assistant Professors, actively engaged in research having extraordinary research contributions, may be nominated as members of the PGRAC by the Vice-Chancellor of the University.
- 18.3 The Departmental Research Committees (DRCs) of all Departments within a Faculty shall operate under the general control of the Post Graduate Research Advisory Council (PGRAC) of the same Faculty.
- 18.4 The PGRAC shall be responsible for reviewing, evaluating, and approving the recommendations submitted by the Research Development Committee (RDC) and the Departmental Research Committees (DRC) of the research Programme.
- 18.5 The PGRAC shall advise, observe, and make suggestions on the functioning of the DRC in matters relating to research.
- 18.6 The PGRAC shall review policy matters and regulations of research leading to the award of Ph.D./ D.Sc./ D.Litt./ LL.D. degrees.
- 18.7 The preferred dates of call of PGRAC meetings shall be in February and September every year.

19. MODIFICATION OF RESEARCH SCHEME

The candidate registered for the Ph.D. degree may be permitted to modify the scheme of his/her research work or the nature or scope of his/her subject with the express permission of the DRC and the Research Council at least six months before the expected date of submission.

20. LEAVE PROVISIONS DURING THE PROGRAMME

- 20.1 **Maternity Leave/Child Care Leave:** Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Programme may be provided to female Ph.D. Scholars.
- 20.2 **Paid Leave & Medical Leave:** A full-time PhD scholar with a fellowship shall be entitled to avail a maximum of thirty (30) days of paid leave in a year. In addition, there will be thirty days of medical leave per year. Other scholars must spend 180 days with the supervisor per year. Part-

Time candidates shall spend 6 months in spells of not less than one month at a time in this University with the supervisor during their research period. In addition, there will be thirty (30) days of medical leave in a year. In addition, there will be thirty (30) days of medical leave in a year.

- 20.3 **Duty Leave:** There will be no summer vacation/winter break for Research Scholars; however, going to other institutes to conduct Research/Attend Conferences/Present Papers, etc., on the recommendation of the Supervisors, duly approved by the Chairman, DRC, shall be considered on duty.
- 20.4 **Maintenance of Leave Record:** The Chairman, DRC, shall maintain the attendance and leave record of Full-Time PhD. & Part-Time PhD. Scholars.

21. COURSE WORK

- 21.1 A research scholar, immediately after registration (generally the date of pre-registration is the date of registration) in the Ph.D. Programme, has to undertake coursework as prescribed by DRC. All Ph.D. scholars will be required to complete the courses in one semester. The student may appear in the examination of the said course further if he/she can not clear the course in the first attempt, and has to clear the examination in the following semester, failing which the eligibility to continue the Ph.D. research work will be withdrawn and the admission shall be cancelled.
- 21.2 The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. There will be three courses of 4 credits each in the Research coursework offered to students. Each course will be evaluated out of a maximum of 100 marks.
- Paper I:** Course in Research Methodology, Research and Publication Ethics & Computer Applications in Research (4-credit course of 100 marks);
- Paper II:** Subject Specific Course-I (4-credit course of 100 marks);
- Paper III:** Subject Specific Course-II (4-credit course of 100 marks).
- 21.3 All Ph.D. scholars, irrespective of discipline, shall be required to train 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 (limited to internal assessment excluding the end semester university examinations).
- 21.4 The theory courses shall be offered through classroom instructions or through recognised SWAYAM courses of matching credits.
- 21.5 After the completion of the coursework, the department shall conduct the examination and award marks and submit them to the CE. The Examination Department shall announce the results in equivalence to the UGC-recommended 10-point grading system. The students

securing marks below 55% shall be awarded letter grade 'F' in the Coursework Examination. The evaluation of the coursework may not exceed a duration of one month after completion of the Semester.

- 21.6 Each scholar needs to qualify Coursework papers within a maximum of two attempts and should obtain at least 55% of marks or an equivalent letter Grade to continue with the Ph.D. Programme. These Credits shall be awarded by the Department concerned but the result of the coursework will be published by the Controller of Examinations of the University.
- 21.7 Examination, Assessment and Awarding of grades shall be similar to those for PG papers.

22. CANCELLATION OF REGISTRATION (DE-REGISTRATION)

- 22.1 The registration of a candidate whose progress is not found satisfactory as per the recommendation of the supervisor and the DRC may be cancelled. Also, the Ph.D. registration shall be automatically cancelled if the submission date of the thesis exceeds the maximum period stipulated for the research Programme.
- 22.2 If a candidate fails to submit the brief report after completion of two consecutive semesters, the Supervisor shall inform the candidate of the compliance of the Norms immediately. Even after reminders, the candidate's irresponsiveness/silence may attract cancellation of the Ph.D. registration. The supervisor may proceed with the deregistration process of the candidate through the proper channel.
- 22.3 Any student can request cancellation of Ph.D. registration/deregistration by submitting an application, in the prescribed format (Appendix-I) to the Chairperson, DRC, along with a No Dues Certificate duly forwarded by the Supervisor. The same will be submitted to the Vice-Chancellor through the Dean of the Faculty. The Ph.D. Registration will be cancelled (deregistered) after the approval of the Vice-Chancellor.
- 22.4 Ph.D. registration of a Scholar may also be cancelled (deregistered) if the University has cogent reasons, to be recorded in writing, including the conduct of the Scholar and also on disciplinary grounds. However, such a scholar may be given a reasonable opportunity to be heard.

23. RE-REGISTRATION

- 23.1 A PhD scholar who is unable to submit his/her thesis within six (6) years may seek an extension through a process of Re-Registration, for a period not exceeding two (2) additional years, subject to the conditions set out in this Annexure. The total period for completion of the Ph.D. Programme, including any extension through Re-Registration, shall in no case exceed eight (8) years from the date of initial admission.
- 23.2 Provided that female PhD scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years beyond the general maximum of eight (8) years, so that the total period for completion of a PhD Programme in such cases does not exceed ten (10) years from the date of initial admission.

- 23.3 Candidates are to apply in the prescribed format (Appendix-H) annexed to this regulation for Re-Registration on the permissible ground.

24. PERMISSIBLE GROUNDS FOR RE-REGISTRATION

The application for Re-Registration shall be accompanied by a written justification for the delay in thesis submission. The following shall constitute permissible grounds, subject to verification by the competent authority:

- 24.1 Illness, accident, or medical condition of the scholar, duly certified by a registered medical practitioner and attested by the Head of the Department.
- 24.2 Maternity, child-care, or family caregiving obligations (applicable to female scholars and Persons with Disabilities as appropriate).
- 24.3 Requirement of extended fieldwork, data collection, or laboratory work of an exceptional nature, certified by the Research Supervisor.
- 24.4 Natural calamity, epidemic, pandemic, civil disturbance, or force majeure event that demonstrably affected the scholar's research progress.
- 24.5 Complexity of the research problem requiring additional time, as certified in writing by the Research Supervisor and endorsed by the DRC.
- 24.6 Death, serious illness, or prolonged unavailability of the Research Supervisor, resulting in delay in the supervision and guidance of the research work.
- 24.7 Any other reason of exceptional merit, to be assessed and approved by the Vice-Chancellor on the recommendation of the DRC and the PGRAC.

25. FAILURE TO SUBMIT WITHIN THE RE-REGISTRATION PERIOD

- 25.1 If the scholar fails to submit the thesis within the total permissible period (six years plus the extension granted through Re-Registration, which shall in no case exceed eight years, or ten years in the case of eligible female scholars/Persons with Disabilities), the scholar's registration shall lapse automatically.
- 25.2 In such cases, the Chairman, DRC, shall notify the CE, who shall formally record the lapse and inform the scholar. The scholar shall no longer be eligible to submit the thesis under the lapsed registration and shall be required to seek fresh admission in accordance with these Regulations if he/she wishes to pursue the PhD Programme.

26. PROVISIONS FOR THE INTER-DISCIPLINARY RESEARCH WORK

- 26.1 A candidate interested in Inter-disciplinary research work and eligible for registration in a research Programme in this University under this regulation shall be registered in the department offering Master's degree in his/her subject or allied subject.

- 26.2 The Department offering the potentiality of guiding research work of inter-disciplinary nature should define the areas of related and allied disciplines which are to be approved by the Academic Council.
- 26.3 Where the candidates have applied for conducting research on a topic of Inter-department/ inter-Faculty areas and request for a Supervisor from another Department/Faculty the joint DRCs will decide the topic to be allotted to the candidate, assign the Supervisor and Co-Supervisor meeting the requirement as in regulation, fix the place of work and also the quantum of the research work to be carried out by the candidate.
- 26.4 The joint DRCs will assess the candidate's suitability and eligibility for registration in a department for working on an inter-disciplinary topic.
- 26.5 After the registration of such candidates, the synopsis, progress report, forwarding of thesis, evaluation of the thesis, viva-voce or practical examination, etc, is to be done by the main supervisor as well as the Co-supervisor, who would have equal status in all matters pertaining to the supervision of submission and evaluation of the thesis as per the regulations stated above for the candidates registered under one supervisor.

27. COMPLIANCE REPORT

Before submitting the thesis, the scholar registered for the Ph.D. Programme either at the Institute or its Off-Campus should comply with the following requirements:

- 27.1 The research scholar must have carried out the research work for a minimum period of 3 years after his/her registration for Ph.D. Programme.
- 27.2 The research scholar should have satisfied the minimum attendance requirement.
- 27.3 The research scholar should have taken and passed the prescribed qualifying examination and coursework.
- 27.4 The research scholar must have publications meeting the minimum criteria as written below:
- He/She must have at least two publications with ISSN in either SCI/SCIE/SSCI/AHCI/ Scopus-indexed/ peer-reviewed or refereed journals.
 - In both publications, either the Research scholar, Supervisor, or Co-supervisor should be the first author/corresponding author.
- 27.5 The research scholar shall have successfully appeared at Ph.D. mid-term progress seminar-I with one published research paper (with ISSN) in either SCI/SCIE/SSCI/AHCI/ Scopus-indexed/ peer-reviewed or refereed journals and one seminar/conference paper presentation certificate related to the Ph.D. work. Following this, a research scholar shall have successfully appeared at the Ph.D. mid-term progress seminar-II with another published research paper (with ISSN) in either SCI/SCIE/SSCI/AHCI/Scopus-indexed/peer-reviewed or refereed journals and a certificate of presentation for another seminar/conference paper related to the Ph.D. work.

- 27.6 The research scholar has to submit ONE soft-cover-bound copy of the draft thesis to the concerned Department, and it will be placed in the DRC. The DRC may advise corrections/modifications/revisions in the thesis to be incorporated by the scholar, or the final thesis may be allowed to be submitted by the scholar.
- 27.7 The draft thesis must be checked with Anti-plagiarism software packages like Turnitin/DrillBit and should not have more than 10% plagiarism, excluding self-published papers. In addition, the thesis must be checked using grammar software, e.g., WhiteSmoke, Grammarly, etc.
- 27.8 After successfully obtaining an Anti-plagiarism certificate, the research scholar must have made a Pre-Ph.D. thesis submission seminar presentation of his/her thesis work before DRC in the concerned Department of the Institute.

28. ORGANIZATION OF THESIS

- 28.1 The thesis shall be a factual record of the scholar's research work characterized by the discovery of facts, or fresh interpretation of facts and theories, or an independent design or development of a new product. It should bear evidence of the scholar's judgement and ability to carry out independent investigation, design and/or development work.
- 28.2 The thesis must contain, besides the text and common matters like References and Conclusions (Standard format is annexed in the regulation, (Appendix-AC):
- A brief Introduction in which the scholar shall state whether the thesis is based on the discovery of new facts or a new interpretation of facts by others, or based on exhaustive study and critical analysis of published work of others, or design, or development work undertaken.
 - The research scholar shall further furnish a statement indicating the sources from which the information has been derived, and the extent to which he/she has based his/her work on the work of others, and shall indicate which portion of the thesis is claimed as original. The scholar shall furnish a declaration in the thesis about it.
 - An Abstract of the thesis (maximum 5000 words) with keywords (about 10) to be submitted separately.
 - The thesis shall follow the referencing style approved by the concerned discipline IEEE/ APA/ MLA/ Chicago/ Vancouver or any other discipline-specific style.
(<http://ieeeauthorcenter.ieee.org> or any other appropriate format accepted internationally may be referred).
 - A Certificate (Appendix-P) from the Supervisor/Co-supervisor that (a) the work has been carried under his/her/their supervision, (b) the research scholar has fulfilled all prescribed requirements and (c) the thesis which is based on his/her work has not been submitted elsewhere for a Degree/Diploma.
 - The text in the thesis shall be **Times New Roman font size 12, typed on only one side of a page, with 1.5-line spacing, long tables/ quotations/ footnotes/ captions/ references single-spaced (size 11). Hindi or languages other than English shall be typed in the Unicode version in font size 14 or as specified by the Department.** All Figures and Tables shall have an appropriate legend.
 - Page margin on all four sides (Top, Bottom, Left and Right) must be 2.54 cm or 1 inch with

Left Gutter 1 cm.

- h. The Annexure section of the thesis shall include the published papers, seminar/conference paper presentation certificate, Ph.D. coursework result/marksheet (wherever applicable, or another certificate in place of this), Anti-plagiarism certificate, etc.

28.3 Notice of Submission: At least one month before the expected submission date, the scholar shall inform the Chairman, DRC, through the Research Supervisor regarding completion of the research work embodied in the synopsis. A Draft copy of the Thesis must be submitted along with the application regarding completion of work. The DRC either approves or advises modification to the Thesis. After incorporating advice (if any) in the Thesis by the scholar, a pre-submission viva voce will be conducted with DRC that will be open to other members and scholars of the department.

28.4 The Thesis submitted for the Ph.D. degree shall not be one for which any degree or diploma has already been awarded by any other Institution or for any other candidate at the University/Institution itself. No two theses shall have common content, even if the work has been shared between different individuals.

29. EVALUATION OF THESIS

29.1 The RDC, after an observation of the minimum norms followed in the thesis, may issue the notification regarding the final submission of the thesis.

29.2 Final Submission of Thesis: After fee payment, the scholar shall submit six (6) compact hard-bound copies of the thesis and one (1) virus-free digital copy on a pen drive, along with the receipt, after incorporating corrections recommended by the DRC.

29.3 Fee submission must occur within the valid registration period, and the digital copy must match the hard-bound versions exactly.

29.4 After submission of the thesis, the supervisor shall submit a panel of subject experts (not below the rank of Associate Professors) drawn up in the prescribed format (Appendix-V), not below the rank of Professor as examiners.

29.5 Correspondence (preferred electronically) with the two Examiners, approved by the VC from the approved panel of Examiners, not more than two from the University of one state, will be undertaken by an officer of the Institute specifically authorized for this task by the VC.

29.6 The e-Thesis may, if needed, be referred to experts from abroad or from within the Country for evaluation purposes and the reports of evaluation may be procured electronically through the official mail in the prescribed format (Appendix-W) for faster and eco-friendly approaches.

29.7 Each examiner shall be required to examine the thesis independently and forward his/her report with his/her recommendations directly addressed to the CE or the assigned officer. All the reports so received shall be considered by the RDC, which shall then forward these reports with

its observations/ recommendations to the office of the Dean. The Dean's office may communicate with the department or the supervisor, if required.

- 29.8 If any examiner recommends revision of the thesis, the candidate shall be permitted only once to revise and submit the thesis.
- 29.9 If all these reports are unanimously favourable to the scholar, the RDC shall submit its recommendations for the constitution of the viva voce Board for the scholar. The viva voce board shall be approved by the VC.
- 29.10 If there is no unanimity in the recommendation of the Board of Examiners, and if they do not recommend outright rejection of the thesis, the RDC may permit resubmission of the thesis after revision within six months from the date of the issue of the Instruction/Permission letter. The revised thesis will then be sent to the same set of examiners for their opinion. If, however, any of the previous examiners decline to examine the resubmitted thesis, it will then be sent to another examiner of the previous panel. If the report remains unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the Ph.D. degree.
- 29.11 If the thesis is not accepted for the award of the Ph.D. degree by one of the external examiners, the RDC shall recommend that the thesis be sent to another examiner from the approved panel of examiners of the same category (from India or from abroad) and the viva voce examination shall be held only if the report of the latter examiner is satisfactory. If the report of the latter examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the Ph.D. degree.
- 29.12 Individual cases not carried out by the above regulations shall be referred to the Examination Board for its recommendation.
- 29.13 The University shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- 29.14 In the event the evaluation is not completed within six months from the date of thesis submission, the Controller of Examinations/In-Charge of such Cell, if any, shall report the matter to the Vice-Chancellor, who may take such steps as are necessary, including the appointment of substitute examiners from the approved panel, to ensure timely completion.

30. VIVA VOCE BOARD AND AWARD OF THE Ph.D. DEGREE

A viva voce Board shall be composed as follows:

- a. Research Director (RDC)
- b. External examiner: Member
- c. Supervisor as Internal Examiner: Member
- d. Chairman DRC and all members of the DRC: Members
- e. Dean (Faculty concerned): Member Secretary

and be submitted for approval by the Vice-Chancellor. In the absence of the Research Director, the Dean (Faculty concerned) will chair the viva voce board.

- 30.1 The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online (if required).
- 30.2 The date of the viva-voce examination will be fixed in consultation with the Head of the Department and the external examiners. The examination will be held in the Office of the Faculty Dean during working days to ensure the participation of all faculty members and scholars of the department.
- 30.3 The viva voce Board shall examine the scholar to test the scholar's insight and power of comprehension in his/her field and his/her understanding of the allied fields.
- 30.4 If the recommendations are favourable to the scholar:
- The Dean (Faculty Concern): Member Secretary, RDC, will forward the soft copy of the PhD thesis along with the recommendations to the INFLIBNET (Computer Centre) for uploading it to the Shodhganga. The INFLIBNET office has to send the report of the successful uploading of the thesis to the Dean's office within three working days.
 - On receipt of the INFLIBNET report, the RDC Member Secretary (Concerned Faculty Dean) shall submit the report(s)/recommendation(s) to the CE. The CE, in turn, will submit the document to the PGRAC/Academic Council, which may recommend the award of the Ph.D. degree to the scholar
- 30.5 If the recommendations are not in favour of the scholar:
- If, for any reason, the recommendations of the viva voce Board are not favourable to the scholar, he/she may be permitted to appear before the viva voce Board, having the same set of External and internal examiners on their consent, again within six (6) months from the date of the previous meeting of the Board.
 - In circumstances where the Examiners disagree to conduct the viva voce again, the concerned Dean of Faculty cum Member Secretary, RDC will hold the soft copy of the Ph.D. thesis and send the report/recommendations to the CE for further decisions.
- 30.6 Examiners have the right to make comments in confidence to the University in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters they wish to draw to the attention of the department or of the University.
- 30.7 University shall complete the entire process of evaluation of thesis, including the declaration of the viva-voce result, within six (6) months from the date of submission of the thesis.
- 30.8 If, for any reason, the recommendations of the viva voce Board are not favourable to the scholar, he/she will be permitted to appear before the viva voce Board again, within six (6) months from the date of the previous meeting of the Board.

31. ISSUANCE OF PROVISIONAL CERTIFICATE

Before the actual award of the Ph.D. degree, the Ranchi University shall issue a Notification/provisional certificate to the effect that the Ph.D. is being awarded following the provisions of these Regulations.

32. DEPOSITORY WITH INFLIBNET

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the University shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same to make it accessible to all the Higher Educational Institutions and Research Institutions.

STANDARD OPERATING PROCEDURE (SOP)

Standard Operating Procedure (SOP) for the execution of Doctoral Research at Level 8 as a provision in NEP 2020

I. RESEARCH ADMINISTRATION & MONITORING

The National Education Policy (NEP) 2020 envisages promotion of quality research within the Higher Education system. Research and innovation are important aspects in enhancing the quality of education by Ranchi University, Ranchi. Societal challenges in our country can only be addressed through a strong and vibrant higher education ecosystem and quality research, innovation, and technology development. The integration of Research, Innovation and Technology Development along with the outreach of Intellectual Consultancy is essential for such an ecosystem. This includes the generation of knowledge and facilitation of research, innovation and technology development for industrial & societal benefits, which are addressed by human resources, intellectual capital, governance and financial resources, information management system, research promotion & guidance, Integrity and ethics, capacity building and research monitoring, which are the foundations of Atma-Nirbhar Bharat (Self-reliant India).

Ranchi University established an independent Centre for Research and Development Cell (RDC) to carry out the objectives of the Post Graduate Research Advisory Council (RAC), formerly known as the Post Graduate Research Advisory Council (PGRAC). The Centre shall exercise the powers and perform the duties as may be assigned by the Academic Council, from time to time. Establishing the RAC in Ranchi University is expected to play a pivotal role in catalysing multidisciplinary/ transdisciplinary and translational research culture mandated in NEP 2020.

The Regulations are to create a conducive environment for enhanced research productivity; to encourage collaboration across industry, government, community-based organisations, and agencies at the local, national, and international levels; and to facilitate greater access to research by mobilizing resources and funding.

The strategy adopted to integrate multiple functional units can support institutional research, innovation and consultancy under a single-window operational system for effective administration.

The activities of RAC will be mentored and monitored by various committees for devising research models, technology, appraisal, foresight & review functions, mediating sectoral R&D progress, and IPR protection.

II. STRUCTURE OF RESEARCH ADMINISTRATION & MONITORING

Post Graduate Research Advisory Council (RAC): The RAC shall consist of the following members:

- a. The Vice Chancellor (VC) of Ranchi University - Chairperson;
- b. The Pro Vice-Chancellor of Ranchi University;
- c. All Deans of Faculties;
- d. At least four eminent researchers from different fields
- e. The Director, Research Development Cell - Member-Secretary.

All the RAC members shall be recognised as Research Supervisors/Scientists in any University/National/Internationally recognised Research Institutions/Laboratories, and shall be in active service. Retired Professors, Emeritus, or re-employed persons may not be considered for the nomination to RAC.

The Post Graduate Research Advisory Council is headed by the Vice-Chancellor as the apex body of the Research and Development Cell (RDC). The Director, Research Directorate, nominated by the Vice-Chancellor, is a distinguished Researcher/Senior Faculty from the University and will head various committees to drive governance. The Research Directorate constituted the Research and Development Cell (RDC) with multiple committees to smooth its functioning, with respective committee members nominated by the Director-RDC and approved by the Vice-Chancellor. The organisational structure of RDC comprises various committees for specified functions, as outlined below.

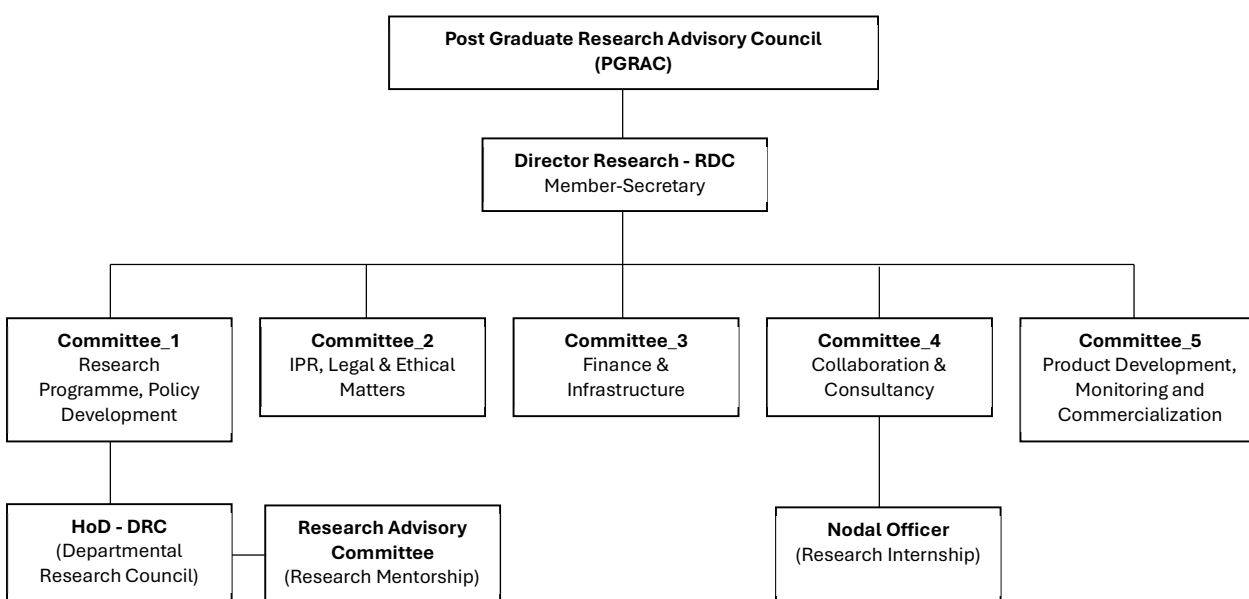


Fig 1: The Organisational Structure of Board of Post Graduate Research Advisory Council for specified functions.

Research and Development Cell (RDC): The established organizational structure (Committees) will facilitate planning, implementation, and monitoring of research activities in HEIs, formulate rules, regulations, and policy frameworks for utilization of facilities and resources at HEIs. The RAC & RDC shall meet at least twice in an academic year. A majority (2/3rd) of the members must be present to constitute a quorum. The Director (RDC), the Conveners and members of various committees (nominated by the Director-RDC from/among the existing faculties with research credentials) and supporting administrative/ technical staff would ensure smooth conduct of the research activities in Ranchi University, ranchi.

1. **Research Programme, Policy Development Committee:** The Members of the Research Directorate will be members of this committee.

2. **IPR, Legal & Ethical Matters Committee:** A Committee for Intellectual Property Rights (IPR), Legal, and Ethical Matters is a dedicated group within the organization or institution responsible for managing and overseeing matters related to intellectual property protection, legal compliance, and ethical conduct in research and development. The IT Cell may be one of the wings of this committee.

The Pro VC or a senior person, often with relevant experience in legal or IPR matters, may be nominated as the Chairperson of the committee. The Member Secretary may be the senior person responsible for administrative duties, coordinating meetings, and maintaining records. The committee may also include Legal experts with expertise in IPR law, Subject Matter Experts, and Individuals with specialized knowledge in relevant fields like technology, scientific research, or creative arts. Academic Representatives, like Professors or researchers who can provide insights into ethical considerations and Ethics Experts may be nominated as members.

3. **Finance & Infrastructure Committee:** This committee will facilitate research activities within the limited resources of the University/Colleges. A separate Corpus fund exclusively for R&D may be generated. The committee may advise innovative methods for increasing the capital for research activities. Some of the nominated members of the Research Programme & Policy Development Committee may be nominated as members in this committee to coordinate/justify the necessity of the fund related to any research.

The Financial rules and other guidance of the Government related to the development of Infrastructure must be adhered to.

4. **Collaboration & Consultancy Committee:** It typically includes individuals with expertise relevant to the organization's goals, drawing from internal and external sources. Eminent researchers from different faculties within or from outside the University may be nominated as members. An IT expert and a person known to work and manage online data may be in a responsible position (Nodal Officer) in this committee.

The University consultancy committee is typically constituted to promote and manage consultancy activities undertaken by the university's faculty and staff. The primary goal of the consultancy committee is to facilitate and regulate consultancy activities in a way that benefits both the university and the external organisations while ensuring ethical practices and compliance with university policies.

5. **Product Development, Monitoring and Commercialization Committee:** The Committee for Product Development, Monitoring, and Commercialization typically has a diverse composition, often including faculty members, research professionals, and potentially industry representatives. The committee's role is to oversee the process of developing and commercializing intellectual property, ensuring that research outcomes are translated into marketable products or technologies. The prime role of this committee is to turn Knowledge into value through product development. Technical experts from various fields may be nominated to the committee, and the services of professionals may be hired from time to time.

The effectiveness of research and its societal application with revenue generation greatly depends on this committee.

III. ABOUT Ph.D. RESEARCH PROGRAMMES

All Eligible Registered Scholars are offered one 12-credit six-month compulsory 'Coursework' just after their Pre-Registration Seminar to enable them to become familiar with the integrity of Ph.D. research, its various methodological processes and to select the most suitable one for their work. Through a compulsory course on Ethical Research, they will be aware of the consequences of unethical practices, know how to honour the work already done by researchers from every corner of the world and various citation methods to make their own works logical, consequential and useful for the research world, which ultimately helps humankind in the long run. Use of computers as a tool for accomplishing mega works in no time and to achieve results faster, the methods of presentation, use of software, and compiling the thesis oneself are some of the helpful tools learned during the offered coursework in Ranchi University, Ranchi.

This SOP has been prepared in accordance with the Ranchi University Regulations Governing the Award of the Degree of Doctor of Philosophy (Ph.D.) in Ranchi University, Ranchi, 2026, the University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022, the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, and the principles of the National Education Policy (NEP), 2020.

The Standard Operating Procedure (SoP) for the Doctor of Philosophy (Ph.D.) Programme in Ranchi University, Ranchi provides a uniform, transparent, and systematic framework for the admission, registration, supervision, monitoring, evaluation, and award of the Ph.D. Degree.

IV. ACADEMIC ELIGIBILITY FOR SELECTION TO THE Ph.D. PROGRAMME

1. **Types of Ph.D. Programmes:** Ph.D. Programmes may be offered in full-time or part-time modes, where a No Objection Certificate (NOC) from the working Institution in the prescribed format (Appendix-C) will be required; however, eligibility for both types of Ph.D. Programmes will remain the same as follows.
2. **Ph.D. after Master's Degree Programme:** Either 1-year or 2-year PG Programmes with at least 55% marks in aggregate or its equivalent grade in a point scale, wherever the grading system is followed, are eligible for Ph.D. research. An equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency that 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 is eligible for the Ph.D. Programme.
3. **Ph.D. after a Bachelor's Degree Programme:** Candidate seeking admission after a 4-year (FYUGP) Bachelor's degree (Hons/Hons with Research) Programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale, wherever the grading system is followed.

4. **Ph.D. after M.Phil. Programme:** Candidates who have completed the M.Phil. Programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency that 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 is eligible for the Ph.D. Programme.
5. **Relaxation in Marks eligibility:** A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

V. ELIGIBILITY TO BE A SUPERVISOR/CO-SUPERVISOR

1. **Eligibility of Supervisor:**

- i. Only the regular faculty members of the institution whose service concurrence is obtained by the competent authority can be research supervisors, whereas faculty members of other institution/organisation can be appointed as co-supervisors in Ranchi University, Ranchi.
- ii. Professor/Associate Professor with a Ph.D., and at least five research publications after their own Ph.D. and Assistant Professor with Ph.D. having at least three research publications in SCI (Science Citation Index) / SSCI (Social Science Citation Index)/ Scopus Indexed/ WoS (Web of Science Indexed)/ peer-reviewed or refereed journals may be recognized as a Research Supervisor.

2. **Seats for Ph.D. supervision:**

- i. An eligible Professor/Associate Professor/Assistant Professor can guide a maximum up to eight (8)/ six (6)/ four (4) Ph.D. scholars, respectively, at any given time.
- ii. No Supervisor shall be permitted to supervise a candidate who is his or her relative, whether by blood, adoption, or marriage.
- iii. Sponsored candidates may have an External Co-supervisor from their Sponsoring Agencies if required, but a Guide/Supervisor from the degree-awarding HEI will be mandatory.

3. **Superannuation of Service:**

- i. Faculty members shall not be allowed to take new research scholars under their supervision with less than 3 years of service before superannuation. However, such faculty members can continue to supervise already registered Ph.D. scholars until superannuation and will supervise as co-supervisors after superannuation till attaining the age of 70 years. The supervisor shall be nominated with the approval of the Vice-Chancellor/Director Research on the recommendation of the Chairman, DRC. Such cases may be treated as a supernumerary provision for the supervisor.

4. **Transfer/Demise of Supervisor:**

- i. A candidate registered and worked for a minimum of 18 months with a research supervisor after his/her (the supervisor) transfer from the Institution shall continue to work under the

same research supervisor; however, candidates who worked for less than 18 months will be transferred to a new research supervisor on the recommendation of the DRC, RDC and approved by the Vice Chancellor.

- ii. In case of the demise of the Supervisor (Guide)/Co-Supervisor (Co-Guide), the RDC shall recommend a suitable replacement at the earliest as required after due formalities.

5. Change of Supervisor/Co-supervisor:

- i. No candidate shall ordinarily be permitted to change his or her Supervisor, except in cases of change of service, death, extremely poor health, or complete inability of the Supervisor, for any reason, to continue supervising the work.
- ii. In the latter two situations, a written request from the present Supervisor recommending that the scholar be transferred to another competent teacher shall be required. In such cases, however, preference may be given to the choice of the student.
- iii. Any matter unresolved through RDC will be referred to PGRAC, whose decision shall be final.

VI. PROCEDURE FOR ADMISSION

1. Declaration of Seats/vacancy by the DRC Chairman:

- i. The University shall issue a Circular regarding the Seats and vacant seats against the total seats available in the P.G. Departments/Research Centres tentatively in the month of May every year.
- ii. The DRC Chairman will furnish the vacancy along with the name of the Supervisor with designation, Maximum Intake capacity, Number of Scholars enrolled under their supervision in the capacity of supervisor and co-supervisor, in a prescribed format (Appendix-A).
- iii. After the successful pre-submission of the Ph.D. thesis, the seat under the concerned supervisor shall be treated as vacant and open for new registration
- iv. The University shall host information related to the vacant seats on the official website.

2. Seats for International Students:

- i. Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars.

3. Applying for the Ph.D. Programme:

- i. Students who qualify for a fellowship/scholarship in UGC-NET/ UGC- CSIR NET/GATE/CEED and similar National-level/ State-level/ University level Entrance tests may apply for the Ph.D. Programme against the vacancy hosted on the Official website of the University, tentatively in the month of May every year.

4. Declaration of Admission Dates:

- i. The Examination Department shall declare the dates for the shortlisting of the eligible candidates, the call for the interview and the publication of the merit List of Selected candidates for Interview. The list of eligible candidates will be displayed on the website. The date of the Final Merit List after the interview shall be tentatively in the month of June every year.

5. Entrance Test:

- i. The Ph.D. Entrance Test syllabus shall consist of 50% research methodology and 50% subject-specific contents.

6. Qualifying Marks in the Entrance Test:

- i. The candidate must appear in both the papers of the entrance test.
- ii. He/she must have secured at least 50% aggregate marks in both the papers taken together for Unreserved category candidates and at least 45% aggregate marks in both the papers taken together for all candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the UGC from time to time.

7. Exempt from the Entrance Test:

- i. Students having valid UGC NET qualifications (Category-1, Category-2, Category-3 as mentioned in UGC Public Notice No F.4-1(UGC-NET Review Committee) /2024 (NET)/140648 dated March 27, 2024, issued by the UGC) will be exempted from Ph.D. entrance examination.
- ii. Entrance test-exempted candidates will be admitted based on the interview.
- iii. Candidates who are not exempted from the entrance test will be admitted to the PhD Programme based on their combined performance in the entrance test and the interview.

8. Interview and Selection of candidates:

- i. In a proportion of 1:3, i.e. three candidates for every available seat, subject to the availability of qualifying candidates, will be called for the Interview only.
- ii. In case of tie, the proportion 1:3 shall stand relaxed and the competing candidate(s) will also be called for the interview.

9. Preparation of Merit List:

- i. The Merit List will be based on the percentage score obtained by the candidates in the Interview (for entrance-test-exempted candidates) and Entrance test plus interview (for entrance-test not exempted candidates).
- ii. Preference will be given to NET JRF (Category-1), then NET Lectureship (Category-2), followed by NET Ph.D. (Category-3) and applicants of the qualified entrance tests in case of similar scores (same marks) secured by the applicants.
- iii. The merit list of the entrance-test-not-exempted candidates shall be prepared based on marks obtained in the qualifying examination in the ratio of 70:30 (70% weightage from the State-level or University-level Ph.D. entrance examination and 30% from the performance in the viva-voce).

10. Allocation of Supervisor:

- i. The Chairman, DRC, will allocate the supervisor/co-supervisor to the selected candidate on a reasonable basis, considering the interest and the field of research, the academic field of the candidate and the availability of seats.
- ii. The supervisor should have specialization or publications in the relevant field of the proposed Ph.D. research

11. Research Proposal & Synopsis:

- i. A research scholar, immediately after selection for the Ph.D. Programme, has to prepare a Synopsis under the guidance of the assigned supervisor, and shall submit one soft copy along with one hard copy of it along with the application form (Appendix-D) for the presentation of the Pre-Registration Seminar.
- ii. The Scholar shall express his/her Research interest and propose a research proposal based on the area/topic of interest.
- iii. The research proposal submitted by the scholar shall be critically analysed and evaluated for the scope and feasibility of the research by the DRC members. If the proposal is in order, the DRC may advise the scholar to prepare a Literature review based on an ample number of journals. The number of journals to refer to may be decided by the Supervisor/DRC of the concerned subject.
- iv. The literature review will be submitted before the Research Advisory Committee of the scholar. The committee may advise the scholar for further advancement of the review or prepare a synopsis in the prescribed format summarising the aspects explored in the review.
- v. The synopsis so prepared shall be checked for coherence of facts, plan of research, proper choice/application of research methods and for grammar and syntax by any AI tools like Grammarly or any other. The synopsis shall be prepared in the prescribed format (Refer to Appendix G for the format of the synopsis).
- vi. The synopsis prepared after incorporating all the suggestions may now be placed before DRC for approval with a request application in the prescribed format for the pre-registration seminar.
- vii. DRC will decide the date of the pre-registration seminar presentation, in consultation with the Dean of the concerned faculty.
- viii. The synopsis will be presented before DRC in a departmental seminar open to all faculty members and research scholars of the department.
- ix. Upon successful presentation, the synopsis qualifies for the Plagiarism test to be conducted at the Computer Centre of the University.
- x. If the DRC is not satisfied with the seminar presentation, the candidate will be required to deliver another presentation incorporating suggestions from the DRC in accordance and with all the suitable modifications or improvements within the next two months.

12. Plagiarism Verification of the Synopsis:

- i. Two copies of the synopsis and a virus-free digital copy on a pen drive, after successful presentation in the PhD pre-registration presentation, will be submitted by the candidate in the prescribed format (Appendix-E) after incorporating suggestions of the DRC (if any) on the day of the Pre-Registration Seminar.
- ii. One copy of the synopsis will be retained in the department and the other will be forwarded to the Director of the Computer Centre (Plagiarism Detection Cell), Ranchi University, Ranchi. The Computer Centre will check the synopsis for plagiarism and issue an Anti-plagiarism certificate. The certificate will be submitted officially to the concerned DRC Chairman.

13. Applying & Submission of Synopsis for Ph.D. Registration:

- i. The candidate will apply for Registration of the proposed Ph.D. research work in the prescribed application format (Appendix-G) after obtaining the Anti-plagiarism certificate

along with six copies of the synopsis along with the application form (Appendix-F) for admission to the Ph.D. Programme.

14. Processing of the Research Proposal:

A. Submission of the Synopsis:

- i. The research synopsis of the candidate must be complete in all respects and should be accompanied by all necessary documents.
- ii. Checklist for the Documents to be annexed with the Ph.D. Registration form:

Documents related to the Candidate

- a. Application Form for Registration in Research Programmes (Appendix-G)
- b. Copy of Notification of Pre-Registration Seminar and DRC proceedings
- c. Anti-plagiarism certificate
- d. APAAR ID of Student (as applicable)
- e. Registration No (for those already registered in the University)
- f. Matriculation certificate (as proof of Date of Birth)
- g. UG/PG Marks sheet & Degree
- h. Details of the teaching experience of the candidate (if applicable)
- i. No Objection Certificate (if employed) from the concerned department
- j. Eligibility Certificate for the Ph.D. (NET/JRF/GATE or any other entrance eligibility)
- k. Six copies of the Synopsis to the Registrar (Appendix-F)

Documents related to the Supervisor/Co-Supervisor

- a. Appointment Letter, Joining Letter & Transfer Letter (if applicable) related to the place of work for freshers/newly appointed teachers.
- b. Service Concurrence Letter issued by the competent authority
- c. Matriculation certificate (as proof of Date of Birth)
- d. Ph.D. Notification & Degree
- e. Copy of the recent five publications after the date of award of Ph.D. Degree
- f. Names and details of at least Six (06) eminent persons related to the research field (Appendix-G)

B. Forwarding the Synopsis to the PGRAC:

- i. The Synopsis, once approved by the DRC, shall be sent to the Dean of the respective Faculty.
- ii. The Dean, after due perusal and satisfaction, shall submit the proposal to the Registrar, RU through the Director, Research.
- iii. The Registrar will place the proposal before the PGRAC for its approval.
- iv. PGRAC meeting shall be called by the University at least twice in a year, preferably in February and September every year.

C. Notification of Submission of the Registration Fee:

- i. PGRAC may approve the synopsis or advise a suitable change in Topic/Plan/Proposal of research as deemed necessary. Minor changes may be executed by the PGRAC, and the modified synopsis may be approved and uploaded to Shodhgangotri.
- ii. For the approved synopsis, notification for the deposit of the requisite fee for the Registration process to the candidate shall be issued by the person/Registration office authorized by the VC.

- iii. The synopsis reverted from PGRAC for the modification will be sent back to the DRC Chairman to instruct the scholar to comply with the suggestions.
- iv. After the candidate incorporates the advice of the PGRAC in the synopsis, and PGRAC is satisfied with the modifications, the same may be sent to the Registration office for the Notification of Fee deposit to the candidate through the Director Research via the Faculty Dean and DRC Chairman.
- v. The Ph.D. Registration office shall issue the Notification for fee deposit for the synopsis received through the Director, Research, after incorporating the PGRAC recommendations.

D. Uploading the synopsis on the Shodhgangotri/INFLIBNET:

- i. The Ph.D. registration office will send information to the Computer Centre for uploading the approved synopsis and to issue a certificate of successful uploading of the synopsis at Shodhgangotri. The certificate will be officially sent to the concerned DRC Chairman.
- ii. With this certificate and the permission letter from the University, the candidate shall deposit the registration fee to the University.

E. Date of Ph.D. Registration:

- i. The Ph.D. Registration will be effective from the date of Ph.D. Pre-Registration seminar conducted by the DRC Chairman.

VII. DURATION OF THE Ph.D. PROGRAMME

1. **Maximum duration:** The maximum duration for submission of a Ph.D. thesis for full-time/part-time students shall be 6 years (72 months).
2. **Minimum duration:** The minimum duration for a Ph.D. thesis for full-time and part-time students shall be 3 years (36 months).
3. **Extension or Re-Registration:** Extension of 2-years after applying for the Re-Registration in the prescribed format (Appendix-H), considering a valid acceptable reason, may be allowed in general from the date of lapse of 1st Registration but for female Ph.D. scholars and Persons with Disabilities (Having more than 40% disability) may be allowed an additional relaxation of two (2) years in such cases will not exceed ten (10) years from the date of admission to the Ph.D. Programme in any circumstances.

VIII. LEAVE PROVISIONS DURING THE PROGRAMME

1. **Maternity Leave/Child Care Leave:** Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. Programme may be provided to female Ph.D. Scholars.
2. **Paid Leave & Medical Leave:** A full-time PhD scholar with a fellowship shall be entitled to avail a maximum of thirty (30) days of paid leave in a year. In addition, there will be thirty days of medical leave per year. Other scholars must spend 180 days with the supervisor per year. Part-Time candidates shall spend 6 months in spells of not less than one month at a time in

this University with the supervisor during their research period. In addition, there will be thirty (30) days of medical leave in a year.

3. **Duty Leave:** There will be no summer vacation/winter break for Research Scholars; however, going to other institutes to conduct Research/Attend Conferences/Present Papers, etc., on the recommendation of the Supervisors, duly approved by the Chairman, DRC, shall be considered on duty.
4. **Maintenance of Leave Record:** The Chairman, DRC, shall maintain the attendance and leave record of Full-Time PhD. & Part-Time PhD. Scholars.

IX. COURSEWORK

1. **Ph.D. Coursework:**

- i. A 12-credit Coursework will be offered to the registered Ph.D. scholar in the Department from January to June of every year.
- ii. There will be three courses of 4 credits each in the Research coursework offered to students. Each course will be evaluated out of a maximum of 100 marks. The theory courses shall be offered through classroom instructions or through recognized SWAYAM courses of matching credits.
- iii. The coursework papers shall be-
 - Paper I:** Course in Research Methodology, Research and Publication Ethics & Computer Applications in Research (4-credit course of 100 marks);
 - Paper II:** Subject Specific Course-I (4-credit course of 100 marks);
 - Paper III:** Subject Specific Course-II (4-credit course of 100 marks).

2. **Admission in Ph.D. Coursework:**

- i. A candidate, after presenting the Ph.D. Pre-registration seminar will take admission in the coursework prescribed by the DRC.
- ii. The candidate will apply in the prescribed format (Appendix-J) for the coursework along with the required documents and coursework fee.

Documents needed for admission to the coursework

- a. Application Form for Admission to Ph.D. coursework
- b. Copy of the selection list for the Ph.D. Programme
- c. Copy of DRC proceedings of Ph.D. Pre-registration Seminar
- d. Reservation category certificate (as applicable)
- e. Receipt of the requisite fee for the coursework

3. **Examination & Publication of Results:**

- i. After the completion of the coursework, the department shall conduct the examination and award marks in each paper and submit them to the CE.
- ii. The Examination Department shall declare the results equivalent to the 10-point grading scale recommended by the UGC. A certificate of completion of the coursework to the candidate in a prescribed format (Appendix-K) shall be issued by the CE RU.
- iii. The evaluation of the coursework may not exceed a duration of one month after completion of the Semester.

- iv. Each scholar needs to qualify Coursework papers within a maximum of two consecutive attempts.
- v. The candidate must obtain at least 55% of marks or an equivalent letter Grade to continue with the Ph.D. Programme. A scholar securing less than 55% shall be awarded letter grade 'F' in the Coursework Examination.

X. SUBMISSION OF PROGRESS REPORT

1. Progress of the Ph.D. work of the research scholar shall be assessed in two modes:
 - i. Semester wise brief report
 - ii. Mid Term progress seminar
2. The Odd Semester is scheduled from July to December, and the Even Semester is from January to June every year.
3. Each semester, a Ph.D. scholar shall appear before the Departmental Research Committee to make a presentation and submit a brief report in the prescribed format (Appendix-M) on the progress of his/her work for evaluation and further guidance.
4. The DRC shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the concerned Dean office.
5. A copy of such recommendations shall also be provided to the Ph.D. scholar.
6. In case the progress of the Ph.D. scholar is unsatisfactory, the DRC shall record the reasons for the same and suggest corrective measures.
7. If the Ph.D. scholar fails to implement these corrective measures, the DRC may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. Programme.
8. If a candidate under any circumstances fails to submit the brief report within a month after completion of the semester, the candidate is required to apply for permission for the submission through the Chairman, DRC to the Research Director, RDC via the Faculty Dean.
9. The RDC, on the recommendation of the DRC, considering the proper reason, may allow the process to continue or ask the candidate to file an undertaking for compliance of the norms in future.
10. If a candidate fails to submit the brief report after completion of two consecutive semesters, the Supervisor shall inform the candidate for the compliance of the Norms immediately. Even after reminders, the candidate's silence may attract cancellation of Ph.D. registration. The supervisor may proceed with the deregistration process of the candidate through the proper channel.
11. In case of any dispute in DRC, the matter shall be forwarded to the Dean of the faculty, which he/she shall forward it to the VC for final decision if the matter remains unresolved at the level of the Dean.

XI. MID-TERM PROGRESS SEMINAR

1. There shall be two Mid-Term progress seminars:
 - i. Mid Term Progress Seminar-I and
 - ii. Mid Term Progress Seminar-II.
2. Mid Term Progress Seminar shall be presented after the completion of any semester; the same will be integrated with the progress report presentation due for that semester. The

scholar has to submit the progress report in the prescribed format (Appendix-N).

3. The research scholar shall have successfully appeared for the Ph.D. Mid Term Progress Seminar-I with one published research paper (with ISSN) and one seminar/conference paper presentation certificate related to the Ph.D. work.
4. Following this, a research scholar shall have successfully appeared for the Ph.D. Mid Term Progress Seminar-II with another published research paper (with ISSN) and another seminar/conference paper presentation certificate related to the Ph.D. work.
5. The research scholar must have publications meeting the minimum criteria as written below:
 - i. He/she must have at least two publications with an ISSN in either SCI/SCIE/SSCI/AHCI Scopus-indexed journals/peer reviewed/refereed journals.
 - ii. In both publications, either the Research Scholar, Supervisor, or Co-supervisor should be the first author/corresponding author.
 - iii. No other person, other than the Research Scholar, Supervisor and Co-supervisor (as applicable), can be the corresponding author for the research publication.
 - iv. Research Scholar shall be primarily the first author in the publication related to the PhD work.

XII. RE-REGISTRATION

1. A PhD scholar who is unable to submit his/her thesis within six (6) years may seek an extension through a process of Re-Registration, for a period not exceeding two (2) additional years, subject to the conditions set out in this Annexure. The total period for completion of the PhD Programme, including any extension through Re-Registration, shall in no case exceed eight (8) years from the date of initial admission.
2. Provided that female PhD scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years beyond the general maximum of eight (8) years, so that the total period for completion of a PhD Programme in such cases does not exceed ten (10) years from the date of initial admission.
3. Candidates are to apply in the prescribed format (Appendix-H) annexed to this regulation for Re-Registration on the permissible ground.

XIII. PERMISSIBLE GROUNDS FOR RE-REGISTRATION

A written justification for the delay in thesis submission shall accompany the application for Re-Registration in the prescribed format (Appendix-H). The following shall constitute permissible grounds, subject to verification by the competent authority:

- i. Illness, accident, or medical condition of the scholar, duly certified by a registered medical practitioner and attested by the Head of the Department.
- ii. Maternity, child-care, or family caregiving obligations (applicable to female scholars and Persons with Disabilities as appropriate).
- iii. Requirement of extended fieldwork, data collection, or laboratory work of an exceptional nature, certified by the Research Supervisor.
- iv. Natural calamity, epidemic, pandemic, civil disturbance, or force majeure event that demonstrably affected the scholar's research progress.

- v. Complexity of the research problem requiring additional time, as certified in writing by the Research Supervisor and endorsed by the DRC.
- vi. Death, serious illness, or prolonged unavailability of the Research Supervisor, resulting in delay in the supervision and guidance of the research work.
- vii. Any other reason of exceptional merit, to be assessed and approved by the Vice-Chancellor on the recommendation of the DRC and the PGRAC.

XIV. FAILURE TO SUBMIT WITHIN THE RE-REGISTRATION PERIOD

- 1. If the scholar fails to submit the thesis within the total permissible period (six years plus the extension granted through Re-Registration, which shall in no case exceed eight years, or ten years in the case of eligible female scholars/Persons with Disabilities), the scholar's registration shall lapse automatically.
- 2. In such cases, the Head of Department shall notify the CE, who shall formally record the lapse and inform the scholar.
- 3. The scholar shall no longer be eligible to submit the thesis under the lapsed registration and shall be required to seek fresh admission in accordance with these Regulations if he/she wishes to pursue the PhD Programme.
- 4. Ph.D. registration of a Scholar may also be cancelled if the University has cogent reasons, to be recorded in writing, including the conduct of the Scholar and also on disciplinary grounds. However, such a scholar may be given a reasonable opportunity to be heard.

XV. CANCELLATION OF REGISTRATION

- 1. The registration of a candidate whose progress is not found satisfactory as per the recommendation of the supervisor and the DRC will be cancelled. Also, the Ph.D. registration shall be automatically cancelled if the submission date of the thesis exceeds the maximum period stipulated for the research Programme.
- 2. Any student can request cancellation of Ph.D. registration by submitting an application to the Chairperson, DRC, along with a No Dues Certificate duly forwarded by the Supervisor.
- 3. The same will be forwarded to the Vice-Chancellor through the Dean of the Faculty. The Ph.D. Registration will be cancelled after the approval of the Vice-Chancellor.

XVI. PREPARATION OF DRAFT THESIS AND PLAGIARISM CHECK CERTIFICATION

- 1. **Preparation of Draft Thesis:**
 - i. At least one month before the expiry of the Ph.D, registration date, the scholar shall complete the research work and inform the Head of Department through the Research Supervisor regarding completion of the research work embodied in the synopsis.
 - ii. The research scholar shall prepare a Draft Thesis and submit it to the DRC with an application for arranging a pre-submission seminar, after successful appearance at Mid Term Progress Seminar I & II and timely submission of intermediate semester wise progress reports.

2. **Structure of Thesis:**

The structure of the thesis shall conform to the following plan:

- i. General guideline: The thesis shall follow the referencing style approved by the concerned discipline (IEEE/APA/MLA/Chicago/Vancouver or any other discipline-specific style. (<http://ieeeauthorcenter.ieee.org> or any other appropriate format accepted internationally may be referred).

- ii. Text guideline:

Font & Font size:

- a) Font for English: Times New Roman, Font size 12
- b) Font for Hindi or other languages, Unicode version, Font size 14

Line Spacing:

- a) For texts: 1.5-line spacing
- b) Tables/quotations/footnotes/captions/references: 1-line (Single)

- iii. Grammar and spelling:

- a. Avoid the use of overly convoluted sentence structures and the writing should be free of grammatical, syntactical and spelling errors.
- b. A single spelling convention should be used throughout the Thesis.
- c. The sentence structure and word arrangement (Syntax) should conform to the chosen spelling convention.

- iv. Figures:

- a. Images should be in JPEG format.
- b. Caption pictures or illustrations as Fig. 4-3. The first number refers to the chapter number and the second to the illustration or image number within the chapter.

- v. Tables:

- a. Entitle the table the same way as the image (e.g., Table 3-2 for the second table in Chapter 3).

- vi. References:

- a. As suggested by the DRC.

3. **Thesis organization:** The Ph.D. thesis should be compiled in a structured format as suggested below:

a. **Front Matter**

- i. Acknowledgement
- ii. Declaration of Attendance (appendix-O)
- iii. Certificate
- iv. Synopsis
- v. Contents
- vi. List of Figures
- vii. List of Tables
- viii. Abbreviations

b. **Main Text**

- i. Chapter 1: Introduction
- ii. Chapter 2: Literature Review
- iii. Chapter 3: Subject-specific

- iv. Chapter 4: Subject-specific
- v. Chapter 5: Subject-specific
- vi. Chapter 6: Conclusion
- vii. References
- c. **Back Matter**
 - i. Annexure 1: Review paper manuscript
 - ii. Annexure 2: Conference paper presentation certificate(s)
 - iii. Annexure 3: Plagiarism report
- d. **Others**
 - i. Binding of thesis Cover: Soft Binding
 - ii. Colour: White/Blue
 - iii. Page Margin all sides (Top/Bottom/Left/Right): 2.54 cm
 - iv. Left Gutter 1 cm

4. **Anti-Plagiarism Certificate:**

- i. DRC shall ensure that the Draft thesis follows all norms.
- ii. The research scholar has to submit ONE soft-cover-bound copy of the draft thesis to the concerned Department to be placed in the DRC.
- iii. The same may be advised for corrections/modifications/revisions by the scholar, or it will be approved for plagiarism verification and issuance of an Anti-Plagiarism certificate from the computer centre.

XVII. GUIDELINES FOR RECONCILIATION OF PLAGIARISM CHECK

The following guidelines shall be adhered to for submitting the Plagiarism Report generated by Ouriginal or any other software approved by the Ranchi University, Ranchi, at the time of Ph.D. thesis pre-submission:

1. The PhD thesis must undergo a Plagiarism Check by Ouriginal (URKUND).
2. The exclusion at the time of performing the check should be limited to the following:
 - i. Quotes
 - ii. Bibliography
 - iii. Phrases
 - iv. Small matches up to 14 words
 - v. Mathematical Formula
 - vi. Name of Institutions, Departments, etc.
 - vii. The articles/research papers written by the supervisor or the candidate independently or jointly.
3. Regarding self-plagiarism, both the Supervisor and the scholar have to ensure and declare via the prescribed format (Appendix-S) that the research scholar has provided the citations for the reproduction in part or in whole of one's own previously published work (if any) and also to ensure that there is no text recycling involved in his/her thesis work.
4. The Plagiarism Detection Cell (PDC), R.U., Ranchi, shall issue the Plagiarism check certificate in the specified format. The copy of the Plagiarism check certificate is to be submitted to the Examination Department along with the thesis.

XVIII. PRE-SUBMISSION SEMINAR

1. After successfully obtaining an Anti-plagiarism certificate, the research scholar will be allowed to appear for the Ph.D. thesis pre-submission seminar presentation of his/her thesis work before DRC in the concerned Department of the University, on a date duly finalized by the DRC Chairman in consultation with the Research Scholar, Supervisor and the Dean of the respective faculty.
2. The pre-submission seminar will be conducted with the members of DRC and will be open to other members and scholars of the department.
3. On successful presentation of the pre-submission seminar, DRC Chairman shall report the outcome of the presentation to the University through the Dean of the respective faculty.

XIX. SUBMISSION OF THESIS

1. Upon receipt of the communication on successful presentation of the pre-submission seminar from the DRC Chairman via RDC, the Director, Research shall issue a permission letter to the Research Scholar to submit the final version of the Thesis, after clearing all outstanding fee payment dues.
2. After the fee payment, the scholar shall submit six (6) compact hard-bound copies of the Thesis, six (6) soft-bound copies of the Abstract, and one (1) virus-free digital copy in a pen drive, along with the fee receipt and permission letter for the same, as per the guidelines for preparation of Thesis and Abstract.
3. The above submission shall be routed through the DRC Chairman and the Dean of the Faculty to the CE of the University.
4. Fee submission must occur within the valid registration period, and the digital copy must match the hard-bound version exactly.

XX. SUBMISSION OF PANEL OF EXAMINERS

1. One week after the submission of the Thesis and the Abstract, the Supervisor shall submit the panel of examiners (not below the rank of Associate Professor) as per the format (Appendix-V) to the DRC Chairman in a sealed envelope.
2. The names of Examiners may not be suggested by more than one from a University; and not more than two from the same state.
3. DRC may suggest an appropriate modification, if any anomaly is detected in the panel of examiners.
4. DRC shall approve the panel of examiners if found in proper order and send it to the CE of the University through the Dean of the Faculty.

XXI. EVALUATION OF THESIS

1. Correspondence (preferred electronically) with the two Examiners, selected by the VC from the panel of Examiners, will be undertaken by CE/officer of the University specifically authorized for this task by the VC.
2. The e-Thesis may, if needed, be referred to experts from abroad or from within the Country for evaluation purposes and the reports of evaluation may be procured

electronically through the official mail for faster and eco-friendly approaches.

3. Each examiner shall be required to examine the thesis independently and forward his/her report in the prescribed format (Appendix-W) with his/her recommendations directly addressed to the CE or the assigned officer by e-mail.
4. All the reports so received shall be considered by the RDC, which shall then forward these reports with its observations/recommendations to the office of the Dean. The Dean's office may communicate with the departments or the supervisor if required.
5. If all these reports are unanimously favourable to the scholar, the RDC shall submit its recommendations for the constitution of the viva voce Board for the scholar. The viva voce board shall be approved by the VC.
6. If there is no unanimity in the recommendation of the Board of Examiners, and if they do not recommend outright rejection of the thesis, the RDC may permit resubmission of the thesis after revision within six months from the date of the issue of the Instruction/Permission letter.
7. The revised thesis will then be sent to the same set of examiners for their opinion. If, however, any of the previous examiners decline to examine the resubmitted thesis, it will then be sent to another examiner of the previous panel.
8. If the report remains unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the Ph.D. degree.
9. If the thesis is not accepted for the award of the Ph.D. degree by one of the external examiners, the RDC shall recommend that the thesis be sent to another examiner from the approved panel of examiners of the same category (from India or from abroad) and the viva voce examination shall be held only if the report of the latter examiner is satisfactory.
10. If the report of the latter examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the Ph.D. degree.
11. The University concerned shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, preferably within a period of six (6) months from the date of submission of the thesis.
12. If the evaluation is not completed within six months from the date of thesis submission, the Controller of Examinations/In-Charge of such Cell, if any, shall report the matter to the Vice-Chancellor, who may take such steps as are necessary, including the appointment of substitute examiners from the approved panel, to ensure timely completion.

XXII. CONDUCT OF VIVA VOCE EXAMINATION

A viva voce Board shall be composed as follows:

- a. Research Director (RDC)
 - b. External examiner: Member
 - c. Supervisor as Internal Examiner: Member
 - d. Chairman and all members of the DRC: Members
 - e. Dean (Faculty concerned): Member Secretary
- and be submitted for approval by the Vice-Chancellor. In the absence of the Research Director, the Dean (Faculty concerned) will chair the viva voce board.

1. The viva voce will be conducted in the presence of the viva voce Board.
2. The external examiner may be allowed to appear online on the day of viva voce (if required).
3. All Ph.D. Scholars of the concerned department may attend the open viva voce of Ph.D. and their presence may be recorded in the proceedings.
4. The viva voce Board shall conduct examination of the scholar to test the scholar's insight and power of comprehension in his/her field of research and understanding of the allied fields.
5. If the recommendations are favourable to the scholar:
 - i. The Dean (Faculty Concern): Member Secretary, RDC, will forward the soft copy of the Ph.D. thesis along with the recommendations to the INFLIBNET (Computer Centre) for uploading it to Shodhganga. The INFLIBNET office has to send the report of the successful uploading of the thesis to the Dean's office within three working days.
 - ii. On receipt of the INFLIBNET report, the RDC Member Secretary (Concerned Faculty Dean) shall submit the report(s)/recommendation(s) to the CE.
 - iii. The CE, in turn, will submit the document to the PGRAC/Academic Council, which may recommend the award of the Ph.D. degree to the scholar.
6. If the recommendations are not in favour of the scholar:
 - i. If, for any reason, the recommendations of the viva voce Board are not favourable to the scholar, he/she may be permitted to appear before the viva voce Board, having the same set of External and internal examiners, on their consent, again within six (6) months from the date of the previous meeting of the Board.
 - ii. In circumstances where the Examiners disagree to conduct the viva voce again, the concerned Dean of Faculty cum Member Secretary, RDC, will hold the soft copy of the Ph.D. thesis and send the report/recommendations to the CE for further decisions.
7. The Examination Department shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within six (6) months from the date of submission of the thesis.

XXIII. CONDUCT OF VIVA-VOCE EXAMINATION ONLINE

1. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online.
2. The Ph.D. viva voce may be conducted online through a secure video Conferencing Platform as permitted under the University Ph.D. Regulation 2026 only after positive recommendations from both the examiners on the submitted thesis.
3. The viva voce board shall be constituted in accordance with the University Ph.D. Regulation.
4. Examiners (External or Internal) should participate either online or in person.
5. The date and online link shall be notified to all concerned well in advance.
6. The identity of all participants shall be verified before commencement of the viva.
7. The research scholar shall make a presentation.
8. External and Internal Examiners shall examine the scholar through oral questions.
9. The viva voce shall remain open to the members of Post Graduate Research Advisory Council, Faculty members, Research Scholars and Students.
10. The entire proceedings may be audio/video recorded and preserved as part of the university record.

11. In case of technical interruption, viva shall be rescheduled with the approval of the Dean and shall be communicated to the Controller of Examinations, Ranchi University, Ranchi.
12. The Board shall prepare the viva voce report immediately after the completion of the Examination.
13. The Report of the Examiner who appeared online shall send his/her report online on the same day to the official mail of the Research Director/Dean's Office just after the viva voce. The same shall be annexed with the report of the examiner available in person.

XXIV. PUBLICATION OF Ph.D. RESULT

On the recommendation of viva voce Board, the CE will notify the Ph.D. result in the prescribed format (Appendix-Y).

XXV. ISSUANCE OF PROVISIONAL CERTIFICATE

14. Before the actual award of the Ph.D. degree in convocation, the Examination Department shall issue a provisional certificate on the request of the research scholar to the effect that the Ph.D. is being awarded following the provisions of Ph.D. Regulations.

XXVI. ISSUANCE OF Ph.D. DEGREE

1. A Provisional Certificate may be issued in the prescribed format (Appendix-Z), to the scholars, on receiving the application regarding the same before the convocation of the University.
2. The Ph.D. Degrees in the prescribed format (Appendix-AA), to the scholars, shall be distributed at the convocation of the University.

A Five-point certificate in the prescribed format (Appendix-AC) shall be issued to every scholar declared to have passed the Ph.D. viva voce examination and the same shall be distributed along with the Ph.D. degree at the convocation.

APPENDIXES



APPENDIX-A

To be furnished by the Chairman, DRC

RANCHI UNIVERSITY, RANCHI**FORMAT FOR THE DECLARATION OF VACANCY BY THE UNIVERSITY DEPARTMENTS**

Name of the University Department:

S.No.	Name of Supervisor	Designation	No. of Scholars Enrolled under the Supervisor	Name of Every Scholar under a Supervisor	Gender	Category	Date of Enrolment	Research Topic
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Department wise Details of No. of Supernumerary Scholars (if any):

(Supernumerary Seats are available for the Registration of International Scholars only)



APPENDIX-B

To be furnished by the Chairman, DRC

RANCHI UNIVERSITY, RANCHI

FORMAT FOR THE DECLARATION OF VACANCY BY THE UNIVERSITY ON THE WEBSITE

S. No.	University Department	Total seats in the Department	Category-wise Seats	Category-wise Enrolment	Category-wise Vacancy	Supervisor	Designation	No. of Scholars Enrolled under a Supervisor	Name of Scholar	Gender	Category	Date of Enrollment	Research Topic
1			GEN =			1.			1. 2.				
			EWS =			2.			1. 2.				
			ST =			3.			1. 2.				
			SC =			4.			1. 2.				
			BC-I =			5.			1. 2.				
			BC-II =			6.			1. 2.				
2			GEN =			1.			1. 2.				
			EWS =			2.			1. 2.				
			ST =			3.			1. 2.				
			SC =			4.			1. 2.				
			BC-I =			5.			1. 2.				
			BC-II =			6.			1. 2.				
3			GEN =			1.			1. 2.				
			EWS =			2.			1. 2.				
			ST =			3.			1. 2.				
			SC =			4.			1. 2.				
			BC-I =			5.			1. 2.				
			BC-II =			6.			1. 2.				



APPENDIX-C

To be furnished by the Candidate

RANCHI UNIVERSITY, RANCHI**NOC FOR EMPLOYED CANDIDATE FOR RESEARCH PROGRAMMES**

It is to certify that Mr./Ms (Name of Organisation) .

is a Regular staff of (Name of Organisation) .

He/She is working here in the capacity of (Post of the employee).

- i. The candidate is permitted to pursue studies on a part-time basis.
- ii. His/her official duties permit him/her to devote sufficient time for research.
- iii. If required, he/she will be relieved from duty to complete the coursework.

He/She is allowed for pursuing Ph.D. Degree on a part-time mode in the Ph.D./ D.Sc./ D.Litt. LL.B.

(Strike off others) Programme from the Ranchi University, Ranchi and the authority in the organization provides the No Objection Certificate to the candidate.

Name & Signature of the Authority

Date:

Place:

Designation of Authority with official Seal



APPENDIX-D

To be Prepared by the Candidate

RANCHI UNIVERSITY, RANCHI

APPLICATION FOR THE PRE-REGISTRATION SEMINAR

(Faculty of:)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

To,
The Dean
via
Chairman, DRC,
Ranchi University, Ranchi

Subject: Request for Approval for the PhD Synopsis & to present the Pre-registration seminar

Sir/Madam,

I am submitting herewith a soft copy of my Synopsis and One (01) printed copy. You are kindly requested to approve the Synopsis, if everything is in accordance with the structure. I will incorporate suggestions of the DRC (if any) and allow me to present my synopsis for the Pre-Registration Seminar.

Name of the Research Scholar:

Department: Registration No.:

Address:

.....

.....

Mobile No.: Email Id:

Title of the Synopsis:

.....

.....

Declaration by the Research Scholar

I have checked and enclosed the following items before submitting the synopsis for approval:

Tick appropriate

- ☐ a. One virus free soft copy of the Synopsis on a pen drive
- ☐ b. The Synopsis includes:
- ☐ i. Cover page with Title of the Thesis, Name of Scholar & Supervisor/Co-Supervisor
- ☐ ii. Second page with Title of the Thesis, Details of Scholar & Supervisor/Co-Supervisor with Signature of the Scholar & Supervisor/Co-Supervisor, Forwarded by the DRC.

☐ c. One hard copy of the synopsis

Signature of Research Scholar

Forwarded by the Supervisor:
.....

Signature & Seal of the Research Supervisor

Approval/Suggestions to Incorporate:
.....
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.....
.....
.....
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.....
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.....

Signature & Seal of the Chairman,
DRC, of the Department



APPENDIX-E

To be furnished by the Candidate

RANCHI UNIVERSITY, RANCHI

APPLICATION FORM FOR PLAGIARISM VERIFICATION OF THE SYNOPSIS

(Faculty of:)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

To,

The Director, Plagiarism Detection Cell,

University Central Library, Ranchi University, Ranchi

Through: Chairman, DRC, Department of

Subject: Request for Plagiarism Check Report of PhD Synopsis

Sir/Madam,

I am submitting herewith one soft copy and one hard copy of my Synopsis. You are kindly requested to check for plagiarism and issue me a report accordingly. For the plagiarism verification of my synopsis, after incorporating suggestions of the DRC (if any) and after presentation of the Pre-Registration Seminar, I am applying for the ☐ First Time ☐ Second Time.

Name of the Research Scholar:

Department: Registration No.:

Address:

.....

.....

Mobile No.: Email Id:

Title of the Thesis:

.....

.....

Mention the Previous Report Document Number (if applied for the second time):

Declaration by the Research Scholar

I declare that I am aware of the University's anti-plagiarism policy. I further declare that the soft copy being submitted for plagiarism check is the final copy of the Synopsis to be printed after your approval.

I have checked and enclosed the following items before submitting the synopsis for the plagiarism verification:

Tick appropriate

- ☐ a. Synopsis is presented in the pre-registration seminar before DRC
- ☐ b. One virus free soft copy of the Synopsis on a pen drive that includes:
- ☐ i. Cover page with Title of the Thesis, Name of Scholar & Supervisor/Co-Supervisor
- ☐ ii. Second page with Title of the Thesis, Details of Scholar & Supervisor/Co-Supervisor with Signature of the Scholar & Supervisor/Co-Supervisor, Forwarded by the DRC.
- ☐ c. One hard copy of the synopsis

Signature of Research Scholar

Signature & Seal of the Research Supervisor

Signature & Seal of the Chairman,
DRC, of the Department



APPENDIX-F

To be Prepared by the Candidate

RANCHI UNIVERSITY, RANCHI**SUBMISSION OF THE SYNOPSIS FOR REGISTRATION**

(Faculty of:)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.THROUGH PROPER CHANNEL

To,

The Registrar

Ranchi University, Ranchi

Subject: Request for Approval for the PhD Synopsis

Sir/Madam,

I am submitting herewith a soft copy of my Synopsis and Six (06) printed copies. You are kindly requested to approve the Synopsis, if everything is in accordance with the structure. I will incorporate suggestions of the PGRAC (if any), and allow me to proceed for the Ph.D. Registration and uploading the synopsis at Shodhgangotri. The Plagiarism Check certificate is enclosed with this application.

Name of the Research Scholar:

Department: Registration No.:

Address:

.....

.....

Mobile No.: Email Id:

Title of the Synopsis:

.....

.....

Declaration by the Research Scholar

I have checked and enclosed the following items before submitting the synopsis for approval:

Tick appropriate

☐ d. One virus free soft copy of the Synopsis on a pen drive

e. The Synopsis includes:

☐ i. Cover page with Title of the Thesis, Name of Scholar & Supervisor/Co-Supervisor

- ☐ ii. Second page with Title of the Thesis, Details of Scholar & Supervisor/Co-Supervisor with Signature of the Scholar & Supervisor/Co-Supervisor, Forwarded by the DRC.
- ☐ f. Six hard copies of the synopsis

Signature of Research Scholar

Forwarded by the Supervisor:

.....

Signature & Seal of the Research Supervisor

Signature of DRC Members:

- 1.
- 2.
- 3.
- 4.

Forwarding note of the Chairman, DRC, of the University Department.

.....

.....

Signature & Seal of Chairman, DRC

Forwarding note of the Dean of the Faculty.

.....

.....

Signature & Seal of Dean of the Faculty

Forwarding note of the Research Development Committee (RDC).

.....
.....

Signature & Seal of Director RDC, RU

Recommendation of the Post Graduate Research Advisory Council (PGRAC).

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.....
.....

Synopsis is: ☐ Approved ☐ Approved with modifications ☐ Rejected

Signature & Seal of Member Secretary PGRAC, RU



APPENDIX-G

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI**APPLICATION FORM FOR REGISTRATION IN RESEARCH PROGRAMMES**Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.Research Programme (Please tick one): ☐ Full Time ☐ Part Time

Subject: Faculty:

Field of Research Specialization proposed:

Title of the proposed research work:

.....

.....

.....

Affix Passport
Sized Photo
here with
Supervisor's
Signature &
Seal

ABOUT THE CANDIDATE

(to be filled in by the candidate)

1. Name (In BLOCK Letters):

.....

2. Address for correspondence:

.....

.....

.....

3. Registration in this University (if already registered):

Registration No. Year of Registration

4. Academic record (Attach the attested copies of all the relevant credentials)

Degree	Division Class	Subject's	Year of completion	% of marks secured	College/ University
B.A/B.Sc./B.Com.					
M.A/M.Sc./M.Com.					
Ph.D. (if applicable)					

5. Major at Undergraduate level (Level 6):
6. Specialization at the Postgraduate level (Level 6.5):
7. Previous research work done as evidenced by publication:
(Give No., if any and attach copies of publication)
8. Details of teaching experience (if any):

☐ Post-Graduate Teaching: Total Experience years
 P.G. Department years College years
 Name of University: College

☐ Undergraduate Teaching: Total Experience years
 Name of University: College
9. Are you employed? If yes, give details of your employment, mentioning the nature of the job, designation, etc. (Attach a no-objection certificate from a person or organisation who is authorized to do so)
10. Provide details for NET/JRF/GATE or any other entrance eligibility:
11. Are you a recipient of any financial assistance in the form of a scholarship/stipend etc? If so, give details

ABOUT THE SYNOPSIS

(Attached six copies of the synopsis)

Whether a statement of the problem (synopsis) on which he/she proposes to work has been enclosed. Tick appropriate:

- ☐ State-of-the-art problem to be investigated
- ☐ Objective of the investigation and motivation
- ☐ Hypothesis
- ☐ Research design and methodology
- ☐ Tools to be used in the collection of data
- ☐ Significance of the study
- ☐ Relevance to the present-day problem and the needs of society
- ☐ Contribution to the existing knowledge
- ☐ Future work
- ☐ Related references

12. Availability of the infrastructure and facilities at the proposed place of work in relation to the proposed synopsis, Give details.

.....

.....

13. Whether any collaboration in the form of library, laboratories, etc. is required from another institution. If so, give details, including the Certificate from the authorized person of the Institute/Head of the Department of the University allowing the candidate to use the facilities.
-
-
-

14. Declaration by the Candidate:

I hereby declare that the particulars furnished by me are correct. I am aware that any incorrect information may lead to the cancellation of my registration. I promise to abide by the rules and regulations of the university.

Date:

Place:

Signature of the candidate

ABOUT THE SUPERVISOR

(To be filled in by the supervisor. Attach a separate sheet for the co-supervisor)

(Role of Co-Supervisor, if any, and distribution of Research activity to be annexed also)

15. Name:

16. Address of correspondence:

..... Cell No.:

E-mail:

17. Designation:

18. Place of work:

19. Details of teaching experience (if any):

☐ Post-Graduate Teaching: Total Experience years

P.G. Department years College years

Name of University: College

☐ Undergraduate Teaching: Total Experience years

Name of University: College

20. Academic record (Attach the attested copies of all the relevant credentials)

Specialization at the Master's level:

Specialization at the Doctorate level (if applicable):

Degree	Division Class	Subject's	Year of completion	% of marks secured	College/ University
M.A/M.Sc./M.Com.					
Ph.D. (if applicable)					

Title of the Ph.D. thesis:

.....

.....

21. Research experience: years

Research publications: (Give No., if any and attach copies of the best five publications)

- a. National refereed journals:
- b. International (Foreign) referred journals:
- c. Proceedings of the National and International Conference:
- d. Books (Text as well as Reference):

22. Ph.D. Supervision:

- a. Intake capacity under regulation:
- b. No. of students already received degree:
- c. Currently enrolled under the supervision:
 - (i) as a supervisor..... (ii) as a co-supervisor.....

23. Name at least Six (06) eminent persons in the area of proposed research work in India and abroad to whom the proposed synopsis may be referred for opinion.

DETAILS OF EMINENT PERSONS

(at least 6 names to be suggested)

1. Name: Designation:

University:State:

Postal Address:

.....

Specialization: Cell No.

Email address:

2. Name: Designation:

University:State:

Postal Address:

.....

Specialization: Cell No.

Email address:

3. Name: Designation:

University:State:

Postal Address:

.....

Specialization: Cell No.

Email address:

4. Name: Designation:

University:State:

Postal Address:

.....

Specialization: Cell No.

Email address:

5. Name: Designation:

University:State:

Postal Address:

.....

Specialization: Cell No.

Email address:

6. Name: Designation:
University:State:
Postal Address:
.....
Specialization: Cell No.
Email address:

24. Consent of the Supervisor

I hereby give my consent to supervise the candidate on the proposed synopsis leading to Ph.D./ D.Litt./D.Sc. degree of the University. I further certify that the synopsis referred to above, to the best of my knowledge and information and information has not been published or submitted elsewhere for the award of any diploma or degree.

Date:

Place:

Signature & Seal of the supervisor

PROCESSING OF THE APPLICATION

25. Forwarding note of the Departmental Research Council (DRC):

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Signature of DRC Members

26. Forwarding note of the Chairman, DRC, of the University Department.

.....

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.....

Signature & Seal of Chairman, DRC

27. Forwarding note of the Dean of the Faculty.

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.....

Signature & Seal of Dean of the Faculty

28. Forwarding note of the Research Development Committee (RDC).

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Signature & Seal of Director RDC, RU

29. Recommendation of the Post Graduate Research Advisory Council (PGRAC).

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.....

.....

Research Programme allowed in:

☐

Full Time mode

☐

Part Time mode

Signature & Seal of Member Secretary PGRAC, RU

NOTE: Admission to the research Programme of Ranchi University is subject to the provisions of the Regulation for Ph.D./D.Sc./ D.Litt. of the University and the guidance issued by the University from time to time in conformity with its Act. Statutes and Regulations.

CHECKLIST OF THE DOCUMENTS**(To check at the time of submission of the Application)****Documents related to the Candidate**

- a. Application Form for Registration in Research Programmes (Appendix-G)
- b. Copy of Notification of Pre-Registration Seminar and DRC proceedings
- c. Anti-plagiarism certificate
- d. APAAR ID of Student (as applicable)
- e. Matriculation certificate (as proof of Date of Birth)
- f. UG/PG Marks sheet & Degree
- g. Details of the teaching experience of the candidate (if applicable)
- h. No Objection Certificate (if employed)
- i. Eligibility Certificate for the Ph.D. (NET/JRF/GATE or any other entrance eligibility)
- j. Six copies of the Synopsis (Appendix-F)

Documents related to the Supervisor/Co-Supervisor

- a. Document related to the place of working for freshers/newly appointed teachers.
- b. Service Concurrence Letter issued by the competent authority
- c. Matriculation certificate (as proof of Date of Birth)
- d. Ph.D. Notification & Degree
- e. Copy of the recent best five publications after the date of award of Ph.D. Degree
- f. Names & details of Six (06) eminent persons related to the research field (Appendix-G)



APPENDIX-H

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI**APPLICATION FORM FOR RE-REGISTRATION IN RESEARCH PROGRAMMES**Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.Through the proper channel

To,

The Vice-Chancellor

Ranchi University, Ranchi

Affix Passport
Sized Photo
here with
Supervisor's
Signature &
Seal

Subject: Application for Re-Registration in Programme**and for the Extension of the Registration Period for one year/two years.**

Respected Madam/Sir,

I,, being a Ph.D./D.Lit./D.Sc./ Scholar registered in the Department of in the faculty of Ranchi University, Ranchi and my registration period expire/has expired on, most respectfully submitting this application for Re-Registration and Extension of the Registration period for two periods w.e.f. Date of expiry of the previous registration as per the provision.

1. Particulars of the applicant:

A. Full Name in Capital:

B. Address for correspondence:

.....

.....

Cell No. E mail:

C. Date of Admission in Research Programme: Date of Completion of Coursework.....

D. Date of Pre-Registration Seminar: Registration No.:
Date of 1st Extension of Registration (if applicable)E. Title of Thesis:
.....
.....

F. Are you a recipient of any financial assistance in the form of a scholarship/stipend etc? If so, give details

G. Department Faculty

H. Name of Research Supervisor:

Designation & posting of Research Supervisor:

I. Name of Research Co-Supervisor (if any):

Designation & posting of Research Co-Supervisor:

2. Period of Extension sought:

A. Extension applied for: ☐ 1st Extension of Two years ☐ 2nd Extension of Two years

B. Category for Extension: ☐ Ordinary ☐ Female ☐ PWD

3. Reason for Delay in Thesis Submission:

(Provide a detailed, honest account. Attach documentary evidence wherever applicable. Use additional sheets if required.)

.....

.....

.....

.....

4. Current Status of Research Work and Proposed Timeline:

(Add rows as needed. Attach a separate sheet if required.)

S. No.	Title	Status (Complete/ In progress/ Pending)	Expected date of completion
1			
2			
3			
4			
5			

5. Publications (if any):

(List all research papers published or accepted from this PhD work, with full bibliographic details. Attach copies of published papers/acceptance letters.)

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6. Declaration by the Candidate:

- a. I hereby declare that the particulars furnished by me are correct to the best of my knowledge and belief. I am aware that any incorrect information may lead to the cancellation of my registration.
- b. I promise to abide by the rules and regulations of the university.
- c. I have not submitted and will not submit any other degree based on this research work during the period of Re-Registration.
- d. I shall comply with all conditions imposed by the University in connection with Re-Registration.
- e. I understand that Re-Registration is a one-time facility and, if granted, the total period of registration (including Re-Registration) shall not in any case exceed the maximum permissible limit enumerated in the Ph.D. Regulation of the University.
- f. I accept that failure to submit the thesis within the extended period shall result in the automatic lapse of my registration, without entitlement to any refund of fees paid.

Date:

Place:

Signature of the candidate

7. Certificate & Recommendation of the Research Supervisor

I certify the following:

- a. The scholar has completed all the prescribed coursework requirements.
- b. The scholar has been regularly appearing before the Research Advisory Committee and submitting six-monthly progress reports.
- c. The research work is genuine and substantial progress has been made.
- d. The following work remains to be completed:

.....

.....

 e. In my professional assessment, the scholar is capable of completing the thesis and submitting it within the extended period sought.

f. The delay in thesis submission is attributable to the following genuine reasons.

g. There is no impediment to the continuation of my supervision of this scholar during the Re-Registration period, and I undertake to provide the necessary guidance.

I hereby provide my recommendation for the extension sought by the candidate on the registered Ph.D. work leading to Ph.D./ D.Litt. D.Sc./ Degree of the University.

Date:

Place:

Signature & Seal of the supervisor

PROCESSING OF THE APPLICATION

8. Forwarding note of the departmental Research Council (DRC):

a. The Departmental Research Committee (DRC) of the Department of considered the application for Re-Registration of Mr./Ms./Mrs. (Ph.D. Reg. No.) at its meeting held on at time.....

b. After examining the application, supporting documents, and the Supervisor's recommendation, and after [calling the scholar for interaction/based on the documents on record] (strike out as inapplicable), the DRC records the following:

a. Assessment of reasons for delay:

The DRC finds the reasons cited to be

☐ genuine and acceptable ☐ partially acceptable ☐ not acceptable

Specific observations:

b. Assessment of research progress: The DRC finds the progress of research work to be

☐ Satisfactory ☐ partially satisfactory ☐ unsatisfactory

Specific observations:

c. Feasibility of submission within the extended period:

The DRC observed that the research scholar can complete and submit the thesis within the extended period sought.

☐ DRC is satisfied☐ DRC is not satisfied

c. Recommendation of DRC: The DRC recommends/does not recommend (strike out) the grant of Re-Registration for a period of year(s).

Conditions, if any, imposed by the DRC.

.....
.....
.....

Name & Signature of DRC Members

1.

2.

3.

4.

Signature & Seal of Chairman, DRC

9. Forwarding note of the Dean of the Faculty.

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.....

Signature & Seal of Dean of the Faculty

10. Forwarding note of the Research Development Committee (RDC).

.....
.....
.....

Signature & Seal of Director RDC, RU

11. Recommendation of the University Post Graduate Research Advisory Council (PGRAC).

.....

.....

.....

Signature & Seal of Member Secretary PGRAC, RU

ORDER OF THE VICE CHANCELLOR

(For Office Use Only)

Considering the application for Re-Registration of Mr./Ms./Mrs.

Registration No. and the recommendations of the DRC and the PGRAC,

the Vice-Chancellor, Ranchi University, Ranchi, has given an order for the application for Re-

Registration, as follows:

☐ Approved

☐ Rejected

☐ Approved with modification

- i. Re-Registration approved for a period of 2 years.
- ii. Extended registration valid from: to
- iii. Conditions imposed (if any):

- iv. Reason for rejection (if applicable):

Date:

Signature & Seal of the Controller of Examinations
(For and on behalf of the Vice-Chancellor)

Seal of the University

Copies to: (1) Research Scholar; (2) Supervisor/Co-Supervisor; (3) Head of Department; (4) Dean; (5) Finance Section; (6) Office file.



APPENDIX-I

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI

APPLICATION FORM FOR DE-REGISTRATION FROM RESEARCH PROGRAMMES

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.Through the proper channel

To,

The Vice-Chancellor

Ranchi University, Ranchi

Affix Passport
Sized Photo
here with
Supervisor's
Signature &
Seal

Subject: Application for De-Registration from Programme☐ Application submitted by the Candidate☐ Application initiated by the Supervisor

Respected Madam/Sir,

I,, being a Ph.D./D.Lit./D.Sc./ Scholar registered in the
Department of in the faculty of
Ranchi University, Ranchi. I am applying to withdraw my candidature from the research Programme
and for de-registration as per the provisions.

Withdrawal applied due to (Please tick one):

- ☐ i. Joined Service
☐ ii. Shifting to a different place
☐ iii. Medical ground
☐ iv. Others:

Date:

Place:

Signature of the candidate

Forwarded by the Supervisor

Date:

Place:

Signature & Seal of the Supervisor

Particulars of the Research Scholar:

1. Full Name in Capital:
2. Address for correspondence:
.....
.....
3. Cell No. E mail:
4. Date of Admission in Research Programme: Date of Completion of Coursework.....
5. Date of Pre-Registration Seminar: Registration No.:
Date of 1st Extension of Registration (if applicable)
6. Title of Thesis:
.....
.....
7. Is the scholar a recipient of any financial assistance in the form of a scholarship/stipend etc? If so, give details
8. Department Faculty
9. Name of Research Supervisor:
10. Designation & posting of Research Supervisor:
11. Name of Research Co-Supervisor (if any):
12. Designation & posting of Research Co-Supervisor:

Consent of Co-Supervisor (if any):

I,, co-supervisor of Ms/Mr

Provide my consent for the de-registration of the research scholar from the research Programme, considering the reasons as mentioned in the application.

Date:

Place:

Signature & Seal of the co-Supervisor

☐ Application initiated by the Supervisor:

I am,, Supervisor of Ms/Mr
applying for de-registration of my Ph.D./D.Lit./D.Sc./ registered scholar, Registration No.
from the allocated research work under my supervision due to the
following circumstances where the scholar is not in a position to continue/carry research work further
under my supervision. The scholar's candidature for the research work may be withdrawn, and
deregistration may be allowed as per the provisions.

De-registration applied due to (Please tick one):

- ☐ i. Joined Service
- ☐ ii. Shifting to a different place
- ☐ iii. Medical ground
- ☐ iv. Not proceeding with the research work
- ☐ v. Not submitting the progress report in two semesters even after notices
- ☐ vi. Disciplinary action (attach copy of the report)
- ☐ vii. Others:

Date:

Place:

Signature & Seal of the Supervisor

Forwarded by the DRC Members

- 1.
- 2.
- 3.
- 4.

Date:

Place:

Signature & Seal of the Chairman, DRC

PROCESSING OF THE APPLICATION**1. Forwarding note of the departmental Research Council (DRC):**

- i. The Departmental Research Committee (DRC) of the Department of considered the application for De-Registration of Mr./Ms./Mrs. (Reg. No.) at its meeting held on at time.....
- ii. After examining the application, supporting documents, the recommendation of Supervisor/ Co-supervisor (if any), and after calling the scholar for interaction/based on the documents on record] (strike out as inapplicable), the DRC records the following:
- a. Assessment of reasons for de-registration:
- The DRC finds the reasons cited to be
- ☐ genuine and acceptable ☐ partially acceptable ☐ not acceptable
- Specific observations:
-
- iii. Recommendation of DRC: The DRC recommends/does not recommend (strike out) the grant of De-Registration from the Ph.D./D.Lit./D.Sc./ Programme.

Conditions, if any, imposed by the DRC.

.....

.....

.....

Name & Signature of DRC Members

- 1.
- 2.
- 3.
- 4.

Signature & Seal of Chairman, DRC

2. Forwarding note of the Dean of the Faculty.

.....

.....

.....

Signature & Seal of Dean of the Faculty

3. Forwarding note of the Research Development Committee (RDC).

.....

.....

.....

Signature & Seal of Director RDC, RU

4. Recommendation of the University Post Graduate Research Advisory Council (PGRAC).

.....

.....

.....

Signature & Seal of Member Secretary PGRAC, RU

ORDER OF THE VICE CHANCELLOR

(For Office Use Only)

Considering the application for De-Registration of Mr./Ms./Mrs.

Registration No. and the recommendations of the DRC and the PGRAC,

the Vice-Chancellor, Ranchi University, Ranchi, has given an order for the application for De-

Registration, as follows:

☐ Approved☐ Rejected☐ Approved with modification

v. De-Registration approved with immediate effect.

vi. De-Registration approved after compliance of the order as follows:

Conditions imposed (if any):

.....

vii. Reason for rejection (if applicable):

.....

Signature & Seal of the Controller of Examinations

(For and on behalf of the Vice-Chancellor)

Date:

Seal of the University

Copies to: (1) Research Scholar; (2) Supervisor/Co-Supervisor; (3) Head of Department; (4) Dean; (5)

Finance Section; (6) Office file.



APPENDIX-J

*To be Filled by the Candidate***RANCHI UNIVERSITY, RANCHI**

APPLICATION FOR ADMISSION TO THE Ph.D. COURSEWORK

To,

The Chairman, DRC,

University Department of

Through: The Supervisor

Subject: Admission to the Ph.D. Coursework

Sir/Madam,

I, Mr./Ms./Mrs. have presented my pre-Registration seminar on I am submitting my application for admission to the Ph.D. Coursework in the Department.

Title of the Thesis:

Cell No. Email:

Name of Research Supervisor:

Name of Co-Supervisor (if any):

Signature of the Research Scholar

Academic Year of Admission to Coursework:

Forwarded by the Supervisor:

Signature & Seal of the Chairman, DRC



APPENDIX-K

To be issued by the Controller of Examinations, R.U.

RANCHI UNIVERSITY, RANCHI

FORMAT OF STATEMENT OF MARKS OF COURSEWORK

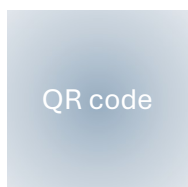
No:
Issue Date:

The following are the marks obtained by of (Department) Faculty Ph.D. Registration No. Roll No. Session in Ph.D. Coursework Examination held in the month of

S.No	Code	Paper	Credit	Maximum Marks	Marks Obtained	Letter Grade	Grade Point
1	PHD---101	Research Methodology, Research Publication Ethics & Computer Applications	4	100			
2	PHD---102	Subject Specific - I	4	100			
3	PHD---103	Subject Specific - II	4	100			
Total =			12	300	SGPA =		

Marks obtained: Percentage of Marks: SGPA: Grade:

Date of Publication:



QR code

Tabulator

Controller of Examinations

Grades and Grade Points Conversion/ Class:

Letter Grade	Grade	Grade Point	Class interval of Marks %
O	Outstanding	10	90 % and above
A+	Excellent	9	75 to less than 90%
A	Very Good	8	60 to less than 75%
B+	Good	7	55 to less than 60%
F	Fail	0	Below 55%
Ab	Absent	0	Absent

Computation of SGPA:

Semester Grade Point Average (SGPA) of a semester shall be calculated as:

$$\text{SGPA} = \frac{\text{Summation of } \{(\text{Credits in each course}) \times (\text{Grade point in that course})\}}{\text{Total of Credits in that semester}}$$

Note: This certificate is issued solely for PhD thesis submission as required under Ph.D. Regulations. It does not constitute a degree or diploma and shall not be used for any other purpose.



APPENDIX-L

To be issued by the Controller of Examinations, R.U.

RANCHI UNIVERSITY, RANCHI**FORMAT FOR THE APPROVAL OF INSTITUTIONAL ETHICAL COMMITTEE**

Programme (Please tick one): ☐ M.Sc. Dissertation ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

Others:

A. Protocol form for research proposals:

To be submitted to the 'Institutional Animal Ethics Committee' for new experiments or extensions of ongoing experiments using animals other than non-human primates.

1. Name of the Scholar/PI:
2. Registration number and date of registration:
3. Telephone/Cell No:E-mail:
4. Project/Dissertation/Thesis Title:
.....
.....
5. Name of the Supervisor:
6. Research experience in years:
7. Name and address of the Department:
.....
8. Telephone/Cell No:E-mail:
9. Name of the co-Supervisor/co-PI (if any):
10. Research experience in years:
11. Official Address of the co-Supervisor/co-PI:
.....
12. Telephone/Cell No:E-mail:
13. Place where the animals are presently kept,
or proposed to be kept, If required:
14. Place where the experiment is to be performed:
15. Type of research involved (Basic Research/Extended Research viz: Exploratory/ Confirmatory Research):
16. List of names, designation, research experience and official address of all individuals
authorized to conduct procedures under this proposal (attach separate sheet, if required).
.....

B. Funding source

Mention the Funding source:

Complete address (Please attach the proof):

.....

.....

C. Dates & Duration of the project

Date of Pre-registration seminar: Number of Months required for the work:

Date of initiation of the animal research: (after DRC approval)

D. Detailed study plan may be given (attach separate sheet, not more than one page)

Please provide a brief description of the project, in layman's language. Incorporating the following information:

- i. Background including work done in the area and review of literature clearly indicating the lacunae in literature.
- ii. Main objectives of research to be carried out and its relevance to science and human health.
- iii. Provide References/ Bibliography of work done in the area of your proposed research.

E. Animals required

- i. Species/Common name:
- ii. Weight/size of animal:
- iii. Mention the gender of the animal:
- iv. Number of days/days/months/years each animal will be housed:
- v. Proposed source of animals:

F. Rationale for animal usage (attach separate sheets, if required)

- i. Why is animal usage necessary for these studies/ to be performed on animal(s) model?
.....
.....
- ii. Mention clearly why the particular species selected is required?
.....
.....
- iii. Why is the estimated number of animals essential?
.....
.....

G. Describe the procedures to be used.

- i. Furnish details of the injection schedule, doses & sites of administration of substances to be given during experiments.

Substances:

Doses:

- ii. Please provide a brief description of similar studies from invitro/ invivo (from other animal models) on same /similar test component or line of research. If enough information is available, justify the proposed.

.....
.....

- iii. Does the protocol prohibit use of anaesthetic or analgesic for the conduct of painful procedures (any which cause more pain than that associated with routine injection or blood withdrawal)? If yes, explanation and justification.

.....
.....

- iv. Will survival surgery be done?

.....
.....

- a. List and description of all such surgical (including methods of asepsis) and use of pre-anaesthetics.
- b. Mention clearly the recordings for the vital statistics of the animal during surgery.
- c. Names, qualifications and experience levels of operators
- d. Description of post-operative care.
- e. Justification if major survival surgery is to be performed more than once on a single individual animal.

[Permissible anaesthetics are (i) Isoflurane (ii) Ketamine & Xylazine (iii) Sodium thiopentone]

- v. Methods of disposal post-experimentation

- a. Euthanasia (Specific method): Permissible are

- a. Overdose of Sodium
- b. Thiopentone (3 times the anaesthetic dose)
- c. CO₂ chamber
- d. Cervical dislocation; write whichever is applicable.

- b. Method of carcass disposal (Through Bio-waste service provider or personal disposal):

.....
.....

- c. Rehabilitation (Mention clearly if required):.....

- vi. Animal transportation methods if extra-institutional is envisaged:
(Air-conditioned vehicle with provisions for proper caging, bedding, feed and water shall be used for the transportation of the laboratory animals, if required)

H. Use of hazardous agents

- i. Use of recombinant DNA-based agents or potential human pathogens requires documented approval of the Institutional Biosafety Committee (IBC).
- ii. For each category, the agents and the biosafety level required, appropriate therapeutic measures and the mode of disposal of contaminated food, animal wastes and carcasses must be identified.
 - a. Radionuclides
 - b. Microorganisms/ Biological infectious Agents
 - c. Hazardous chemicals or drugs
 - d. Recombinant DNA
 - e. Any other (give name)
- iii. If your project involves use of any of the above, attach a copy of the minutes of the IBC approving while submitting the project.
- iv. If your project doesn't involve use of the above, mention not applicable.

INVESTIGATOR'S DECLARATION

1. I certify that I have determined that the research proposal herein is not unnecessarily duplicative of previously reported research.
2. I certify that I am capable of conducting experiments on animals.
3. For procedures listed under item G (iii), I certify that I have reviewed the pertinent scientific literature and have found no valid alternative to any procedure described herein which may cause less pain or distress.
4. Certified that performance of the experiment will be initiated only upon review and approval of scientific intent by the appropriate expert body i.e. DRC.
5. I shall maintain all the records.

Place:

Signature

Date:

Name of the Investigator



APPENDIX-M

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI**SEMESTERWISE PROGRESS REPORT OF THE SCHOLAR**

(Semester Report period)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

1. Name of the candidate:
2. Regn. No & Date of doctoral registration:
3. Thesis Title:
.....
.....”
4. Place of work:
5. Name of Supervisor with designation & address:
.....
6. Name of Co-Supervisor (if any) with designation & address:
.....
7. Progress report should be grouped under the following headings and submitted in quadruplicate to the chairman of the DRC (attach a separate sheet if required):
 - a. Objective of the Research Project
 - b. Outline of the Implementation Methodology
 - c. Work done
.....
.....
 - d. Work to be done
.....
.....
 - e. Expected time of completion
 - f. Difficulties in the Implementation of the Project
.....
.....
 - g. Aspects need to be considered by the DRC and the Research Council
.....
.....

.....
h. Details of Research Papers Published/Accepted & Conference/seminars Attended

.....
.....
.....
.....
.....

i. Conclusions

.....
.....

Place:

Date:

Signature of the Candidate

Remarks & Forwarding Note of the Supervisor:

.....
.....
.....

Signature & Seal of the Supervisor

Remarks & Forwarding Note of the DRC:

.....
.....
.....

Name & Signature of DRC Members

1.

2.

3.

4.

Signature & Seal of the DRC Chairman



APPENDIX-N

*To be Filled by the Candidate***RANCHI UNIVERSITY, RANCHI****MID-TERM PRESENTATION CUM SEMESTER PROGRESS REPORT OF THE SCHOLAR**Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.Mid-Term Presentation cum Semester Progress Report: ☐ 1st Mid-Term ☐ 2nd Mid-Term

1. Name of the candidate:
2. Regn. No & Date of doctoral registration:
3. Thesis Title:
.....
.....
4. Place of work:
5. Name of Supervisor with designation & address:
.....
6. Name of Co-Supervisor (if any) with designation & address:
.....
7. Progress report should be grouped under the following headings and submitted in quadruplicate to the chairman of the DRC (attach a separate sheet if required):
 - j. Objective of the Research Project
 - k. Outline of the Implementation Methodology
 - l. Work done
.....
.....
 - m. Work to be done
.....
.....
 - n. Expected time of completion
 - o. Difficulties in the Implementation of the Project
.....
.....
 - p. Aspects need to be considered by the DRC and the Research Council
.....
.....
 - q. Details of Research Papers Published/Accepted

.....

.....

.....

.....

r. Details of Conference/seminars Attended

.....

.....

.....

.....

s. Conclusions

.....

.....

Place:

Date:

Signature of the Candidate

Remarks & Forwarding Note of the Supervisor:

.....

.....

Signature & Seal of the Supervisor

Remarks & Forwarding Note of the DRC:

.....

.....

.....

Name & Signature of DRC Members

1.

2.

3.

4.

Signature & Seal of the DRC Chairman



APPENDIX-O

Declaration of Attendance to be furnished by the Supervisor

RANCHI UNIVERSITY, RANCHI

DECLARATION OF ATTENDANCE

Declare that the Thesis entitled “.....”

” is my own work
 conducted under the supervision of of (college)
, Ranchi University, Ranchi. I have attended more
 than 75% of working days at the place of work and with the supervisor. I further declare that, to the
 best of my knowledge, the thesis does not contain any part of any work which has been submitted for
 the award of any degree or diploma within this University or in any other University without proper
 citation.

Signature & Seal of the Supervisor

Full signature of the Candidate

Forwarding note of the DRC:

.....

Name & Signature of DRC Members

- 1.
- 2.
- 3.
- 4.

Signature & Seal of the DRC Chairman



APPENDIX-P

To be furnished by the Supervisor

RANCHI UNIVERSITY, RANCHI

CERTIFICATE BY THE SUPERVISOR

This is to certify that the research work reported in this thesis entitled “.....”

”
 is an authentic record of the research work independently carried out by Mr./Mrs/Miss
 Ph.D. Registration number
 dated under my guidance and supervision in fulfilment of the requirement for the
 award of Ph.D./D.Sc./D.Litt. Degree in the faculty of Ranchi University, Ranchi,
 and further that no part thereof has been presented elsewhere for any other degree or diploma.

I further certify that in habit and character, Mr/Mrs/Miss is a fit
 and proper person for the award of a Ph.D./D.Sc./D.Litt. / Degree of Ranchi University, Ranchi.

Name of Supervisor:
 Designation:
 Address of Supervisor:

Place:

Date:

Signature & Seal of Supervisor



APPENDIX-Q

To be Issued on Official Letterhead of the University

RANCHI UNIVERSITY, RANCHI

APPLICATION FORM FOR THE PLAGIARISM VERIFICATION OF THE THESIS

(Faculty of:)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

To,

The Director, Plagiarism Detection Cell,

University Central Library, Ranchi University, Ranchi

Through: Chairman, DRC, Department of (Proper Channel)

Subject: Request for Plagiarism Check Report for PhD Thesis

Sir/Madam,

I am submitting herewith a soft copy of my PhD Thesis. You are kindly requested to check for plagiarism and issue me a report accordingly. For the plagiarism verification of my Thesis, after incorporating suggestions of the DRC (if any) and after presentation of the Pre-Registration Seminar, I am applying for the ☐ First Time ☐ Second Time.

Name of the Research Scholar:

Department: Registration No.:

Address:

.....

.....

Mobile No.: Email Id:

Title of the Thesis:

.....

.....

Mention the Previous Report Document Number (if applying a second time):

Declaration by the Research Scholar

I declare that I am aware of the University's anti-plagiarism policy. I further declare that the soft copy being submitted for plagiarism check is the final copy of the Thesis to be printed after your approval.

I have checked and enclosed the following items before submitting the Thesis for plagiarism verification:

Tick appropriate

- ☐ a. The Draft Thesis is submitted for perusal before the DRC and suggestions are incorporated (if any).
- ☐ b. One virus free soft copy of the **MS-Word** copy of the Thesis in a single file on a pen drive
- ☐ c. Soft copy of the Complete Thesis in a single **Pdf** file on the pen drive.
- d. Soft copy of the Segregated **Pdf files** as below on the pen drive that includes:
- ☐ i. *Cover page* with Title of the Thesis, Name of Scholar & Supervisor/Co-Supervisor
 - ☐ ii. *Front Matter*: Acknowledgement, Declaration of Attendance, Certificate by the Supervisor, Synopsis, Contents, List of Figures, List of Tables, Abbreviations.
 - ☐ iii. *Contents*
 - ☐ iv. Chapter 1: Introduction
 - ☐ v. Chapter 2: Literature Review
 - ☐ vi. Subject-specific Chapter 3/Chapter 4/Chapter 5...
 - ☐ vii. Chapter 6: Conclusion
 - ☐ viii. Annexure: References, Review paper manuscript, Conference paper presentation certificate(s).

Signature of Research Scholar

Signature & Seal of the Research Supervisor

Signature & Seal of the Chairman,
DRC, of the Department



APPENDIX-R

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI

APPLICATION FOR THESIS SUBMISSION

(Faculty of:)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.Research Programme (Please tick one): ☐ Full Time ☐ Part Time

To,

The Director, Research,

Ranchi University, Ranchi

Through: Chairman, DRC, Department of (Through Proper Channel)

Subject: Permission for Submission of PhD Thesis

Sir/Madam,

I respectfully submit that I am a Ph.D. Research Scholar in the Department of,

Ranchi University, Ranchi, working under the supervision of Dr.

My Ph.D. research topic is:

.....

.....

I have completed my research work and fulfilled the requisite academic requirements prescribed by the University for submission of the Ph.D. thesis. Further, the necessary formalities relating to the pre-submission seminar and plagiarism detection have also been completed.

In view of the above, I request you to allow me to submit my Ph.D. thesis in accordance with the rules and regulations of the University.

I shall be highly obliged for your kind consideration and necessary permission in this regard.

Cell No. Email:

I declare that (☒ tick appropriate):

☐ The title of the thesis is as per the title mentioned in the synopsis submitted by me, which has been duly approved.

☐ I have completed the PhD coursework requirements.

☐ I have submitted all semester-wise progress reports, which are satisfactory.

☐ I have published the required number of research papers (as per Regulation) in peer-reviewed journals, and copies of the published papers are attached.

- ☐ My pre-submission presentation has been successfully delivered and found satisfactory.
- ☐ The suggestions given by the DRC have been incorporated into the thesis.
- ☐ The thesis has been verified and approved by the Plagiarism Detection Cell of the University and its certificate is attached.
- ☐ The thesis has been written as per the guidelines provided by the University.

Signature of Scholar

Signature and Seal of the Supervisor

Date:

Forwarding Note of the DRC:

.....

.....

Signature of DRC Members:

1.

2.

3.

4.

Signature & Seal of the Chairman,
DRC, of the Department

Note: Submit this application in three copies.

- ✓ The first copy will be retained by the Department.
- ✓ The second copy will be endorsed to the office of the Dean for necessary action.
- ✓ The last copy will be returned to the candidate upon receipt as an acknowledgement.

For Department's Office Use Only**Thesis received on:****Received by: Signature & Name**



APPENDIX-S

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI

 FORMAT TO ENSURE ADEQUATE CITATION FOR SELF-PUBLISHED WORK
CERTIFICATE

The content of the chapters in the thesis entitled “.....”

”
 by Mr./Ms..... having Ph.D. Registration
 No. year, related to this research work has been
 previously published in:

1.
2.
3.
4.
5.

This is to ensure that the undersigned has made all efforts to adequately provide the citation for reproduction in part or in whole of one's own previously published work and also to ensure that no text recycling is involved in this thesis work.

Signature of Scholar
 Date:

Signature & Seal of Research Supervisor



APPENDIX-T

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI**CO-AUTHORS' CERTIFICATE FOR INCLUSION OF PUBLISHED WORKS IN THESIS****CO-AUTHORS' CERTIFICATE**

We have published the following articles jointly:

S. No.	Name of Article	Name of Journal/Book with the details (ISSN No., etc.)
1		
2		
3		

Declaration:

1. We give our consent to Mr./Ms to make use of these articles for his / her PhD/ Post Doctoral thesis/ dissertation.
2. We certify that the above articles have not been used by any of us for the award of any Degree/Diploma in any University/Institution.
3. We shall be responsible for any legal dispute/cases(s) for violation of any provision of the Copyright Act.

Signature of Co-author 1	Signature of Co-author 2	Signature of Co-author 3
Name: Address:	Name: Address:	Name: Address:

Signature of Scholar

Ph.D. Registration No.:



APPENDIX-U

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI**CONSENT FOR UPLOADING RESEARCH THESIS AT SHODHGANGA**Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

University Department ofFaculty:

Student Consent Form for the Uploading of the Research Thesis at Shodhganga

Name of the Student:

Registration Number: Year

Name of the Research Supervisor:

Name of the Co-Supervisor (if any):

Title of the Thesis:

.....

.....

Date of Thesis submission:

Key words (up to five):

.....

Undertaking

1. I hereby authorize Ranchi University, Ranchi to upload the above thesis to the Shodhganga repository as per rules.
2. I understand that the thesis will be uploaded to the Shodhganga repository after the conduct of the viva voce examination.
3. I hereby certify that the contents of the thesis do not violate any provisions under the Copyright Act.
4. I understand that I retain the copyrights to the thesis. I also retain the right to use in future works (such as articles or books) all or part of this thesis.

Signature of the Research Scholar

Signature & Seal of the Research Supervisor

Date:

Place:

To be filled in the Examination Department

Date of viva voce examination:

Year of Award:



APPENDIX-V

To be furnished by the Supervisor

RANCHI UNIVERSITY, RANCHI**PANEL OF EXAMINERS**Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

The following is the panel of examiners to adjudicate the Thesis entitled “.....

.....”

written by Mr./Mrs./Miss

doctoral registration: for the award of degree of

in the Faculty of of Ranchi University, Ranchi.

Candidate's area specialization:

Candidate's place of research work:

Name of Supervisor with designation & address:

.....

Foreign Examiners

(at least 4 names to be suggested)

1. Name: Designation.....

University: State:

Postal Address:

.....

Specialization: Cell No.

Email address:

2. Name: Designation.....

University: State:

Postal Address:

.....

Specialization: Cell No.

Email address:

3. Name: Designation.....

University: State:

Postal Address:

.....
 Specialization: Cell No.
 Email address:

4. Name: Designation.....
 University:State:
 Postal Address:

 Specialization: Cell No.
 Email address:

Indian Examiners

(at least 8 names covering all the regions of the country are to be suggested)

1. Name: Designation.....
 University:State:
 Postal Address:

 Specialization: Cell No.
 Email address:

2. Name: Designation.....
 University:State:
 Postal Address:

 Specialization: Cell No.
 Email address:

3. Name: Designation.....
 University:State:
 Postal Address:

 Specialization: Cell No.
 Email address:

4. Name: Designation.....
 University:State:
 Postal Address:

.....
Specialization: Cell No.
Email address:

5. Name: Designation.....
University:State:
Postal Address:
.....

Specialization: Cell No.
Email address:

6. Name: Designation.....
University:State:
Postal Address:
.....

Specialization: Cell No.
Email address:

7. Name: Designation.....
University:State:
Postal Address:
.....

Specialization: Cell No.
Email address:

8. Name: Designation.....
University:State:
Postal Address:
.....

Specialization: Cell No.
Email address:

Place:

Date:

Signature & Seal of Supervisor

REMARKS AND FORWARDING NOTE OF THE DRC

The Department Research Council (DRC) in its meeting heldat.....
in the University Department of approves the panel of
examiners and recommends the same to the Dean of the Faculty of for
necessary follow-up action.

As per the regulations, the panel of examiners is to be considered by the concerned
Postgraduate Research Council before the Vice-Chancellor makes the appointment. Two external
and one internal examiner are to be appointed.

Name & Signature of the DRC members

- 1.
- 2.
- 3.
- 4.

Signature & Seal of the DRC Chairman

REMARKS AND FORWARDING NOTE OF THE DEAN OF THE FACULTY

.....

.....

.....

.....

.....

Signature & Seal of the Dean of the Faculty

FOR OFFICE USE ONLY

All addresses are complete and carry other necessary information. The opinion of the Postgraduate Research Council may be sought.

Date:

Signature & Seal of the Controller of Examinations,
Ranchi University, Ranchi

REMARKS OF THE POSTGRADUATE RESEARCH COUNCIL

.....

.....

.....

.....

.....

Signature & Seal of Member Secretary PGRAC, RU

ORDER OF THE VICE-CHANCELLOR

Sl. No. is/are approved from the proposed panel of Foreign Examiners.

Sl. No. is/are approved from the proposed panel of Indian Examiners.

The supervisor is appointed as the Internal Examiner.

Vice-Chancellor
Ranchi University, Ranchi



APPENDIX-W

To be furnished by the Examiner (Internal/External)

RANCHI UNIVERSITY, RANCHI

THESIS EVALUATION REPORT

(Faculty of:)

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

Name of Examiner:

Designation & Address:

.....

E-mail address: Cell No.:

Examiner's specialization:

Title of the thesis:

.....

.....

Subject:

Name of the candidate:

Pointwise Report1. **Title & Content:** Is the content adequate and appropriate for the title of the thesis?

.....

.....

2. **Abstract/Summary:** Does it cover the essential information of the thesis?

.....

.....

3. **Motivation:** Does the problem considered have a sound motivation?

The thesis should not rely solely on previous literature and should clearly demonstrate the Scientific interest of the results. (Attach additional sheet, if required)

.....

.....

4. **Scientific Merit:** Is the work scientifically organised/completed and shows a rigorous effort to reach the precise and correct conclusion? (Attach additional Sheet, if required).

.....

.....

5. **Clarity:** Are the concepts understandable and the ideas expressed clearly and concisely?

.....

.....

6. **Originality:**

- i. Is the work relevant and novel?
- ii. Does the work contain significant additional Material to that already published? Give details if required.

.....

.....

7. **Diagrams, Figures, Tables and Captions:** Are they in accordance with the text and essential?

.....

.....

8. **Text:** Is the thesis clearly and intelligently written and do the statements show insight and a growth of understanding?

.....

.....

9. **Grammar and Composition:**

- i. Do the grammar and composition adhere to proper grammatical usage?
- ii. Are the spellings correct and contents presented in a logically acceptable standard format?

.....

10. **References:**

- i. Has the author referred to recent and appropriate works?
- ii. Does the present work show progression of the previous work?
- iii. Are the cited materials relevant and in alignment with the topic of research?

11. **Balance:**

- i. Do you think the thesis maintains the overall structural balance as per the guidelines?
- ii. Has the author focused on unnecessary sections that need to be reduced or eliminated?
- iii. Should the author concentrate more on a specific area of the thesis? If so, please mention the area of concern. (Attach additional sheet, if required)

.....

.....

12. **Conclusion:** Does the thesis contain a carefully written 'Conclusion', summarizing the work done and mentioning the scope of future work? (Attach additional sheet if required)

.....

11. **Future direction:** What are future directions for the research presented?

(Please compare the Author's opinion with your opinion) (Attach additional sheet if required)

S. No.	Author's Opinion	Examiner's Opinion
1		
2		
3		

12. **Significance:**

- i. Does the thesis contain important new results?
- ii. Is it likely to make a significant impact on current research?

13. **Viva-Voce Examination:** Please set at least five Oral questions relevant to the findings in the thesis that the candidate shall be required to answer during the open Viva-Voce examination.
(Attach additional sheet if required)

- i.
-
- ii.
-
- iii.
-
- iv.
-
- v.
-

FINAL OPINION**Recommendation** (Please tick one):

- ☐ Recommended
- ☐ Not recommended
- ☐ Minor revision required
- ☐ Major revision required

Details of Revision required/Reason for Not Recommended:

.....

.....

.....

.....

.....

Place:

Date:

Signature & Seal of the Examiner



APPENDIX-X

To be furnished by the Office of the Faculty Dean

RANCHI UNIVERSITY, RANCHI

REPORT ON THE VIVA-VOCE EXAMINATION CONDUCTED

Research Programme (Please tick one): ☐ Ph.D. ☐ D.Litt. ☐ D.Sc.

Subject: Faculty:

Date of Viva voce examination: Time:

Venue:

Name of the candidate:

Ph.D. Regn. No. Date of Doctoral registration:

Thesis Title:

.....

.....

Place of work:

Name of Supervisor Designation

Address:

.....

Name of Co-Supervisor (if any) Designation

Address:

.....

The viva voce of the candidate referred to above was held in pursuance of the University office letter no. dated

Dr./Prof. from &

Dr./Prof. from as external examiner(s) and Dr./Prof. as internal examiner were present besides the members of the DRC and the members of the faculty.

Name & Signature of DRC Members:

1.

2.

3.

4.

Signature & Seal of the Chairman, DRC

CONFIDENTIAL SECTION

General Remarks:

.....

.....

.....

Specific remarks, if any:

.....

.....

.....

RECOMMENDATION

.....

.....

.....

.....

.....

Signature of the Supervisor(s)

Name & Signature of the
External Examiner(s)

Signature & Seal of the Dean of
Faculty, R.U., Ranchi



APPENDIX-Y

To be issued on the Official Letterhead of RU

RANCHI UNIVERSITY, RANCHI

FORMAT FOR THE NOTIFICATION OF Ph.D. RESULT

NOTIFICATION

By order of the Vice-Chancellor, Ranchi University, Ranchi, the under-mentioned candidate is declared to have passed the Doctor of Philosophy in the Faculty of Subject Examination with a 12-credit coursework having one compulsory 4-credit course of 'Research Methodology, Research Publication Ethics & Computer Applications' in held in the month of, (YYYY).

Name of the Candidate	Topic of the Thesis

Name of Supervisor: Designation:

Name of Co-Supervisor (if any): Designation:

Memo No.: Ex.....

Dated.....

Copy forwarded to:

1. The candidate concerned,
2. The Supervisor/Co-Supervisor (if any),
3. The Dean, Faculty of Science, Ranchi University, Ranchi,
4. The Head, University Department of Chemistry, Ranchi University, Ranchi,
5. The External Examiners concerned,
6. The Registrars of all Universities in Jharkhand,
7. The Asstt.-in-charge, Degree Section, Ranchi University, Ranchi,
8. The Librarian, National Library, Kolkata,
9. The Director of National Archives, New Delhi, for information,
10. The Editors:
 - a.
 - b.
 - c.
 - d.
 - e.

for the favour of publication, free of cost, if they so desire.

Controller of Examinations
Ranchi University, Ranchi



APPENDIX-Z

To be issued before Convocation on request of Scholar

RANCHI UNIVERSITY, RANCHI

FORMAT OF THE Ph.D. PROVISIONAL DEGREE

प्रोविजनल उपाधि क्रमांक/

Provisional Degree Serial No.

राँची विश्वविद्यालय



पंजीकरण संख्या/ Registration No.

अनुक्रमांक संख्या/Roll No.

औपबंधिक प्रमाणपत्र

प्रमाणित किया जाता है कि (छात्र का नाम) को, जिन्होंने (माह वर्ष) ई० में आयोजित पीएच.डी. (कला/ वाणिज्य/ विज्ञान) के (विषय) की कोर्स वर्क के साथ शोध परीक्षा में राष्ट्रीय क्रेडिट फ्रेमवर्क के कुल 12 क्रेडिट कोर्स वर्क की स्तर ८ में अर्हता पूरी करते हुए उत्तीर्णता प्राप्त करने पर (विषय) में पीएच.डी. (कला/ वाणिज्य/ विज्ञान) का औपबंधिक प्रमाणपत्र प्रदान किया गया।

PROVISIONAL CERTIFICATE

This is to certify that (**NAME OF STUDENT**) of **University Department of (Subject)**, Ranchi University, Ranchi, who passed the **Doctor of Philosophy Examination (with coursework)** held in the month of (Month Year) fulfilling the minimum eligibility of the 12-credit coursework at the level 8 of the National Credit Framework was awarded the **Provisional Certificate of Doctor of Philosophy in (Subject) under Faculty of (Arts/ Commerce/ Science).**

Ranchi University, Ranchi

Controller of Examinations

Dated:



APPENDIX-AA

To be Issued after Convocation on Security Paper

RANCHI UNIVERSITY, RANCHI

FORMAT OF THE Ph.D. DEGREE

उपाधि क्रमांक/ Degree Serial No. पंजीकरण संख्या/ Registration No. अनुक्रमांक संख्या/Roll No.



प्रमाणित किया जाता है कि (छात्र का नाम) को, जिन्होंने (माह वर्ष) ई० में आयोजित पीएच.डी. (कला/ वाणिज्य/ विज्ञान) के (विषय) की कोर्स वर्क के साथ शोध परीक्षा में राष्ट्रीय क्रेडिट फ्रेमवर्क के कुल 12 क्रेडिट कोर्स वर्क की स्तर ८ में अर्हता पूरी करते हुए उत्तीर्णता प्राप्त की, आज (विषय) में पीएच.डी. (कला/ वाणिज्य/ विज्ञान) की उपाधि प्रदान की गयी।



RANCHI UNIVERSITY

This is to certify that (NAME OF STUDENT) of University Department of (Subject), Ranchi University, Ranchi, who passed the **Doctor of Philosophy Examination** (with coursework) held in the month of (Month Year) fulfilling the minimum eligibility of the 12-credit coursework at the level 8 of the National Credit Framework, was awarded, on this day, the degree of **Doctor of Philosophy** in (Subject) under Faculty of (Arts/ Commerce/ Science).

Ranchi University, Ranchi

Pro Vice-Chancellor

Dated:



APPENDIX-AB

To be furnished by the Candidate & Supervisor

RANCHI UNIVERSITY, RANCHI

APPLICATION FORM FOR THE FIVE-POINT CERTIFICATE

(Faculty of:)

1. Name of the University Department:
 2. Name of the Scholar:
 3. Name of the Supervisor:
 4. Date of Registration of the Ph.D. Research Topic:
 5. Date of Submission of the Ph.D. Thesis:
 6. Date of open Ph.D. viva-voce:
 7. Date of the Declaration of Ph.D. Degree:
 8. Whether the Ph.D. degree awarded to the candidate is only in Regular mode.

☐ YES ☐ NO
 9. Whether the Candidate has published two research papers from his/ her Ph.D. work, out of which at least one is in a refereed journal: ☐ YES ☐ NO
 10. Whether the candidate has made at least two presentations in Conferences/ Seminars, based on his/ her Ph.D. work: ☐ YES ☐ NO
- If yes, details of the presentations along with a Xerox Copy of each certificate should be annexed.

Signature & Name of the Scholar

Verification:

Certificate of Recommendation by the Head of the Department that the information furnished is correct as per the records, which are also entered in a register of the Department.

Signature & Seal of DRC Chairman

Signature & Seal of the Dean of Faculty



APPENDIX-AC

To be Issued on the Official Letterhead of RU

RANCHI UNIVERSITY, RANCHI

FORMAT FOR Ph.D. FIVE-POINT CERTIFICATE

CERTIFICATE

This is to Certify that (RU Registration No., Ph.D. registration date) awarded Ph.D. degree (Subject:, Faculty:)

vide Memo No. Ex/..... dated 11.01.2014 is as per the UGC public notification F.No. 28-9/2018 (PS/MISC.), dated 07.12.2018, has fulfilled the following points:

- a. Mode of award of Ph.D. degree: **REGULAR**
- b. Evaluation of Ph.D. thesis by **TWO** External Examiners.
- c. Conduction of Ph.D. viva- **OPEN**
- d. Published from his/her thesis, two out of which **ONE** was published in a refereed journal.
- e. Number of Research papers based on his/her Ph.D. work presented in conference/seminar: **TWO.**

He/She completed his/her Ph.D. research work, which is in accordance with U.G.C.'s (Minimum Standards and Procedure for award of Ph.D. degree) Regulation, 2026.

Memo No.: RU.....

Dated.....

Dean
Ranchi University, Ranchi

Registrar
Ranchi University, Ranchi

Date:



To be Followed by the Scholar & Monitored by the DRC

RANCHI UNIVERSITY, RANCHI

FORMAT OF THE THESIS

5. **Structure of Thesis:**

The structure of the thesis shall conform to the following plan:

- iii. General guideline: The thesis shall follow the referencing style approved by the concerned discipline (IEEE/APA/MLA/Chicago/Vancouver or any other discipline-specific style. (<http://ieeeauthorcenter.ieee.org> or any other appropriate format accepted internationally may be referred).

- iv. Text guideline:

Font & Font size: a) Font for English: Times New Roman, Font size 12

b) Font for Hindi or other languages, Unicode version, Font size 14

Line Spacing: a) For texts: 1.5-line spacing

b) Long tables/quotations/footnotes/captions/references: 1-line (Single)

- vii. Grammar and spelling:

- d. Avoid the use of overly convoluted sentence structures and the writing should be free of grammatical, syntactical and spelling errors.
- e. A single spelling convention should be used throughout the Dissertation/Thesis.
- f. The sentence structure and word arrangement (Syntax) should conform to the chosen spelling convention.

- viii. Figures:

- c. Images should be in JPEG format.
- d. Caption pictures or illustrations as Fig. 4-3. The first number refers to the chapter number and the second to the illustration or image number within the chapter.

- ix. Tables:

- b. Entitle the table the same way as the image (e.g., Table 3-2 for the second table in Chapter 3).

- x. References:

- b. As suggested by the DRC.

6. **Thesis organization:** The Ph.D. thesis should be compiled in a structured format as suggested below:

- e. **Front Matter**

- i. Acknowledgements
- ii. Declaration of Attendance (Appendix-O)

- iii. Certificate by the Supervisor (Appendix-P)
- iv. Synopsis with Abstract
- v. Contents
- vi. List of Figures
- vii. List of Tables
- viii. Abbreviations

f. Main Text

- i. Chapter 1: Introduction
- ii. Chapter 2: Literature Review
- iii. Chapter 3: Subject-specific
- iv. Chapter 4: Subject-specific
- v. Chapter 5: Subject-specific
- vi. Chapter 6: Conclusion
- vii. References

g. Back Matter

- i. Annexure 1: Review paper manuscript
- ii. Annexure 2: Conference paper presentation certificate(s)
- iii. Annexure 3: Plagiarism report

h. Others

- | | |
|---|--------------|
| v. Binding of thesis Cover: | Soft Binding |
| vi. Colour: | White/Blue |
| vii. Page Margin all sides (Top/Bottom/Left/Right): | 2.54 cm |
| viii. Left Gutter | 1 cm |

---X---