

**BYE-LAWS
GOVERNING THE DOCTOR OF PHILOSOPHY (PH.D.)
PROGRAMME IN
JAMIA HAMDARD**



**JAMIA HAMDARD
(Hamdard University)**

A deemed to be University
Accredited by NAAC in Grade 'A'
New Delhi 110062, India
www.jamiahamdard.edu

May 2009

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Abbreviations:

BRS, Board of Research Studies; CSIR, Council of Scientific & Industrial Research; DBT, Department of Biotechnology; DC, Doctoral Committee; DOD, Department of Ocean Development; GATE, Graduate Aptitude Test in Engineering; HOD, Head of the Department; ICMR, Indian Council of Agricultural Research; ICSSR, Indian Council of Social Science Research; JRF, Junior Research Fellow; MoEF, Ministry of Environment and Forests; MoU, Memorandum of Understanding; NET, National Eligibility Test; NET-LS, National Eligibility Test for Lectureship; PI, Principal Investigator; SRF, Senior Research Fellow; UGC, University Grants Commission.

JAMIA HAMDARD
(Deemed University)

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PROGRAMME
IN JAMIA HAMDARD

(Approved in the 127th Meeting of Standing Committee of the Academic Council held on May 11, 2009)

The revised bye-laws will be applicable to the candidates who will be admitted to Ph.D. programme in the academic year 2009-10 onwards, till they are further revised.

Ph.D. Programmes in Jamia Hamdard

Jamia Hamdard offers Ph.D. degree in selected disciplines as listed in **Table 1**. However, admission will depend on availability of seats and qualified supervisors in a Department.

Table 1. Ph.D. degree programmes in different Faculties

Faculty	Ph.D. degree
<i>Allied Health Sciences</i>	Allied Health Sciences
<i>Islamic Studies and Social Sciences</i>	Islamic Studies
	Federal Studies
<i>Management and Computer Science</i>	Management
	Computer Science
<i>Pharmacy</i>	Pharmaceutics
	Pharmacology
	Pharmacognosy & Photochemistry
	Pharmaceutical Chemistry
	Pharmaceutical Medicine
<i>Science</i>	Biochemistry
	Biotechnology
	Botany
	Chemistry
	Toxicology
<i>Engineering & Inter-disciplinary Sciences</i>	Work in Inter-disciplinary Sciences but degree in a core subject

These bye-laws would also cover Ph.D. programmes of other Faculties whenever launched in future till further revision.

General Information

1.0. The Ph.D. programme in all the faculties in Jamia Hamdard shall be a full time course.

The applicant must have obtained Master's degree or equivalent degree from Jamia Hamdard or from an institution recognized by Jamia Hamdard, in the subject concerned or in such allied discipline as approved for the purpose by the Board of Research Studies (BRS). However, applicants who have obtained Master's degree in the subject concerned will be considered for admission first. The candidate should have secured at least 55% marks in aggregate (or an equivalent CGPA as decided by Jamia Hamdard) in the Master's degree examination.

For **Ph.D. in Interdisciplinary Science**, a candidate can be registered from any discipline, if his/her proposed work is of inter-disciplinary nature and teachers from more than one faculty are involved as supervisors/co-supervisors. The planned research work should be able to integrate the application of different disciplines and have potential for innovation or generation of Intellectual Property Rights (IPR) at the conceptual level. The nature of inter-disciplinary work will be judged by the BRS constituted for the purpose. The BRS of the Faculty of Interdisciplinary Science will determine the subject in which the Ph.D. degree will finally be awarded from the core subjects in which Jamia Hamdard awards such degree.

In addition to bye-laws contained in this notification, Ph.D. in Pharmaceutical Medicine programme will be governed by its own bye-laws.

Admission

- 2.1. For admission to Ph.D. programme, a candidate shall apply to the University on the prescribed Application Form after the release of the Admission Notification. Each department shall communicate to the Controller of Admission and Examination the number of candidates to be registered in Ph.D. programme by each faculty member of the department before the admission process begins. The competent authority may revise the number of candidates to be registered based on facilities and funds available in the department.
- 2.2. Eligible candidates shall have to appear and qualify in a written test followed by interview. The candidates short listed on the basis of the written test will be called to appear before an interview board, constituted by the Vice Chancellor. The interview will have weightage of 20%.

Type of question paper: The entrance test paper will be descriptive type comprising at least 25% questions to judge the "research aptitude" of the candidate and remaining on the subjects taught at master's level as per the syllabus of Jamia Hamdard. The questions will be of two types, a) short answer type to be answered on half a page and, b) descriptive type to be answered on one page. Jamia Hamdard may change the pattern of the question paper and the same will be intimated to the candidates or may be notified on the University web site.

Admission to Ph.D. programme in Federal Studies will be based on the merit determined by the marks obtained in M.Phil. course in Federal Studies or other subjects related to research areas of Centre for Federal Studies. Condition of M.Phil. will not be applicable to the candidates who have qualified UGC NET with fellowship or those who belong to teacher/staff category.

- 2.3. The candidates who have cleared NET examination conducted by the CSIR/UGC/ICMR/DBT/ICAR with fellowship or Senior Research Fellow selected directly by UGC/CSIR/ICMR for at least two years will be exempted from appearing in the written test. GATE qualified candidates with more than 95 percentile or above with fellowship will also be exempted from appearing in entrance test. However, appearance in interview will be compulsory. No exemption in entrance test will be applicable to those who have qualified NET-LS without fellowship and wish to register with a teacher of Jamia Hamdard as supervisor. Admission notice for NET qualified students may be issued through newspapers and/or university web site. The candidates of the above category may also apply along with general admission which will be conducted once in a year, depending on their eligibility as notified by the funding agency.

Industry sponsored category candidates shall also be exempted from entrance test. However, they shall be required to appear in the interview. Fee for such candidates will be at par with Ph.D. programme in Pharmaceutical Medicine.

2.4. **Interview Board for Ph.D. Admission**

The interview board for Ph.D. admission shall be as follows:

Head of the Department	:	Chairman
One Professor/Associate Professor from the Department	:	Member
One nominee of the Vice Chancellor from outside of Department	:	Member
Representative of Admission Committee to be nominated by the Vice Chancellor	:	Member

The overall coordinator of all such interviews will be the Dean of the Faculty. The above committee will also be proposed by the Dean of the concerned Faculty to the Vice Chancellor for approval.

- 2.5. Candidates working in institutions having MoU with Jamia Hamdard will also be required to appear and qualify entrance test and appear for interview conducted by Jamia Hamdard for admission to Ph.D. programme. Exemption will be available to such candidates as per the criteria mentioned in Para 2.3. Additionally, candidates working in the Institutes having MoU with Jamia Hamdard and have qualified NET-LS will also be exempted from entrance test. However, interview will be mandatory in all the cases. Candidates from such institutes will be considered only, if the MoU clearly indicates that it also covers Ph.D. degree programme. Such candidates shall have to apply to Jamia Hamdard for admission to Ph.D. programme on the prescribed application form within the due date.

Supervisor and Co-supervisor

Jamia Hamdard Teachers

- 3.1 A supervisor shall be from amongst the Professors/Associate Professors/Assistant Professors of Jamia Hamdard who has Ph.D. degree from a recognized University. An Assistant Professor during his/her probation period will not be eligible to register a student as supervisor. He/she, however, can act as a co-supervisor. Teachers of Jamia Hamdard will become eligible to guide a student only after completion of two years of obtaining his/her Ph.D. degree. Teachers of Jamia Hamdard will be required to submit a CV along with list of publications to BRS for their recognition as supervisor at first instance. A supervisor must have at least two publications in peer-reviewed journals in the relevant field. The BRS will consider all the criteria as mentioned above before granting recognition to any teacher as supervisor to guide students for Ph.D. degree work.

Scientists from Institutes/Industry with which Jamia Hamdard has Signed Memorandum of Understanding (MoU) for joint Ph.D. Degree programme

- 3.2. A scientist/executive holding Ph.D. degree in a relevant subject not below the rank of Scientist E-I/Associate Director of a national laboratory or institute or an R&D Centre of reputed industry with whom Jamia Hamdard has signed a MoU or a scientist of an institution who takes a student who has done Masters from Jamia Hamdard can be a supervisor. Such a scientist will have to approach the Board of Research Studies of the Faculty where he/she wants recognition as supervisor with a written request duly forwarded by the Director/Head of the Institute/R&D Section of Industry along with ten copies of CV and list of publications. In his/her application he/she will indicate the name of subject in which recognition is sought. Once recognized in a particular Faculty as supervisor, he/she will continue to be supervisor till such time when BRS decided that he/she ceases to become supervisor on account of his/her superannuation, resignation from job etc. If such scientist wants to be recognized as a supervisor in a different Faculty, he/she will have to apply afresh.
- 3.3. Supervisor may recommend the name of the co-supervisor for approval by Doctoral Committee (DC)/BRS. A co-supervisor may be a faculty member from the same or any other department or may be a scientist or a person holding an equivalent position in an institute or an R&D Centre of Industry of national or international repute. Such scientists/persons shall have to approach the BRS for recognition in the manner as explained above in Para 3.2. DC or BRS may also recommend names of co-supervisor(s) after reviewing the proposed synopsis of a candidate. The number of co-supervisors for a student will not exceed two.
- 3.4. For a candidate, registered with a scientist of a national institute or an R & D Centre with whom Jamia Hamdard has signed a MoU, it shall be mandatory to have a co-supervisor from the concerned department of the Jamia. If such a scientist has not identified a collaborator as co-supervisor in the Department, the Head of the Department may identify a co-supervisor from the Department whose research area may be related to the proposed work. DC or BRS may also recommend names co-supervisor(s) after reviewing the proposed synopsis of a candidate. In such cases,

the co-supervisor shall be one of the examiners for evaluating the thesis and for conducting the viva voce examination.

- 3.5. In the publications, the affiliation of such a candidate shall be both the institute/R & D Centre where the candidate has worked and Jamia Hamdard. In order to augment active collaboration, both supervisor and co-supervisor should discuss the research problem and provide an intellectual input.

Scientists from Reputed Institutes who take Jamia Hamdard Master Students with which Jamia Hamdard has not Signed MoU

- 3.6 Jamia Hamdard may grant recognition to a scientist holding Ph.D. degree in the relevant subject, as supervisor, working in a research institution in India not having a MoU with Jamia Hamdard, if he takes a student for Ph.D. work who has taken Master's degree from Jamia Hamdard. Scientists not below the rank of E-I from the reputed institutes such as those established by the Council of Scientific and Industrial Research (CSIR), Indian Council of Medical Research (ICMR), Indian Council of Agricultural Research (ICAR), Indian Council for Social Science Research (ICSSR), Department of Science and Technology (DST), Department of Biotechnology (DBT), Department of Ocean Development (DOD), Ministry of Environment and Forests (MoEF), Ministries of Home Affairs, Defence etc. will only be eligible for consideration as supervisor under this category for the specific student. However, any academic institution/university will not be covered under this category. Applications for such supervisors may be submitted to the Head of Department who will identify a suitable co-supervisor from the Department. The Head of the Department will submit his/her comments to the Dean who will put up the matter to the BRS for final decision. DC or BRS may also recommend names co-supervisor(s) after reviewing the proposed synopsis of a candidate.

Such candidates, however, will have to qualify the entrance test of Jamia Hamdard for admission to Ph.D. programme and appear for interview. Exemption will be available to such candidates as per the criteria mentioned in Para 2.3. Additionally, they will be exempted from entrance test, if they have qualified NET-LS examination. However, interview will be mandatory in all the cases. Their Ph.D. admission/registration will be subject to recognition of concerned supervisor by the BRS. They shall have to apply to Jamia Hamdard for admission to Ph.D. programme on the prescribed application form within the due date.

In the publications, the affiliation of such a candidate shall be both, the institute /R&D Centre where the candidate has worked and Jamia Hamdard. In order to augment active collaboration, both supervisor and Co-supervisor should discuss the research problem and provide an intellectual input.

- 3.7. A teacher of Jamia Hamdard may function as co-supervisor for any number of candidates. A scientist working in an institute having an MoU with Jamia Hamdard or any other reputed Institute as mentioned in Para 3.6 may also function as co-supervisor for any number of candidates. Such a Scientist not below the rank of E-I will have to give a written consent to act as co-supervisor and submit his/her CV along with list of publications to BRS for recognition at first instance.

- 3.8. A University teacher/Scientists working in recognized institutes shall not be appointed supervisor if he/she happens to be a near relation (i.e., father, mother, spouse, son, daughter, husband's or wife's brother/sister, grandson/granddaughter, nephew/niece and first cousin/son-in-law/daughter-in-law) of the candidate.
- 3.9. If the supervisor retires or otherwise leaves the University/Institute before the thesis of a candidate has been completed, he/she may continue to guide the candidate for the maximum of one year. However, a co-supervisor will be appointed in such cases. If a supervisor of the candidate or the candidate himself/herself requests for a change, change of supervisor may be allowed by the BRS.
- 3.10. Teachers of Jamia Hamdard whose superannuation is due within next two years will not be allowed to register any student for Ph.D. programme as supervisor. However, they may act as co-supervisor. Similarly, retired Scientists, Consultants, and Professors who join Jamia Hamdard in any capacity at least for two years may also be recognized as co-supervisors. Adjunct Professors of Jamia Hamdard will also be eligible to act as co-supervisors. All such staff/Adjunct Professors will have to be recognized by the BRS.

The Vice Chancellor may grant recognition to distinguished scientists/researchers/specialists who hold Ph.D. degree in relevant field as supervisors/co-supervisors on the recommendation of BRS who do not fall into any of the above categories mentioned in Para 3.2, 3.6 and 3.10. The Vice Chancellor may refer such cases along with CVs to BRS of the respective Faculty. However, candidates proposed to be registered under such supervisor(s) will have to appear and qualify entrance test and interview conducted by Jamia Hamdard, if not eligible for exemption as per rules. There will always be a supervisor or co-supervisor from the concerned Department/Faculty. Such candidates may ordinarily be required to work in Jamia Hamdard. However, working outside of Jamia Hamdard would also be permitted on case to case basis.

- 3.11. If a person working in an institution other than Jamia Hamdard is employed as the faculty of the Jamia Hamdard, he/she shall be allowed to register for Ph.D. degree the students who were working under his supervision in his/her former institution subject to fulfillment of Jamia Hamdard bye-laws. Such a candidate shall not submit his/her thesis until one year after registration in this University.

Number of Seats

- 4.0. The number of Ph.D. student a teacher of Jamia Hamdard can register is indicated in Table 2. The number will depend on the extent of funding available to a teacher and number of students he/she intends to register who are supported by fellowships from outside agencies.

Table 2. Number of students to be registered under each category of supervisor

Category of the teacher from Jamia Hamdard	Maximum number of students a teacher is allowed to register under any category as supervisor	Number of students a teacher is allowed to register without any financial assistance either from fellowship or project at a given time		Number of students a teacher is allowed to register those working under projects, with fellowships, industry sponsored candidates and foreign nationals	
		Humanities	Subjects other than humanities including Management and Computer Science	Humanities	Subjects other than humanities including Management and Computer Science
Professor	10	4	2	6	8
Associate Professor	10	3	2	7	8
Assistant Professor	6	2	2	4	4

The supervisor while forwarding the names of the candidates for Ph.D. registration shall mention students already registered with him/her clearly indicating those in the project(s), NET qualified (with fellowship), foreign nationals and those not without any financial assistance. Vacancies will accordingly be determined.

An Assistant Professor will be allowed to register only one candidate in a year at the first instance.

If the Vice Chancellor is convinced that a teacher has sufficient funding, time for guidance and expertise, he/she may be allowed to register additional number of students.

Supervisors recognized by Jamia Hamdard working at institutes/Industry having MoU with the University and those working at recognized institutes in the grade of Scientist F and E-I/Associate Director will be eligible to register a maximum of 8 and 6 students, respectively. All such scientists will have to declare number of students registered under them as supervisor in Jamia Hamdard or any other University while forwarding application of candidate for registration in Ph.D. programme. BRS while granting recognition/registration will take into account this information.

Candidates Working in Projects

- 5.0. Candidates selected under funded projects in Jamia Hamdard will be considered for Ph.D. registration, if the duration of project is 2 years or more. The Principal Investigator (PI) of the project will make advertisement in newspaper/web site and it should be clearly mentioned in the advertisement that registration to Ph.D. will not be guaranteed. Such candidates working in projects will also be required to appear and

qualify entrance test and appear for interview conducted by Jamia Hamdard for admission to Ph.D. programme. They shall have to apply to Jamia Hamdard for admission to Ph.D. programme on the prescribed application form within the due date.

Alternatively/additionally, PI may seek names of the candidates who cleared the entrance test and interview for admission to Ph.D. programme but could not be admitted due to limited availability of seats who may be considered for appointment in project. PI will send requisition to the Controller of Examinations and Admissions, who will provide 3-5 names along with contact addresses for each sanctioned position from the merit list of the last test after approval from the Vice Chancellor. PI will provide full detail of project such as title, funding agency, sanctioned positions, tenure etc. These candidates will be called for interview along with other candidates called through advertisement. If any candidate is appointed from the list, he/she will be exempted from reappearing in entrance test for Ph.D. admission. However, such candidates will be required to appear for admission to Ph.D. programme along with other candidates selected through entrance test.

Teacher/Staff Category Candidates

- 6.1. Teachers/non-teaching staff of Jamia Hamdard need not appear in the test/interview for registration to the Ph.D. programme in Jamia Hamdard. However, they have to take due permission from the competent authority for the purpose. At no point of time more than 25% staff of a department/section of Jamia Hamdard can be permitted to enroll for Ph.D. programme either in Jamia Hamdard or other University. While forwarding application to Registrar for obtaining permission for Ph.D. registration, Head of the Department/Section will clearly write number staff in Department/Section, and those already registered in Ph.D. programme in Jamia Hamdard or any other University. The minimum tenure of Ph.D. programme for such candidates will be four years.
- 6.2. Teachers from other universities may be registered on the same terms such as producing a “No objection certificate” and letter of sanction of study leave for at least two years. However, as these candidates will be on study leave, they have to work on full time basis and minimum tenure for Ph.D. programme will be two years.

Selection

- 7.0 After the selection list of candidates admitted to Ph.D. Programme is issued, the selected candidates will be given provisional admission subject to approval of registration. The candidates will be required to submit the prescribed fee within the stipulated time as indicated in the admission offer letter. The selected candidates will be given one month’s free floating time to choose a supervisor or group of supervisors of which one will act as supervisors and other as co-supervisor. Such provisionally admitted candidates will be entitled to use reading room of the library and computer facilities for literature survey and typing of synopsis. He/she will discuss the research plan with the supervisors and make a synopsis as per the format (ANNEXURE- I).

Selection of Supervisor(s) and Approval of Research Topic by Doctoral Committee

8.0. The topic of research and supervisor and co-supervisor(s) will be approved by the Doctoral Committee of the Department which will be forwarded to BRS for its consideration.

Doctoral Committee (DC)

The constitution of DC will be as follows:

Head of the Department : Chairman

Two Senior Faculty members : Member
(not below the rank of Associate Professor, if there is no Associate Professor in the Department, Assistant Professors may also become members)

One subject expert from outside the faculty/department or Jamia Hamdard to be nominated by the Vice Chancellor : Member

Supervisor(s) : Member

The panel for DC will be proposed by the Head of the Department in consultation with the Dean. HOD will suggest name of three experts to the Vice Chancellor. The Vice Chancellor may also like to nominate member outside of the panel submitted by the HOD.

Tenure of DC will be for three years.

The terms of reference of DC will as under.

- To review the synopsis of the Ph.D. candidates and suggest changes, if any. Candidates to present their synopsis of their proposed work that will include the background information, objectives, methodology etc. before DC.
- Propose additional co-supervisors for the student.
- Meet at least two times in a year.
- To conduct pre-submission presentation of the work by the candidate and suggest modifications in the work, if found not in order or not in conformity with the approved synopsis and make recommendations accordingly.

After approval from the DC candidate will submit ten copies of the synopsis in the prescribed format (given as ANNEXURE-I) to the Dean of the Faculty through Head of the Department along with the duly filled registration form (Ph.D. registration form will be available from the office of the Dean/HOD/Assistant Registrar-Academic) to be placed before the Board of Research Studies (BRS) for approval.

In case of Ph.D. programme in Interdisciplinary Science proposals of supervisor(s) and registration will be directly considered by the BRS.

In case, the Board of Research Studies does not approve the registration of a candidate, the refund of fee can be claimed by such a candidate. However, no interest will be paid by the university.

TA/DA and honorarium to external DC members will be paid as per rules.

Admission of Foreign Nationals in Ph.D. Programme

- 9.0. Foreign nationals shall have to obtain Student/Research Visa as one of the essential requirements for Ph.D. registration in Jamia Hamdard. Foreign Diplomats desirous of taking admission in Ph.D. programme have to change the status of Visa to “student visa”. Foreign Nationals will not be required to appear in the entrance test. They may be given offer of admission without formal approval of the DC/BRS, after receiving recommendations from the Head of the Department and Dean of the Faculty duly approved by the Vice Chancellor. The topic and names of supervisor(s) will be placed for consideration of the DC. If the candidate is present in India during the DC meeting, he/she may be requisitioned to present the work proposal along with other candidates. The approved synopsis will then be forwarded to BRS for its consideration. Foreign nationals may also be required to deposit an annual contingency of US\$ 300 (or equivalent Indian currency) in case of humanities subjects and US\$ 1000 (or equivalent Indian currency) in case of subjects other than humanities including Management and Computer Science. Fifty percent of contingency may be utilized by the supervisor for purpose of meeting out the expenses related to research work of the candidate.

Board of Research Studies (BRS)

- 10.1. Each Faculty will have a Board of Research Studies (BRS) which will consider and approve the proposals of work plan and names of supervisors for each candidate.

The Board of Research Studies for a Faculty shall comprise:

- (a) Dean of the Faculty - Chairman*
- (b) All Heads of the Departments of the Faculty
- (c) All Professors in the Faculty
- (d) One Associate Professor of the Faculty by rotation in order of seniority for two years provided that he/she holds a Ph.D. degree or an equivalent qualification.
- (e) One Assistant Professor of the faculty by rotation in order of seniority for two years provided that he/she holds a Ph.D. degree or an equivalent qualification.
- (f) Two external experts, who should be eminent scholars of any of the two disciplines of the Faculty, by rotation appointed by the Vice Chancellor in consultation with the Dean of the Faculty. Their term will be for two years.
- *(g) Provided however that if the Vice Chancellor decides to attend any Board of Research Studies meeting, he shall be in the chair.

- 10.2. The BRS shall meet at least two times in a year in the month of February and August. The schedule of BRS meetings will be notified by the Dean of the faculties at the beginning of the academic session. Copies of the same will be sent to the Academic Section and to the Institutes having MoU with Jamia Hamdard.
- 10.3. The Board of Research Studies shall consider each application for registration and examine whether the topic, as proposed by the candidate in consultation with the supervisor(s) and recommended by Doctoral Committee (DC), is suitable or not and, if suitable, approve the same for registration of the applicant in the Ph.D. programme. If, however, the Board of Research Studies considers that the topic and/or supervisor(s) are not suitable, it may suggest suitable changes, for reasons which are to be recorded. Date of registration will be decided by the BRS. The proceedings of the meeting of the BRS shall be submitted to the Vice Chancellor for his approval. If approved, the Registrar will then issue a notification in this regard. Based on notification, Head of the Department will send letters to registered candidates to complete the formalities within the stipulated time.

Fee and Contingency

- 11.0. The fee as decided by the University from time to time will be payable annually till the candidate submits the thesis. The teachers/staff of Jamia Hamdard who register themselves for Ph.D. course shall be exempted from payment of such annual fee. However, other fees as applicable will be paid by such candidates.

Indian candidates who have no fellowship with contingency or not working in any project may be required to deposit an annual contingency as follows.

Humanities	:	Rs. 5000
Disciplines other than Social Sciences including Management and Computer Sciences	:	Rs. 10000

This contingency will be shared by the University and the department to meet the expenditure on infrastructure and laboratory facilities. Fifty percent of the contingency may be used by the supervisor to meet the expenses related to research of the candidate. There will be a separate fee structure for the foreign nationals, as notified time to time. The annual contingency rate for the foreign nationals will be as under.

Humanities	:	US\$ 300 (or equivalent Indian currency)
Disciplines other than Social Sciences including Management and Computer Sciences	:	US\$ 1000 (or equivalent Indian currency)

No contingency will be charged from the candidates under MoU category, recognized institute category and Jamia Hamdard teacher/staff category.

Seminars

- 12.0 Candidates who are registered for Ph.D. Programme will have to give at least one seminar in a year. There should be a gap of six month between each seminar. No seminar will be allowed before three months of thesis submission. Wide publicity shall be made about the seminar so that other faculty members and research workers may attend. Candidates working in institutes with whom Jamia Hamdard has MoU will be required to give at least two seminars in Jamia Hamdard. Departments may devise a mechanism of evaluation of seminar and record the performance of each candidate. If seminar of a candidate is not up to the mark, he/she may be asked to it present again.

Research Scholars may also be given teaching assignment by the HOD not exceeding 10 hours per week. The record of such teaching assignment given to research scholars shall be maintained by the concerned HOD and a copy of the same submitted to the Registrar at the end of each semester/academic year.

Change in Research Topic and Supervisor(s)

- 13.1. The candidate may apply to the Board of Research Studies through his/her supervisor(s) and the Head of the Department for permission to modify/change the research topic. The application shall be considered by Board of Research Studies. While recommending the change of the topic, the Board of Research Studies shall indicate if the suggested change is major or minor. In the case of a major change, the thesis shall not be allowed to be submitted until after one year from the date from which the change was approved by the Board of Research Studies. In the case of a minor change, thesis may be submitted as per schedule after the approval of the change by the Board of Research Studies.

Provided further that any change that does not involve change in broad field or approach but is meant merely for specification or clarification of the title shall be considered as a minor change, whereas a change in the broad field/approach/methodology for research shall be considered as a major change.

A registered student has to work as per the approved plan of work as mentioned in synopsis. Any deviation which may occur during the course of study may be brought to the knowledge of DC during pre-submission presentation. This deviation will be clearly stated by DC in its report to be sent to BRS. The student will accordingly approach the BRS for approval of changes.

- 13.2. Generally, change of supervisors will not be allowed. However, under special circumstances BRS may allow change of supervisor on specific recommendations of the DC. The BRS may also determine if the change of supervisor is to be treated as 'major' or 'minor'. In any case change or addition of co-supervisor will always be treated as 'minor' change. BRS may also lay conditions on such changes as production of 'no objection certificate' from the supervisors, funding position of the laboratory of proposed supervisor etc.

14.0. A student registered with a supervisor from Jamia Hamdard may be allowed by the Head of the Department, on the recommendation of the supervisor(s), to continue his/her research work at some other centre after one year, if:

(a) Facilities for further work do not exist in the Department.

or

(b) The Head of the Department is satisfied that it would be in the interest of the candidate to do further research work at such a centre.

Students may also be allowed to work abroad for a maximum period of one year during the whole tenure of Ph.D. However, this arrangement should be duly approved by the DC of the Department. DC may review the work proposal to be done at the institute/University outside country. DC may also ask the candidates to present the report on the work done at such institutes/Universities.

In all cases, a certificate of attendance shall have to be produced duly signed by the designated in-charge at the centre outside of Jamia Hamdard.

15.0. A candidate who is registered for Ph.D. degree shall not be allowed to join any other course unless it is prescribed by the Board of Research Studies in order to strengthen the candidate's capability to pursue his/her research project. He/she may be permitted to join and appear in the examination of a part-time diploma course in a language and other course, if it is considered useful for pursuing his/her research.

16.0. If a supervisor is not satisfied with the work of the candidate, he will inform the Dean through the Head of the Department. The matter shall be considered by the Board of Research Studies in order to decide whether the candidate should be allowed to continue his/her research for the Ph.D. degree. In case a dispute arises between the supervisor and the candidate at the final stages of completion of the thesis, the Board of Research Studies shall adjudicate. If the matter remains unresolved, the case will be referred to the Vice Chancellor for a final decision.

Tenure

17.1. No candidate shall be allowed to submit his/her thesis earlier than two years from the date of registration and fulfills other criteria of submission of thesis. However, Ph.D. in Pharmaceutical Medicine will be of three year's duration. Those who have passed M.Sc. in Clinical Research will be given one year of exemption, if they are selected in Ph.D. in Pharmaceutical Medicine programme. The minimum tenure will be four years for Jamia Hamdard teachers and non-teaching staff who register for Ph.D. programme after taking due permission of the competent authority and fulfill other criteria as per Para 7.1.

The minimum period will be three years for candidates who are in job and those who are on diplomatic mission other than those covered under Para 7.1 and can not attend the Department on full time basis.

- 17.2. A candidate shall be allowed to complete his/her research work and submit the thesis in a maximum period of six years. In case he/she is unable to complete his/her research and submit the thesis within this period, he/she may apply, through supervisor(s) and the Head of the Department, for grant of extension. Extension may be granted by the BRS up to a maximum period of two years. The extension shall be granted for one year at the first instance. The second extension of another year shall depend upon the satisfactory progress of the work in the extended period of one year; six months at a time. If it is found that the progress of the candidate in the extended period is not satisfactory, his/her admission shall be cancelled by BRS. No extension beyond 8 years shall be permissible under any circumstances.

For each extension candidate will be charged an extension fee of Rs. 5000 in addition to usual fee and contingency.

- 17.3. If a candidate fails to submit his/her thesis within the period allowed under these regulations, his/her registration shall be considered as cancelled. He/she may be allowed to register himself/herself again following the procedure laid down for fresh admission and registration.

Submission of Thesis

- 18.1. When supervisor(s) are satisfied with the progress of work of the student, he/she will submit a summary of work done in 4-5 pages to the Head of the Department who will convene a meeting of DC where in the student will be asked to make a presentation of the work done. The candidate may be allowed to submit the thesis, if DC is satisfied with the performance of the student and candidate has met all the requirements of tenure, attendance, publications, and seminars.

Tenure: A candidate has to fulfill the minimum tenure criteria as outlined in Para 18.1 and 18.32 of these bye-laws.

Attendance: A candidate must attend the research work at least for 600 days for the purpose of submission of Ph.D. thesis. Record of attendance will be kept by the supervisor. Supervisor will make attendance sheet of each student on the three month basis and file the same. A copy of duly signed trimester leave record will also be maintained by the student. The attendance record may be checked by the Head of the Department at any time during the year. At the time of submission of thesis the student will submit an annual attendance record in the format as given below duly signed by the supervisor to the examination section in prescribed format.

Seminars: A candidate has to fulfill the criteria of seminars as in outlined in Para 13 of these bye-laws.

Publications: Minimum one published or accepted paper in SCI/SCIE/peer-reviewed indexed journal.

18.2. While submitting the thesis a student will provide the above information in the following format duly signed by the supervisor(s) and head of the Department.

CERTIFICATE

(to be accompanied with copies of thesis)

Name of student:

Category: General/MoU candiate/Jamia Hamdard alumnus working in Institutions/Jamia Hamdard teacher/Jamia Hamdard non-teaching staff/Industry Sponsored candidate/Foreign National

Department:

Faculty:

Name(s) of Supervisor(s):

Title of thesis:

Date of registration:

Certified that the above candidate was present in the department and conducted research on the topic allotted to him/her under my/our supervision.

FIRST YEAR :.....days

SECOND YEAR :.....days

THIRD YEAR :.....days

..... YEAR :.....days

..... YEAR :.....days

TOTAL :.....days

His/her attendance is as per rule.

He/she has published the following papers in SCI/SCIE/peer-reviwed indexed journals from the thesis work as a per the requirement of the Ph.D. bye-laws (Give full citation. If accepted, write in press).

- 1.
- 2.

He/she has given seminars on the following dates:

Date of Seminar 1:

Date of Seminar 2:

Date of Seminar 3:

Signature of HOD

Signature of Supervisor(s)

Note: Candidates registered in Jamia Hamdard but working outside in a research Institute/R&D Centre shall also be required to submit the above certificate duly signed by the Supervisor (s) and Head of the Section/Division. Record of attendance, papers and seminars will be maintained by the supervisor in the manner as stated above.

- 18.3. (a) When candidates gets the above certificate he/she shall submit five typed but loose (spiral) bound draft copies of thesis to the Head of the Department, who in turn shall forward them to the Dean of the Faculty.

The thesis shall be accompanied by:

- (i) A receipt of payment of the prescribed examination fee.
 - (ii) Five typed or printed copies of an abstract of the thesis, not exceeding 1000 words, which shall be sent to each of the examiners.
 - (iii) Five copies of synopsis.
 - (iv) Duly signed certificate of attendance, seminar and published paper.
- (b) The thesis must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of the known facts or theories; in either case it shall give evidence of the candidate's capacity for original research, critical examination and judgment.
- (c) The thesis shall be satisfactory in its literary presentation.
- (d) The thesis shall include the following certificate signed by the supervisor and co-supervisor(s), if any.

CERTIFICATE

This is to certify that the thesis entitled "TITLE OF THE THESIS" submitted to the Faculty of(name of the faculty), Jamia Hamdard, New Delhi, in fulfillment of the requirements for the award of degree for Doctor of Philosophy in(name of the subject), embodies the original research work carried out by Mr./Ms..... (Name of the candidate) under my/our supervision and has not been submitted in part or full for any degree or diploma of this or any other university.

It is further certified that the scholar fulfills all the requirements as laid down by the University for the purpose of submission of Ph.D. thesis.

Signature of Co-supervisor(s)

Signature of Supervisor

Forwarded by

Signature of the Head of the Department

Signature of the Dean of Faculty

Date:

- 18.4. Provided that a candidate may incorporate in his/her thesis, contents of any work which he/she may have published on the topic. But he/she shall not submit, in his/her thesis, any work for which another degree has been conferred or to be conferred by this or any other University/institution. The work carried out by the candidate for the award of M.Phil. degree of Jamia Hamdard, can however, be incorporated in the Ph.D. thesis of the candidate. The thesis shall include the following certificate.

CERTIFICATE

The copyright of the work presented in this thesis rests with the researchers (name of the candidate and supervisors). No part of this thesis can be reproduced in any form without the written permission of the copyright holders. The thesis does not contain, without explicit acknowledgement, any work, published or unpublished, of any other person.

Name and Signature of the Candidate

Name and Signature of Supervisor(s)

- 18.5. The Dean of Faculty shall forward all four signed copies of the thesis to the Examination Section for evaluation by the examiners and return one copy to the candidate.

Evaluation of Thesis

- 19.1 Prior to, or at the time of the submission of the thesis, supervisor(s) shall submit a panel of minimum of six experts working in the field of the thesis at institutions other than Jamia Hamdard to the Dean of the Faculty. From the panel, the Vice Chancellor will appoint two external examiners, one of whom shall also be appointed as examiner to conduct the viva voce examination. Panel shall also include two names of foreign experts. However, selection of foreign expert may not be mandatory. If a foreign expert is appointed as an examiner, he/she shall be paid a fee of US\$ 100.

An external examiner shall not be below the rank of Associate Professor/Scientist E-I.

After perusal of the list and topic of thesis, the Vice Chancellor may ask the supervisor through the Dean to provide additional names or submit a new list of examiners. The Vice Chancellor may also appoint the examiners(s) who may not be in the list submitted by the supervisor(s).

- 19.2 The thesis shall be sent for evaluation to three examiners of whom one shall be the concerned supervisor/co-supervisor and the other two shall be appointed by the Vice Chancellor as referred to above in Clause 14.1.

Along with the thesis and other papers, it shall be communicated to the examiners that they, if they desire, may send questions to be asked from the candidate at the time of viva voce. After a proper evaluation, an examiner may recommend:

That the thesis be accepted for the award of the Ph.D. degree.

Or

That the thesis be rejected.

Or

That the thesis be allowed to be resubmitted with improvement and for this purpose may make such suggestions as he/she may deem fit. Provided that the candidate shall ordinarily resubmit the revised thesis within one year from the date on which the comments of the examiner(s) are provided to him/her by the University. Extension in the date of re-submission may be given by the Dean of the Faculty up to a maximum period of one year. The student will submit required and extension fee as per rules.

The thesis report, preferably signed and scanned, may also be accepted by e-mail to the Controller of Examinations and Admissions on his/her personal e-mail account. However, the Controller may verify the authenticity of e-mail account by making phone call to the examiner. In such case hard copy of the report will not be necessary.

- 19.3. When the reports of all the examiners are received in the Examination Section, they shall be sent to the Dean of the concerned faculty for necessary action.
- 19.4 The thesis may be resubmitted, if so recommended by the examiners, thrice at the most and it shall be re-examined by the examiners(s) who assessed the original thesis, unless any of them is unable or unwilling to do so.
- 19.5. Re-submission of the thesis must be accompanied by a receipt of payment of prescribed amount of examination fee.
- 19.6 In case there is a difference of opinion between the examiners with regard to the acceptance of the thesis, the Vice Chancellor, upon consulting the Supervisor, the Head of the Department and the Dean, may refer the thesis to another examiner who may be out of the approved panel whose opinion shall be considered as final.
- 19.7. If minor changes are suggested by the examiners (not resubmission) the same have to be incorporated in the thesis. The proposed changes and comments will be communicated by Dean to the supervisor who will ensure their compliance. A compliance report will be presented by student through his/her supervisor and Head of the Department to the Dean of the Faculty. If Dean is satisfied, he/she may allow candidate to bind the thesis in hard bound form. One copy of such final thesis signed as per format will be submitted to the Examination section along with thesis-on-CD in pdf format. The final thesis and CD may be sent to library for archiving. The candidate may prepare as many copies of thesis for his/her personal use, department, supervisor(s) etc. He/she shall bring both the original and final forms of thesis at the time of viva voce.

Vive Voce and Award of Degree

- 20.1. Except for a thesis that is rejected, a viva voce shall be held. The examiners of the thesis may send, if they so desire, along with their reports, questions to be asked from the candidate by a panel constituted for conducting the viva voce examination. While sending the proforma for examiner's report, the Examination Section should send to the examiner a sheet bearing the heading, "Question for the candidate" on a separate sheet. The panel for viva voce shall consist of three examiners and will include the Head of the Department, the supervisor of the candidate (co-supervisor in case of a Candidate whose supervisor is from a national institute/R&D Centre with whom the Jamia has signed and MoU) and one of the two external examiners who had examined the thesis of the candidate and shall be appointed by the Vice Chancellor. The Dean of the Faculty will be the convener of the viva voce examination. The date of viva voce examination shall be fixed by the Convener in consultation with the Supervisor and the Head of the Department after the receipt of the positive comments from the examiners of the thesis. Supervisor of the candidate from the institute may also be member of the examiner panel.
- 20.2. Presence of the external examiner shall be essential for the conduct of the viva voce. The recommendation of the panel of viva voce examiners shall be sent by the Dean to the examination section for declaration of result and for reporting to the Board of Research Studies. All the members of the viva voce board shall be entitled to remuneration.
- 20.3. Wherever there is a co-supervisor (or supervisor in case of a candidate working in a national institute/R&D centre etc with whom the Jamia has signed MoU) his/her report and presence will be an essential requirement. However, he/she shall not be entitled for any TA/D.A. from Jamia Hamdard for taking part in the viva voce examination.
- 20.4. The candidate shall be required to present the work incorporated in the thesis in an open seminar. After the presentation, the viva voce shall be conducted by the panel of examiners. However, if the external examiner wishes, he/she can conduct viva in open. Only the members of examiner panel will be allowed to ask questions in such a case.
- 20.5. When viva-voce is successfully held, the candidate will be required to submit a summary of Ph.D. thesis as a soft copy to the Web Cell for the uploading on the Web Site. The summary should include title, Subject, Name of the Student, Supervisors along with e-mail IDs, name of Faculty and Department, source of funding, date of viva voce and list of publications from the work. If work is done in and outside institute, name of the institute should also be included in the summary.
21. 0. All bye-laws of Jamia Hamdard related to students' conduct and discipline shall apply to the research scholars registered for the degree of Doctor of Philosophy at Jamia Hamdard. The reservation policy of Jamia Hamdard will also be applicable to admission to Ph.D. programme.

Reservation

- 22.0 Reservation policy of the Jamia Hamdard shall also be applicable to admission to Ph.D. programme.
- 23.0. In case UGC issues new guidelines for Ph.D. programme which may be of binding nature on the University, the same may be adopted by the University following the due process of discussion in the Standing Committee of the Academic Council and keeping in view the privileges as under Article 30 (1).

FORMAT OF SYNOPSIS

Maximum 10 pages

[Cover page]

Title of Proposed Thesis:

Name of Candidate:

Name & Designation of Supervisor:

Name & Designation of Co-supervisor (s):

Subject:

Name of Department:

Faculty:

Name and address of any other Institute/Department associated if any:

Category of applicant: Jamia Hamdard/MoU/Institute/Foreign National

Doctoral Committee' recommendations:

Signature of Members of Doctoral Committee

Dates of submission to BRS:

[Page 2 onwards]

Introduction (including brief review of literature, background)

Objectives (including hypothesis to be tested)

Methodology (with appropriate references)

References (as per approved format)

Signature of Candidate

Signature of Supervisor

Signature of Co supervisor (s)

Style of References

Paper in Journal:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51-59.

Book:

Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York.

Chapter in an edited book:

Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281-304.

Check List and Sequence of Ph.D. Award Process

Admission and registration

1. Application for admission
2. Entrance test, if applicable and interview
3. Identification of supervisor(s)
4. Preparation of synopsis of Ph.D. work as per format
5. Approval of topic, work and supervisor(s) by DC/BRS

Requirements before submission

6. Timely payment of fee and contingency
7. Seminars
8. Publication of research paper(s)
9. Attendance

Thesis submission and award

10. Examination fee
11. Submission of thesis in draft form
12. Incorporation of changes in thesis as suggested by the examiners
13. Approval of changes by the Supervisor(s)/Dean
14. Viva voce
15. Submission of final form of thesis
16. Soft copy of thesis in PDF version on CD
17. Summary of thesis as per format for web site uploads.
18. Notification of Ph.D. degree award