

Ph.D. Ordinance - 9 (IX)**DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)****DEFINITIONS**

<i>JMI</i>	Jamia Millia Islamia (Central University)
<i>Applicant</i>	an individual who applies for admission to the Ph.D. programme of the Jamia Millia Islamia, New Delhi on a prescribed Application Form.
<i>Course Work</i>	means courses of study prescribed by the Department/Centre/Faculty to be undertaken by a student registered for the Ph.D. programme.
<i>Scholar</i>	a person registered for the regular Ph.D. programme after successful completion of requisite course work and submitted an approved research proposal.
<i>Full-time Scholar</i>	a person registered for the Ph.D. programme devoting full time to completing the degree requirements.
<i>Part-time Scholar</i>	a person registered for the Ph.D. programme can balance academic pursuits with work/job.
<i>RAC</i>	Research Advisory Committee for the continuous assessment of individual research scholar.
<i>DRC</i>	Departmental Research Committee responsible for all types of research related matters.
<i>Supervisor</i>	a member of the academic staff of the Department/Centre/Faculty approved by BOS/COS on the recommendation of DRC/CRC to guide/supervise the research.
<i>Co-Supervisor</i>	an additional supervisor approved by BOS/COS on the recommendation of DRC/CRC to help scholar in his/her area of expertise.
<i>Plagiarism</i>	the practice of taking someone else's work or idea and passing them as one's own
<i>Academic Integrity</i>	is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property
<i>Author</i>	includes a student or a faculty or a researcher or staff of the University who claims to be the creator of the work under consideration
<i>DAIP</i>	Departmental Academic Integrity Panel shall mean the body constituted at the departmental level to investigate allegations of plagiarism
<i>CAIP</i>	Centre Academic Integrity Panel shall mean the body constituted at the Centre level to investigate allegations of plagiarism
<i>UAIP</i>	University Academic Integrity Panel shall mean the body constituted at the University level to consider recommendations of the departmental academic integrity panel/centre academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the university level.
<i>Provisional admission</i>	Selected candidates in the interview, who are given admission to the Ph.D. programme and are in their coursework.
<i>Regular admission</i>	Admission given to the scholars after successfully completing their coursework who are qualified for the approval of their topic, either part-time or full-time.

1. (i) Eligibility Criterion for Full Time Ph.D. Admission

- (a) A candidate seeking admission to the Ph.D. must have obtained a Master's Degree with not less than 55% of marks in aggregate or its equivalent Grade "B" in the UGC seven point scale (or equivalent CGPA wherever grading system is followed) or an equivalent degree from a Foreign University/institute* or a Degree recognized by the University as its equivalent in the subject/allied subject in which the candidate wishes to pursue a course of research or in a subject allied thereto.

Provided that the Majlis-i-Talimi (Academic Council), on the recommendations of the BoS/CoS of the Department/Centre/Faculty concerned, may from time to time approve the list of relevant allied subjects within or outside the Faculty.

- (b) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade/CGPA, may be allowed for candidates belonging to SC/ST/OBC (non-creamy layer)/Differently-abled or for those who had obtained their Master's degree prior to 19th September 1991.
- (c) Candidate possessing an M.Phil. degree with 55% marks from a recognized Indian University / Institute of minimum two semesters or its equivalent degree from a foreign educational Institute* (for the direct Ph.D. programme), provided the candidate has done M.Phil. degree in the same subject as per UGC norms.
- (d) Provided further that if a Department/Centre/Faculty desires to incorporate additional eligibility requirements to cater to the specific need of the course, the concerned BoS/CoS will be authorized to do so, subject to the approval of the concerned Faculty Committee/ Board of Management.
- (e) DST-INSPIRE or any other equivalent fellowship holders who didn't qualify any national level test shall qualify either the national level eligibility test or the university entrance test to be entitled for PhD admission.
- (f) Students appearing in the last semester of master's degree programme can apply for admission in Ph.D. provided that such applicants successfully completed their Masters' programme with qualifying marks and submit all the relevant document to the concerned office on or prior to the date of admission.

**Prior approval of Standing Committee/Equivalence Committee shall be necessary.*

Note: No candidate shall be allowed to pursue a Ph.D. programme through distance education mode.

1. (ii) Eligibility criteria for Ph.D. programme in Part-time Ph.D. Mode for Indian Nationals only

- (1) Ph.D. programmes in part-time mode will be permitted, provided all the conditions stipulated below are fulfilled.
- (2) The candidate willing to take admission under part-time Ph.D. program shall obtain "No objection Certificate" from the appropriate authority in the organization where the candidate is employed and shall submit the same to the concerned Department/Centre/Faculty.
- (3) "No objection Certificate" shall clearly state that:
- (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 to research.
 - (iii) If required, he/she will be relieved from the duty to complete the course work.
- (4) Provided that the facilities related to the candidate's research is available at his/her work-place and are easily accessible to candidate for the research work.
- (5) Provided, fulfillment of any other criteria/requirements as prescribed by the BoS/CoS of the concerned Department/Centre/Faculty.

- (6) Provided the applicant fulfils all other eligibility criteria mentioned in para 1(i).
- (7) Minimum period for PhD submission shall be 4 years for part-time scholars from the date of provisional registration.
- (8) Part-time PhD programme shall not be applicable for NRI and Foreign nationals.

1. (iii) Eligibility criteria for Ph. D. Admission to internal in-service faculty member/staff of JMI

Permanent faculty member/staff including those under the plan mode who hold a master's degree in the relevant subject and has been working for the last 3 years in Jamia Millia Islamia are eligible to apply under the part-time category.

All the conditions stated in para 1(i) and 1(ii) will be applicable to the faculty member/staff applying for Ph.D. admission.

Provided that only one faculty member and one person from non-teaching staff can avail this facility from a Department/Centre at a time.

1. (iv) Eligibility criteria for Ph.D. admission for the Industry Sponsored applicants

The industry sponsored candidate shall fulfil the conditions mentioned in 1(ii) and 1(iii). A practitioner/Expert in the industry with experience in the field may be assigned as co-supervisor for the candidate provided, he/she agrees to. The consent form available on JMI website shall be filled by the co-supervisor and submitted to the concerned Department/Centre/Faculty.

2. Admission Procedure

- a. All Ph.D. applicants under 1(i);1(ii), 1(iii) and 1(iv) shall be admitted through an Entrance Test conducted at university level or qualified National level examination, followed by Interview at the level of individual Department/Centre/Faculty concerned. The qualified applicants from entrance and exempted categories as listed in Para 2(c) shall be called for interview.
- b. The admission procedure to the Ph.D. programme shall start with a notification on JMI website and an advertisement in at least two leading national newspapers, of which one shall be in the regional language. The candidate shall apply online for admission to the Ph.D. programme of the JMI, as and when advertised, shall also have to pay the requisite fee. The candidate should also take the printout of the filled online application form and submit the hard copy/soft copy (by email) to Head/Director/Dean of the Department/Centre/Faculty concerned. The list of applicants found eligible to appear for the entrance test, along with the admission schedule, shall be notified on the JMI website.
- c. The notification/advertisement shall be issued in advance. The criteria of admission, the admission schedule, entrance test centres, and other relevant information shall also be notified. Provided that the following categories of candidates may be exempted from taking entrance test for Ph.D. programme:
 - (i) Candidates who have qualified UGC/CSIR-JRF/NET/AYUSH-NET/JRF examination or any other equivalent examination conducted by the recognized Governmental Department/ Institute/ Agency/ and GATE in the relevant area of research, and it shall be examined by the concerned DRC/CRC.
 - (ii) The teacher fellowship holders such as QIP (Quality Improvement Programme) awardees of recognized colleges/ universities/ institutions, provided that the competent authority issues a "No Objection Certificate" (NOC) to the candidate to join the Ph.D. programme and applicant shall appear for interview committee i.e. DRC/CRC of the Department/Centre to discuss the research proposal.

Also, such teacher candidates/staff shall produce sanctioned study leave letter as per Government of India rules or relevant regulatory bodies as applicable at the time of admission.

d. **Entrance Test:**

- i. The Controller of Examinations/Coordinator of Admissions shall be responsible for advertising and conducting the entrance test for the Ph.D. programme. The entrance test shall be conducted as a qualifier to the applicants those are under non-exempted category.
- ii. The applicants qualifying the entrance shall be called for interview by the DRC/CRC.

The entrance test for admission to the Ph.D. programme shall be in English, except in the language departments and F/O Fine Arts, which may set the question paper in the concerned/required language(s). The entrance test shall be based on two question papers: Paper "I" and "II" of equal weightage and paper I shall be of two hours and paper II shall be of three hours duration. The Paper, "I" shall include 100 multiple choice (objective type) questions with one mark each on research methodology and shall be common to all applicants for admission to the Ph.D. programme at the level of each Faculty and the associated centers. The list of the Centers associated with each Faculty is provided in the Annexure R-V to this Ordinance.

- iii. The Vice-Chancellor, on the recommendation of the concerned Dean, shall appoint examiner(s) for preparing the syllabus (if required) and setting the question Paper "I". The Paper "II" of the entrance test shall deal with the advanced knowledge of the subject concerned. It shall have a weightage of 100 marks out of which 50 marks shall be assigned to 50 multiple choice (objective type) questions of one mark each and a set of subjective type questions having a weightage of another 50 marks.

The DRC/CRC shall appoint examiner (s) for setting the question paper for Paper "II" and the evaluators for its evaluation from amongst the permanent faculty members of the Department/Centre/Faculty concerned. The question paper shall be moderated by a moderation committee, which shall comprise the Head/ Director/Dean, as the case may be, Professor and one Associate Professor of the Department/Centre/Faculty concerned in order of seniority by rotation. The VC nominee nominated for DRC/CRC shall discharge the duty as VC nominee for the moderation committee. The Head / Director / Dean of the Department / Centre / Faculty concerned shall be the chairperson of the moderation committee.

- e. Criterion to Qualify the Entrance Test: The candidates who obtain at least 50 percent marks in aggregate of paper I and paper II shall qualify for the interview.
- f. Shortlisted candidates: The list of qualified candidates to be called for interview shall be prepared by the CoE for all the concerned Department/Centre/Faculty, which shall also include the candidates who have been exempted from entrance test under Para 2 c (i)-(iii).
- g. The validity of the entrance test will be for one year or till the next admission process, whichever is later. Such candidates can directly appear for the interview for the admission to the Ph.D. programme. The CoE shall preserve the list of qualified candidates till the next admission process is complete.
- h. **Interview and provisional admission in the Ph.D. Programme:**

The shortlisted candidates shall be called for interview by the concerned Department/Centre/Faculty. The candidates called for the interview must bring original documents for verification at the time of interview.

The DRC/CRC of the Department/Centre shall conduct the interview of the shortlisted applicants to ensure the potential research ability of the candidates, and that he/she possesses the required competence to pursue research, which can be carried out in the Department/ Centre/ Faculty.

The DRC/CRC of the Department/Centre shall recommend the names of the potentially suitable candidates, in order of the merit on the basis of available vacant seats as per the DRC/CRC recommendation at the time of interview along with the broad topic of Research

and name(s) of supervisor and co-supervisor (s), if any, for each candidate. The final list shall be endorsed by the BoS/CoS and will be communicated to the CoE through proper channel. This final list of applicants will be declared by CoE by displaying it on the University website.

The applicant needs to secure a minimum of 40% score in the interview to be qualified. The university reserves the right to deny admission to any applicant with reasons recorded therein.

While granting the admission to the Ph.D. programme, the Faculty/ Department/ Centre may pay due attention to JMI reservation policy adopted for the admissions.

i. Admission procedure for the Foreign applicants

Foreign scholars/ICCR sponsored candidates shall be admitted to Departments/Centres/ Faculty under the category of supernumerary seats. Each eligible Professor/Associate Professor/Assistant Professor can supervise up to two international research scholars at a time on a supernumerary basis, over and above the permitted number of Ph.D. scholars as specified in para 8 (a) and as prescribed by UGC.

Foreign applicants can apply round the year to the Office of Foreign Students Adviser (FSA) of Jamia Millia Islamia. The FSA, after initial screening will refer the application to the concerned Department/ Centre/ Faculty with comments. The DRC/CRC of the Department/ Centre/ Faculty shall conduct the interview of the referred candidate and if found suitable then provide the acceptance letter to the applicant, along with the suitable topic of research, through BoS/CoS on the recommendation of DRC/CRC for further processing, including visa etc. DRC/CRC shall also recommend the name of the supervisor and co-supervisor(s) if any from the faculty members.

Upon getting the study visa, the foreign applicants shall be allowed to complete the admission formalities to the Ph.D. programme of the Department/ Centre/ Faculty. The Foreign applicants shall be admitted to the Ph.D. program round the year on the reference of FSA.

However, the Course work of such foreign Ph.D. scholars shall be linked with the next regular Ph.D. batch/session/classes.

The Foreign applicants who have qualified English proficiency test such as TOEFL/IELTS or any other equivalent examination shall be preferred for admission to the Ph.D. programme. The office of FSA shall verify the valid score of such examinations.

j. NRI candidates

The NRI applicants who are exempted or who qualify the university entrance examination for Ph.D. admission shall submit their applications to the Office of the FSA along with the research proposal and the relevant documents. *

NRI candidates or their parents must prove their NRI status through valid documents like an employment certificate, visa, or passport. Educational Qualifications: Depending on the course, specific educational qualifications need be submitted to the office of the FSA.*

The office of the FSA shall scrutinize the applications and send it to the relevant Department/ Centre/ Faculty for acceptance through DRC/CRC. The DRC/CRC shall also recommend the name of the supervisor in the field and get the approval of BoS/CoS. The Department/ Centre/ Faculty with the acceptance and name of the supervisor and shall send the application back to the Office of Foreign Students Advisor for further processing.

Provided that NRI candidate will be counted in the allocated number of seats of the Supervisor as per the UGC Guidelines and listed in para 8 (a).

The qualifying criteria for NRI shall be same as that are mentioned in para 1(i)-1(iv) mentioned for full-time, part-time and other except foreign candidates.

3. (a) Departmental/Centre's Research Committee (DRC/CRC)

Each Department/ Centre/ Faculty shall have a DRC/CRC with the Head/ Director/ Dean as ex-officio chairperson and one of the members as convener. The DRC/CRC shall play a crucial role from admission to submission of the thesis. It shall have one member each from Assistant Professors and Associate Professors, two Professors by seniority and rotation, two external members (Professors), as in BoS/CoS and one VC's nominee. The DRC/CRC shall be approved by the VC on the recommendation of the Chairman BoS/CoS for a term of three years. Provided that

- (i) The Chairperson and members of the DRC/CRC must hold Ph.D. degree. Otherwise, VC nominee who can be from any other Department/Centre/Faculty or University shall act as the Chairperson of the DRC/CRC.
- (ii) The eligible supervisor(s) shall be a special invitee(s) member of DRC/CRC for all purposes.
- (iii) Research experience and Ph.D. supervision should be the basis while considering a faculty member to be a member of the DRC/CRC. In case of non-availability of a member from the category of Professors/Associate Professors/Assistant Professors in the DRC/CRC, the Chairperson may nominate a member from any other available category by seniority.

(b) Research Advisory Committee (RAC):

There shall be an RAC for each scholar. It shall comprise the Dean/Head/Director, his/her supervisor as convener, and two members from the Department/Centre/Faculty, one nominated by the supervisor and the other by the BoS/CoS. The RAC of each scholar shall be formed during the tenure of course work. However, its functionality shall begin after the successful completion of course work by the scholar.

The functions of RAC are as follows:

- (i) The RAC shall review the research proposal and finalize the topic of research.
- (ii) The RAC shall periodically monitor and also provide necessary help, if required, in the progress of research work of the scholar.
- (iii) The convener of RAC shall maintain attendance/leave record, progress report, and any other relevant information of the concerned scholar.
- (iv) The RAC's role is to advise; it will not have any role to decide whether the work is suitable for submission or not.

4. Course Work

The scholars of all categories shall have to do "Course Work" which will be treated as a prerequisite for the Ph.D. programme for which they shall have to meet the minimum requirement of 75% attendance during the Course Work offered by the Department/Centre/Faculty concerned. The scholars will be required to complete the course work within one semester or two semesters, depending on the need of the discipline and the domain as prescribed by the BoS/CoS. If found necessary, the Course Work, on recommendation of the DRC/CRC, may be carried out in other Department(s) or Centre(s) within JMI, subject to the approval of BoS/CoS. Provided that if a scholar fails to pass the examination of any subject(s), he/she shall be given only one opportunity to sit for the compartmental examination. Failure in the compartmental examination shall result in automatic cancellation of registration.

- (a) The course work shall be minimum of 16 credits, which may consist of the following:
- (i) One Course of 4 credits on **RESEARCH METHODOLOGY**, which may include quantitative/qualitative methods and computer applications.
 - (ii) Minimum two Courses of 4 credits each, **RELEVANT TO BROAD AREA OF RESEARCH**, on the recommendation of supervisor. These will help the scholar to gain a thorough theoretical grounding of the domain of the research. The said Courses shall be at least of the Post Graduate level.
 - (iii) One Course of 2 credits on **RESEARCH AND PUBLICATION ETHICS** for awareness about publication ethics and publication misconduct.
 - (iv) One Course of 2 credits on **ANNOTATED BIBLIOGRAPHY** or **TERM PAPER** to review the research papers in his/her area of research.

In order to qualify for PMRF or similar other schemes, the scholar shall have studied at least 4 core courses of 4 credit each as such schemes does not recognize courses from (i), (iii) and (iv) as core course.

(b) Evaluation of Course Work

The course work as listed in Para 4 (a) above shall comprise an internal assessment of 40% marks and a semester-end examination of 60% marks for each course. A scholar having obtained a minimum of 55% of marks in aggregate of internal assessment and semester-end examination or its equivalent grade in the UGC seven-point scale (or equivalent CGPA wherever grading system is followed) in each course shall be declared to have successfully completed the Course Work. Provided further that if a scholar fails to complete the course work in the stipulated period, his/her admission shall be automatically cancelled.

(c) Regular Registration in Ph.D. Programme

After successful completion of coursework the scholar shall proceed to the process of regular registration in Ph.D. programme by preparing a broad research proposal. The research proposal shall include:

- (i) Broad topic of research,
- (ii) Scope and Objectives,
- (iii) Current state of the literature related to the proposed topic,
- (iv) Methodology
- (v) Chapterization
- (vi) References/ Bibliography
- (vii) any other relevant information the researcher would like to submit in support of the proposed research along with the copy of the mark sheet of coursework.

The RAC shall assess the feasibility of the proposed research and if found satisfactory, shall recommend the same to the DRC/CRC for the further processing. The DRC/CRC shall approve the proposal with broad topic, if scholar fulfills all requisite criteria and sends it to the BoS/CoS for endorsement. The BoS/CoS endorsed proposal along with relevant documents shall be sent to the concerned Dean/Director of the Faculty/Centre who shall notify the regular registration of candidate to the Ph.D. programme.

The specific research topic shall be assigned to the scholar by RAC on the recommendation of the Supervisor and shall be submitted to DRC/CRC for the endorsement from BoS/CoS. The specific topic shall be assigned within three years from the date of provisional Ph.D. admission to the scholar.

However, minor changes in the research topic/title shall be made on the recommendation of the supervisor, duly approved by the RAC till the last RAC just before the scholar makes the pre-PhD presentation before the submission of the thesis. The recommendation of the RAC shall then be approved by the DRC/CRC. The topic recommended by the DRC/CRC shall be the final title for the Ph.D. thesis of the research scholar, which will be endorsed in the BoS/CoS. The pre-Ph.D. presentation shall be open to all the faculty members and research scholars of the Department/Centre/Faculty/University.

Display of the List of Ph.D. Scholars on Website

Each Department/Centre/Faculty shall maintain the list of Ph.D. scholars on a year-wise basis. The Chairman of the DRC/CRC shall ensure that the list is displayed on the JMI website in the following format: Sr. No.| Name of the Scholar| date of Birth | Name of Supervisor / Co-Supervisor| Date of Registration / Admission| NET/ or any other fellowship holder/Indian or Foreigner.

5. Appointment of Supervisors and Co-Supervisors

- (a) The allocation of supervisor for a selected scholar shall be decided by the DRC/CRC, on the basis of available faculty members who have vacancies with the requisite specialization. Provided it is approved by the BoS/CoS of the concerned Department/Centre.

Eligible Permanent faculty members can guide Ph.D. scholars during their probation period.

- (b) Any regular Professor/Associate Professor or other academic staff in an equivalent grade (permanent or those appointed in a project mode through duly constituted regular selection committee) of the university with Ph.D. and at least five research publications in peer-reviewed or refereed journals and any regular Assistant Professor with a Ph.D. degree and at least three research publications in peer-reviewed or refereed journals may be recognized as research supervisors.

Provided that in some subjects/disciplines where there are limited refereed journals, the above may be relaxed by the concerned BoS/CoS for a supervisor with valid reasons recorded.

The research personnel like Ramalinga Swami/Ramanujan Fellows/DST – INSPIRE Faculty, UGC – FRP Fellows with at least five years tenure in JMI may be considered for appointment as a research supervisor.

- (c) The recognized research supervisors as above cannot supervise research scholars in other institutions, where they can only act as co-supervisors.
- (d) An external supervisor, i.e. outside of JMI, shall not be allowed.
- (e) Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors. However, such faculty cannot continue as co-supervisor after attaining the age of 70 years.
- (f) If the proposed topic of research so warrants, such as interdisciplinary or multidisciplinary topics the DRC/CRC may also appoint co-supervisor(s), either from within or outside JMI who could be academician(s) or practitioner/s or practicing professional(s) with at least five years of professional experience in the concerned field/domain of research in reputed organization / industry within the country.
- (g) Co-Supervisors from within the same Department/Centre/Faculty or other Departments/Centres/Faculty of the university or other institutions may be permitted with the approval of the BoS/CoS. The consent of the co-supervisor shall be obtained prior to his/her appointment as the Co-supervisor.

- (h) Provided that there shall be not more than two co-supervisors.
- (i) However, the appointment of co-supervisor shall not be permitted after a lapse of three years from the date of the provisional Ph.D. admission of the scholar.
- (j) For all the research scholars, there shall also be a provision to appoint co-Supervisor from those foreign universities and institutions with which the faculty members of the university or the university itself have research collaboration.

Provided that the foreign faculty shall be academician/practicing professional holding regular/tenure position with established research credentials.

- (k) If an academic staff is on a long leave of one year duration, the BoS/CoS shall not recommend him/her as supervisor/co-supervisor for newly admitted research scholars. However, the supervisor/co-supervisor shall continue to supervise the existing scholars who have registered under him/her for two years or more.
- (l) 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 as a co-supervisor after superannuation. However, the superannuated member cannot continue as co-supervisor after attaining the age of 70 years.

6. Supervision in Special Circumstances

- (a) If a scholar's supervisor leaves the university for the duration of more than one year or leaves the institution permanently, the Head of the Department/Director of the Centre/Dean of the Faculty shall discharge the duties of supervisor till the DRC/CRC recommends a new supervisor for the scholar. Provided that if there is a co-supervisor of the said scholar from the same Department/ Faculty/Centre, he/she shall be appointed as the supervisor and the original supervisor may be appointed as co-supervisor after obtaining the latter's consent.
- (b) A superannuated faculty shall be appointed as co-supervisor for the research scholar(s) who were already registered under his/her supervision. However, superannuated member cannot continue as co-supervisor after attaining the age of 70 years.
- (c) In case of death or resignation of a supervisor from the University, the Chairperson of the BoS/CoS of the Department/Centre/Faculty concerned shall discharge the duties of the supervisor till the time DRC/CRC appoints a new supervisor of the said Ph.D. scholar.
- (d) Where the supervisor, because of long absence due to illness or any other cause, is unable to supervise his/her scholar, the Head of the Department/ Director of the Centre/ Dean of the Faculty concerned shall be deemed to be the supervisor, till the DRC/CRC recommends a new supervisor to the said scholar.
- (e) Where a faculty member, who is the supervisor of a Ph.D. scholar registered under him/her, is shifted from one Department to another in the same Faculty or from one Centre/Faculty to another Centre/Faculty, the said scholar will be deemed to have been transferred to the same department in which the supervisor has got shifted, subject to the completion of necessary formalities by the concerned DRC/CRC.

- 7. Additional Knowledge of a Language-** In case the DRC/CRC considers that additional knowledge of language(s) and/or subject(s) is necessary for pursuing the study on the subject of research approved by it, the DRC/CRC will recommend the admission of the scholar only when he/she satisfies the DRC/CRC that he/she possesses an adequate knowledge of language(s) and/or subject(s) concerned.

8. Maximum Number of Scholars to be supervised

- (a) The maximum number of Ph.D. Scholars that may be supervised at a given time by a Professor/Associate Professor/Assistant Professor shall be governed by the following norm:

Designation	No. of Ph.D. Scholars permitted
Professor	8
Associate Professor	6
Assistant Professor	4

- (b) The supervision of foreign scholars/ICCR sponsored candidates shall be over and above the ceiling mentioned in 8(a). A maximum of two foreign scholars can be registered (admitted in supernumerary category) at a time under a supervisor. The office of the Foreign Students' Advisor shall keep the records of the Foreign Ph.D. scholars along with the topic of research, supervisor and concerned Department/Centre/Faculty.
- (c) The supervision of the NRI scholar shall be counted within the allocated limit of the number of scholars as para 8(a).
- (d) If a scholar has submitted his/her Ph.D. thesis, it will be presumed that a vacancy has been created and the concerned faculty member may register another Ph.D. scholar for supervision in lieu of such vacancy.

9. General Guidelines for the Scholars

- (a) The minimum period for a full-time scholar to complete a Ph.D. programme shall be 3 years, inclusive of course work. However, the minimum period for a part-time/in service/industry sponsored scholar to complete a Ph.D. programme shall be 4 years, inclusive of course work. The maximum period for all scholars shall be 6 years from the date of provisional admission.
- (b) If the scholar fails to submit his/her thesis within the extended period mentioned in Para 9(a), an extension of one more year may be granted by the Vice-Chancellor on the recommendation of RAC and DRC/CRC and endorsed by the BoS/CoS.
- (c) A maximum of an additional two (2) years can be given through a process of re-registration following de-registration; provided, however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of provisional admission in the Ph.D. programme.
- (d) 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 in the Ph.D. programme.
- (e) In addition, women candidates may be provided Maternity/Child Care Leave once in the entire duration of the Ph.D. programme for up to 240 days.
- (f) The RAC shall ensure the scholar's availability during the entire period of Ph.D. programme and also ensure his/her attendance as per the applicable rules.
- (g) A full time Ph.D. scholar shall reside in NCR during the first two years of his/her regular registration in Ph.D. programme after completion of Ph.D. course work. He/she may, however, be permitted by the Head/Director/Dean of the Department/Centre/Faculty concerned, on the recommendation of the RAC and the approval of the DRC/CRC, to go out of station in connection with his/her research work.

- (h) Part time scholars/industry sponsored/in service scholars after completion of Course work shall regularly report the research progress to the concerned supervisor, Department/Centre and shall submit the six-monthly reports and make RAC presentation in person as per para 9(m).
- (i) No scholar shall take admission in any regular/part-time course in same or any other university/ institution when he/she is registered for a Ph.D. programme in JMI. However, the DRC/CRC may permit the scholar to take admission in a Certificate/ Diploma course whose duration does not exceed one academic year, subject to the condition that such a course is helpful in his/her research and that it will not affect his/her research.
- (j) No scholar shall, without taking prior permission of the DRC/CRC, appear at any Examination/interview, except UGC/CSIR (NET/JRF)/GATE or any other equivalent examination conducted by a public body for the fellowship only. However, for such examinations scholars shall inform the DRC/CRC in advance prior to appearing for the examination.
- (k) A regular, i.e., full-time scholar shall not take any employment during the first two years of the date of regular registration. In case the scholar wishes to take up employment prior to completion of two years from date of regular registration, he/she should apply with the order of appointment to the RAC through the supervisor and the RAC should recommend the conversion of Ph.D. to part-time for due endorsement by the DRC/CRC and BoS/CoS. Henceforth, all the conditions for part-time scholars mentioned in para 9(a) shall be applicable.
- (l) A regular, i.e., full-time scholar in case if wishes to take up employment after the completion of two years from date of regular registration, he/she should apply with the order of appointment to the RAC through the Supervisor for the relieving. However, the DRC/CRC and the BoS/CoS on the recommendation of the RAC will assess the quanta of research work completed and decide the status of conversion to part-time.
- (m) Every scholar shall submit a “Detailed Progress Report” twice a year (latest by 30th October and 30th April), in the format of Annexure – II, to the concerned RAC. The concerned RAC shall schedule oral presentation of his/her progress report within two weeks after the last date of submission of progress report, i.e., 30th October and 30th April.
- (n) In case of an unsatisfactory report, the RAC shall make note of it and also suggest corrective measures to the scholar.
- (o) Provided that if a scholar fails to implement the corrective measures and submit the Progress Report of his/her research work within the specified period of time, his/ her fellowship may be withheld till he/she submits the Progress report, and the matter be reported, in writing, by the RAC to the DRC/CRC for necessary action.
- (p) Provided further that no fellowship shall be paid to a scholar if he/she fails to submit the progress report of his/her research work within the two months of the time set for the submission of the Progress Report.

10. Cancellation of Registration

- (a) The admission of a Ph.D. scholar shall be deemed to be cancelled if he/she has not submitted his/her thesis within the stipulated time limit, including extensions, as given in Para 9.
- (b) The DRC/CRC shall recommend to the BoS/CoS the cancellation of the registration of a scholar on:
- (c) His/her unsatisfactory progress reported by the concerned supervisor through the RAC.
- (d) Provided he/she fails to submit three consecutive progress reports of his/her research work.

- (e) He/she has taken admission into any undergraduate/post-graduate programme in any University/Institution including JMI.
- (f) He/she fails to deposit the dues within the period of two months after the due date of payment.
- (g) If he/she does not apply for an extension before the expiry of stipulated maximum period mentioned in Para 9.
- (h) The DRC/CRC can recommend cancellation if a scholar is found guilty of misconduct.
- (i) On recommendation of the BoS/CoS, the Dean/Director concerned shall clearly state the reasons for the cancellation and notify the scholar.
- (j) In cancellation of registration, natural justice shall always be followed.

11. (a) Temporary De-Registration of Scholar

- (i) A scholar, through his/her supervisor, can submit an application (Annexure – III) to the DRC/CRC for temporary de-registration after two years from the date of his/her registration to the Ph.D. programme due to some valid reason(s).
- (ii) If satisfied with the reason for de-registration, through RAC, the DRC/CRC may recommend temporary de-registration of the scholar to the BoS/CoS. The concerned Dean/Director shall de-register and notify the scholar.
- (iii) The scholar who has been granted an extension will not be allowed to temporarily de-register.
- (iv) The scholar shall not pay the requisite Ph.D. fee during the de-registered period.
- (v) The de-registration shall not be allowed more than one time during the Ph.D. programme of a scholar.

(b) Re-Registration of Scholar

- (i) A de-registered scholar may apply for re-registration, in the requisite format (Annexure
- (ii) – IV), to the concerned DRC/CRC, after payment of the re-registration fee.
- (iii) The gap period between de-registration and re-registration shall not exceed three years.
- (iv) Provided that total duration for Ph.D. programme shall not exceed eight (8) years from the date of provisional admission in the Ph.D. programme.
- (v) 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 in the Ph.D. programme.
- (vi) A re-registered scholar shall be treated counted in the set ceiling for Professor/ Associate Professor/Assistant Professor as mentioned in Para 8 (a).

12. Ph.D. Thesis and its Submission

- (a) On completion of research, scholar shall prepare a draft thesis and submit it to the RAC through the supervisor, for scheduling the seminar presentation viz. Pre-Ph.D. seminar.
- (b) Every scholar shall give a Pre-Ph.D. submission seminar on the thesis before the DRC/CRC which will be open to other members and the research scholars of the Department/ Centre/Faculty/University. The thesis may be submitted any time within 6 months from the date of the Pre-Ph.D. presentation. If a scholar fails to submit the thesis within the stipulated period, he/she will have to make a fresh Pre-Ph.D. presentation.

- (c) The RAC of the said scholar shall ensure that the scholar includes the relevant suggestion(s) made during the Pre-Ph.D. submission seminar in his/her thesis before the thesis is finalized for submission.
- (d) Before the thesis submission, the Ph.D. scholar shall have to publish at least one research paper based on his/her Ph.D. research work in a peer-reviewed /refereed/UGC CARE listed journal and present at least one research paper in the national/international conferences/workshops/seminars.
- (e) The language of a thesis shall generally be typed in English with 1.5 line spacing on both sides of the page. However, a scholar enrolled in the Faculty of Humanities & Languages and Faculty of Fine Arts may write the thesis in a language other than English with the prior approval of the DRC/CRC.
- (f) Each scholar shall submit four bound printed copies and soft copies of his/her thesis to the Controller of Examinations, through the concerned supervisor and the Head/Director /Dean of the Department/ Centre/ Faculty concerned, subject to fulfilling the conditions as laid down in Para 9.
- (g) The scholar shall attach the copy of publications/presentation at the end of the thesis before his/her profile.
- (h) At the end of the thesis and also the abstract/Synopsis of the thesis, the scholar shall give his/her brief profile mentioning the date and place of birth, nationality, e-mail address, and academic qualifications.
- (i) The scholar shall also submit soft copies of the Ph.D. thesis and the abstract/Synopsis of the thesis to the Controller of Examinations for the purpose of digital repository.
- (j) The abstract/Synopsis of the thesis shall be in English, in addition to the language in which the thesis has been written, and it will be submitted in the format given in Annexure-V. The format of the cover page of the PhD Thesis will be as given in Annexure VI, however, the format of the inner cover page of the Ph.D. Thesis will be as given in Annexure VII. The thesis shall be accompanied by a “Declaration” signed by the scholar in the format given at Annexure – VIII. The scholar shall also submit a “Certificate” testifying that the thesis is a record of research carried out by the scholar himself/herself, signed by the supervisor and co-supervisor (if any), and countersigned by the Head/Director/Dean of the Department/ Centre/ Faculty concerned, as given in Annexure – IX.
- (k) A scholar shall be required to submit a “No Dues Certificate” from various offices concerned of the University along with his/her thesis.
- (l) The thesis shall be accompanied with the plagiarism test report/Certificate and the plagiarism test shall be performed considering the following steps:
 - i. The research scholar shall submit the soft copy of the thesis for the plagiarism check to the designated person of the Departmental Academic Integrity Panel (DAIP)/ Centre Academic Integrity Panel (CAIP) through a USB/CD/DVD after successful completion of pre-PhD seminar.
 - ii. The plagiarism check of the thesis shall be performed at the concerned Department/Centre through a designated person (Coordinator) using anti-plagiarism software such as “Turnitin”, Urkund, DrillBit (Provided by “INFLIBNET”).
 - iii. The plagiarism check shall be applied from abstract to last page of the last chapter of the thesis with matches up to 14-word count consecutively/in series.
 - iv. The “introduction and review part of self-citations” shall be included in the similarity check. However, the methodology and results and discussion/conclusions of self-citations shall be excluded from the similarity check.

- v. The research scholar shall obtain duly signed detailed plagiarism check test report from the designated person of the DAIP/CAIP and submit the same to the Department/Center/ Faculty concerned.
- vi. The permissible similarity index shall not be more than 10%. However, the permissible limit for similarity from any single source shall not be more than 3%. Provided that a thesis with an overall similarity index of more than permissible limit (10%) due to repetitive expression/formulations or chemical equations may also be accepted, if the duly constituted DRC/CRC approves the thesis with proper justification/reasons (Annexure X – B).
- vii. The supervisor of the student and Head of Department/director shall verify that the similarity index is within the permitted level through prescribed verification certificate (Annexure X – A, X – B, X – C, X– D as applicable).
- viii. In case of similarities of more than 10% and up to 40%, other than the reasons described in para vi, vii and viii, the scholar shall be asked to submit a revised script of the thesis within a stipulated time period not exceeding 6 (six) months. Furthermore, this time period shall be within the stipulated time period of PhD thesis submission and no extra time shall be given.
- ix. The research scholars of departments/Centers of non-English languages whose database as well as suitable software for plagiarism check, is not available for similarity check, the supervisor shall assure that the thesis is not plagiarized, and he/she shall be fully responsible. In case, plagiarism is detected in such thesis at a later stage, strict action as per UGC norms will be taken against the supervisor and the scholar. The research scholar shall submit an affidavit of plagiarism on non-judicial stamp paper of 10.00 Rupees (Annexure X – C). Furthermore, his/her thesis shall also be verified by the supervisor and endorsed by the duly constituted DRC/CRC (Annexure X – D).
- x. The thesis shall be submitted to the office of the Controller of Examinations along with the above duly signed certificates.

13. Evaluation of the Ph.D. Thesis and Examiners' Report

- (a) A panel of 5 examiners, who are working in similar area(s) of research (in format of Appendix – XI) shall be prepared by the thesis Supervisor and sent through Chairperson, DRC/CRC/ HoD/Director and Dean of the Faculty (Annexure XI) for the approval of the Vice Chancellor. A brief resume of all the proposed examiners shall also be submitted along with the list of examiners.
- (b) The supervisor will act as the third examiner for evaluation of the thesis duly assigned by CoE and will submit his/her own report to the office of Controller of Examinations before the notification of the Viva Voce examination.
- (c) The proposed examiners shall be Professors of relevant area of research and the supervisor. However, in case of non-availability of Professors, Associate Professors having high research credentials may be allowed. All the examiners shall be from the Government Institutions/ Universities. Senior scientists from Government research organizations having pay-scale of Associate Professor or higher and the reputed research credentials may be permitted.
- (d) The Vice Chancellor shall select 2 examiners from the panel for the evaluation of the thesis and one out of them shall be indicated for conducting the VIVA-VOCE examination.
- (e) After receiving copies of the thesis, the Controller of Examinations shall send the abstract/ synopsis of the thesis to the Examiners for obtaining the consent to evaluate the thesis. The consent from the Examiners shall be obtained in the prescribed format (Annexure – XII) mentioning therein that the maximum time for submitting the report is eight weeks. The consent from the examiners may be obtained using any communication channel, preferably through e-mail.

- (f) If a report is not received from any one of the external examiner within the stipulated period of two months, the Controller of the Examination shall send a reminder, and if required, two more reminders, with a time gap of 15 days. If an examiner/(s) does not send a report, despite three reminders, the Controller of Examinations shall seek the approval of VC for new examiner/(s) from the original Panel and shall send the thesis to those newly appointed examiners.
- (g) The Examiners shall satisfy themselves that the thesis is a piece of original research characterized by the discovery of new facts or by a fresh interpretation of facts. It must evince the scholar's research acumen/intellectual and capacity for critical examination and judgment.
- (h) After the Examiners have evaluated the thesis, they shall each submit a detailed report in the prescribed format (Annexure – XII) and make a clear recommendation that:
 - (1) The thesis be accepted
 - (2) The thesis be accepted for the award of the Ph.D. degree subject to the incorporation of minor revision, need not to re-submit
 - (3) The thesis be revised and submitted again
 - (4) The thesis be rejected

Provided that the Controller of Examinations shall intimate the scholar and the supervisor about the points raised by the Examiner(s) for revision of the thesis. In case of Para 13 (h) above, the scholar shall be asked to submit his/her revised thesis within six months to the Controller of Examinations who shall then send the revised Ph.D. thesis to the original Examiner(s).

- (i) If both the external Examiners unanimously recommend acceptance of the thesis then the Controller of Examinations, in consultation with the supervisor/HoD/Director, shall arrange for a VIVA VOCE Examination, as soon as possible.
- (j) In case if any of the examiners, while recommending the thesis, also suggest some minor revisions to be made in the thesis, the scholar shall be required to make necessary corrections therein in consultation with his/her RAC. The details of the corrections made in the thesis by the scholar will be placed before/conveyed to the Examiner at the time of the VIVA VOCE examination and undertaking to this effect shall be submitted to the office of the controller of examination by the concerned supervisor and viva-voce examiner along with the viva-voce report.
- (k) In absence of supervisor because of any reason/(s), the Head/ Director/Dean of the Department/Centre/Faculty shall discharge the duty of supervisor as mentioned in para 13 (i) and (j).
- (l) If one of the examiners recommends acceptance and the other recommends revision/rejection, the thesis shall be sent to the third examiner from the original panel approved by Vice-chancellor from the original panel. If the third examiner suggests acceptance, the thesis will be accepted. However, if the third examiner suggests revision/rejection of the thesis, the matter shall be placed before DRC/CRC for further action in the matter.
- (m) If both the Examiners recommend rejection, the thesis shall be rejected.

The Controller of Examinations shall inform the supervisor about the points raised by the Examiner/(s) for the revision of the Thesis. In case of the rejection of the thesis, the Controller of Examinations shall inform the scholar and the supervisor about the reason for the rejection of the Thesis.

14. Ph.D. VIVA VOCE Examination

- (a) Subject to fulfilling the conditions as laid down in Para 13 and after ensuring that necessary corrections, as suggested by the examiner(s) who evaluated the thesis, have been incorporated therein, the VIVA VOCE Examination shall be conducted by two Examiners, one of whom shall be the supervisor/Co-supervisor and the other shall be one of the External Examiners as nominated by the VC, who has evaluated the thesis. The Head/Director/Dean of the Department/Centre/Faculty concerned shall be the chair when the VIVA VOCE Examination will be conducted.
- (b) In exceptional cases where the supervisor(s) is/are not available, one of the Co-supervisor(s), if any, shall act as one of the Examiners. In case, none of the supervisor(s) is/are available, the chairperson of DRC/CRC of the Department/Centre/Faculty concerned shall act as one of the Examiners in place of the supervisor.

The VIVA-VOCE may also be conducted through Online mode. All other rules will remain the same. For online viva voce the external examiner will conduct the VIVA VOCE from his place of convenience through Online mode.

At the end of the VIVA VOCE, the chairperson of DRC/CRC will forward the examiners report to the Controller of Examinations with the details of VIVA VOCE like date, time and the duration of the VIVA VOCE.

In case of online viva-voce, the external examiner will provide his brief report/marks by email/surface mail to the Chairperson of DRC/CRC. For online viva-voce, the FTKCIT, JMI will facilitate it or arrange to hold it in its premises.

Viva-voce shall be open to all members of the Faculty and research scholars of the University to attend the proceedings of the VIVA-VOCE Examination.

- (c) The VIVA VOCE Examiner shall write his report as per Annexure – XIII to Controller of Examinations that the thesis has been successfully defended by the scholar.
- (d) In case of minor/major revision, two hard bound copies of the corrected thesis, along with two soft copies and the synopsis shall be submitted by the student to the office of the Controller of the Examinations.
- (e) On the basis of reports on the thesis and VIVA-VOCE Examination for the award of Ph.D. degree, the Controller of Examinations shall announce the result after obtaining confirmation from the Academic Council.

15. Provisional Certificate

Prior to the actual award of the degree, just after Ph.D. notification, the Controller of Examinations may issue a provisional certificate to the effect that the degree has been awarded in accordance with provisions laid down in UGC Minimum Standards and Procedures for Award of MPhil/Ph.D Degree Regulations 2016 or UGC (minimum standard and procedure for award of Ph.D. Degree) Regulations 2022.

16. Depository with INFLIBNET

Following the successful completion of evaluation process and before the announcement of PhD degree, the office of the Controller of Examinations shall send the soft/electronic copy of the final thesis to the Librarian, JMI for uploading to INFLIBNET and/or Shodhganga for digital depository and for posting on the University's portal to make it accessible to all the higher educational and research institutions.

17. Publication of Ph.D. Thesis and Research Work

- (a) A scholar who wishes to get his/her thesis published as a research monograph or a book, may do so with the permission of the competent authorities of JMI wherein he/she shall clearly mention that it is based on his/her Ph.D. thesis submitted to JMI.
- (b) For the publication of research papers based on the Ph.D. thesis in refereed journals after viva voce, no permission from JMI will be required. However, the scholar shall have to mention in his/her publication that the research work was part of his/her Ph.D. thesis submitted to JMI.

18. Fees

- (a) Every research scholar shall be obliged to pay the required fees prescribed by the Academic Council from time to time.
 - i. Enrolment Fee to be paid at the time of registration by a scholar, who is joining the University for the first time;
 - ii. Caution Money to be paid at the time of registration;
 - iii. Course Fee to be paid for the full duration of registration;
 - iv. Library Fee to be paid per annum for the period a scholar is on the rolls of the University;
 - v. Examination Fee to be paid at the time of submitting the thesis;
 - vi. Any other type of fees recommended by BoS/CoS and decided by the Academic Council from time-to-time;
 - vii. For industry sponsored/Foreign Nationals/NRI, laboratory fees recommended by BoS/CoS and decided by the Academic Council from time-to-time
- (b) Employees of the JMI shall not be required to pay the Course Fee, Library Fee and Caution Money and any other fees as recommended by the Academic Council.
- (c) Those who are exempted from the payment of the Course Fee, shall be required to pay the prescribed Special Annual Fee at the beginning of each academic year.
- (d) The name of the scholar who fails to pay an installment of the Course Fee by the prescribed date, shall be struck off the rolls by DRC/CRC on recommendation of finance office. He/She may, however, be readmitted by DRC/CRC on the payment of the prescribed Fee, with a fine as per JMI rules.

19. Format of Ph.D. Degree

The degree of Doctor of Philosophy shall be in the format as given at Annexure – XIV.

20. Ph.D. Regulations and Amendment in the Ordinance

- (a) Subject to these Ordinances, the Academic Council may frame Regulations, whenever required.
- (b) These Ordinances may be amended subject to the Act and Statutes of Jamia Millia Islamia.

Annexure – I

**JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025**

**PROFORMA - ONLINE APPLICATION FOR ADMISSION TO THE Ph.D.
PROGRAMME**

The Chairperson,DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here a
Recent
Self-Attested
Photograph

Sir,

I am applying for admission to the Ph. D.. programme in
..... under the Faculty of / Centre for
..... and submitting the following particulars in support of my application alongwith a
crossed Demand Draft of Rs. 1000/- vide no..... dated.....,
issued by (Bank)

Yours faithfully,

Date.....

(Signature of the Candidate)

Name:.....

(PARTICULARS TO BE FILLED BY THE CANDIDATE)

Category (see Note (B) for category code):
Name of the Candidate
Father's Name.....
Mother's Name
Name of Spouse (if married)
Date of Birth (as given in the Secondary School Certificate) or its equivalent.....
Nationality..... Jamia Enrolment No. (if any).....
Permanent Address.....
.....
Local Address (with proof of residence)
.....
.....
Telephone with STD code: Mobile:
E-Mail:

DETAILS OF PREVIOUS EXAMINATIONS

Exam Passed	Name of the University	Year of Passing	Division & Percentage	Subjects
PG Course				
M.Phil., if applicable				
Any Other				

Proposed Research Area
 Details of Research experience, if any (Attach separate sheet, if necessary).....
 Languages, which the candidate knows.....
 If employed, write the name of the institution and the position held.....

Dated.....

(Signature of the Candidate)

Recommendation of the DRC/CRC

The DRC/CRC held on..... recommended Mr./Ms.
for admission to the Ph.D.Course in..... in the
 Research Area with
 as Supervisor.

Chairperson DRC/CRC

Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

- (A) The following documents will have to be submitted at the time of submitting the application form.**
 Attested copies of Mark Sheets of the qualifying Examination.Proof of the date of birth.
 Proof of claimed reserved category.
 An attested copy of M.Phil. Marks Sheet/ Degree (in case of exemption from the Entrance Test is required).
 An attested copy of UGC NET/SLET or an equivalent examination (in case of exemption from the Entrance Test is required).
 An attested copy of valid GATE Score Card.
- (B) Social Category Code:**
 G: General
 O: Other Backward Class
 EWS: Economically Weaker Section
 SC/ST: Scheduled Cast/ Scheduled Tribe

Format for submission of Six-Monthly Progress Report*
(To be submitted by the Ph.D. Scholar*)

1. Name of the Scholar:
2. Name(s) of the Supervisor and Co-Supervisor(s):
3. Topic of Research:
4. Six-monthly Progress Report for the period, from: to:.....
5. Progress Report to be submitted in detail on separate sheet(s) (Please add separate sheet, if necessary)
6. Quantum of Ph.D. work completed (applicable after coursework):
(Please tick the appropriate box)

(a) 0-10%	<input type="checkbox"/>	(b) 11-20 %	<input type="checkbox"/>	(c) 21-30%	<input type="checkbox"/>
(d) 31-50%	<input type="checkbox"/>	(e) 51-75%	<input type="checkbox"/>	(f) 76-100%	<input type="checkbox"/>

.....
(Signature & Name of the Scholar)

7. Remarks of the Supervisor:
.....
Remarks of the Co-Supervisor(s):
.....
Remarks of the other RAC members:
.....

Name & Signature of
Supervisor

Name & Signature of
Co-Supervisor(s)

Name & Signature of
Other RAC members

Recommendation of the DRC/CRC

.....
.....

**Signature of the Chairman
DRC/CRC**

***It is mandatory for RAC to maintain the record of each student. The progress report to be endorsed in BoS/CoS.**

DETAILS OF QUALIFYING EXAM

Exam Passed	Name of the University	Year of Passing	Division & Percentage	Subjects
PG Course				
M.Phil.				
Any Other				

PRESENT M.Phil/Ph.D. REGISTRATION DETAILS

Name of the University/Institute.....

Date of registration.....

Topic of research.....

Whether applied earlier for JMI Ph.D. program (Yes/No)

Mode of Admission.....

(Entrance followed by Interview/Direct Interview)

If employed, write the name of the institution and the position held.....

.....

Dated.....

(Signature of the Scholar)**(RECOMMENDATION OF THE DRC/CRC)**

The **DRC/CRC** held on recommended
 Mr./Ms For admission to the Ph.D.
 Course in..... in the Research Area with

 as Supervisor

Chairman DRC/CRC
Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated..... Signature of the Dean/ Director with Seal

Note:

- (A) The following documents will have to be submitted with Application**
 Copies of Mark Sheets and Degree of Post-Graduation Examinations.
 Proof of the date of birth, Proof of claimed reserved category.
 Copy of M.Phil. Marks Sheet/ Degree and Course work.
 Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATE Score Card.

**JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025**

APPLICATION FOR DE-REGISTRATION OF Ph.D. SCHOLARS
(as per the provisions under Para 11(a) of JMI Ordinances - 9 (IX) (Academic))

The Chairman DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,
I am applying for De-registration to the Ph.D. programme in under
the Faculty of / Centre for and submitting the
following particulars in support of my application.

Name of the Scholar:
Registration No.: Date of Registration.....
Topic of Research:
Faculty/Department/Centre:
Name/s of the Supervisor/s:
Present status of research work:
(Attach additional sheet, if necessary)
Reason for de-registration:
Whether the No Due Certificate is enclosed: Yes/No

(Note: If the No Dues Certificate is not enclosed with this application, the request for de-registration will not be considered)

DECLARATION BY THE SCHOLARS

I have read the provisions of Ordinances (Academic) – 9 (IX). I would be permitted to re-register by making a written application to the JMI within a maximum period of 3 years from the date of de-registration and I shall be required to submit the thesis within a maximum allocated time period of 8 years for Ph.D. since date of provisional registration.

Yours faithfully,

Date.....

(Signature of the Scholar)
Name:

CONSENT OF THE SUPERVISOR

I am satisfied with reasoning of Scholar to de-register, and I hereby agree to continue guidance to the scholar on his/her re-registration.

Date:

Signature of the Supervisor

RECOMMENDATION OF THE DRC/CRC

The **DRC/CRC** held on recommended Mr./Ms
For de-registration to the Ph.D. Programme in..... in the Research Area
..... with... as Supervisor

Chairperson DRC/CRC
Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY / DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

1. Copies of Mark Sheets and Degree of Post-Graduation Examinations.
2. Proof of the date of birth, Proof of claimed reserved category.
3. Copy of M.Phil. Marks Sheet/ Degree and Coursework.
4. Copy of UGC NET/CSIR/DBT/ICMR or an equivalent examination,
5. Copy of valid GATE Score Card.

**JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025**

APPLICATION FOR RE-REGISTRATION OF Ph.D. SCHOLARS
(as per the provisions under Para 11(b) of JMI Ordinances - 9 (IX) (Academic))

The Chairman DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,

I am applying for Re-registration to the Ph.D. programme in under
The Faculty of / Centre for and submitting
the following particulars in support of my application along with a crossed Demand Draft of
Rs. 5000/- vide no dated issued by (Bank)

Yours faithfully,

Date.....

(Signature of the Scholar)
Name:

Name of the Ph.D. Scholar:.....

Registration No.:.....

Topic of Research:.....

Faculty/Department/Centre:.....

Date, Month and Year of Admission:.....

Name/s of the Supervisor/s:.....

Present status of research work:

Date of de-registration:

Whether the re-registration fee receipt is enclosed: Yes/No

(Note: If the re-registration fee receipt is not enclosed with this application, the request for re-registration will not be considered)

DECLARATION BY THE SCHOLAR

I have read the provisions of Para 11 Ordinances (Academic) - 9 (IX). I may be permitted to re-register and hereby declare that I shall submit the thesis within a maximum allocated period of 8 years from the date of provisional Ph.D. registration.

Date:

Signature of the Scholar
Name.....

CONSENT OF THE SUPERVISOR

I hereby certify that the above scholar is pursuing his/her Ph.D. degree under my supervision, and that he/she shall be able to submit his/her thesis within the maximum allocated time for Ph.D. submission from date of provisional admission to Ph.D. program.

Date:

Signature of the Supervisor

RECOMMENDATION OF THE DRC/CRC

The DRC/CRC of Studies held on recommended Mr./Ms For re-register to the Ph. D. Course in in the Research Area..... with as Supervisor

Chairman DRC/CRC
Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

- I. Copies of Mark Sheets and Degree of Post-Graduation Examinations.
- II. Proof of the date of birth, Proof of claimed reserved category.
- III. Copy of M.Phil. Marks Sheet/ Degree and Course work.
- IV. Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATEScore Card.

Format for submitting the “SYNOPSIS” of the Ph.D. Thesis

Cover page



(Title of the Ph.D. Thesis)

**SYNOPSIS
of the Ph.D. Thesis**

Submitted to
Jamia Millia Islamia

for the award of the Degree of Doctor of Philosophy Submitted by

(Name of the Ph.D. Scholar)

*(Name of the Supervisor
with Affiliation)*

*(Name of the Co-Supervisor
with Affiliation)*

*(Name and full address of the Department/ Centre/ Faculty)
(Month and Year of Submission)*

Inner Pages
of the Synopsis of the Ph.D. Thesis

(Title of the Abstract)

Five Keywords: ..., ..., ..., ..., ...
(Content of the Abstract)

Last page

Brief Profile of the Ph.D. scholar with date and place of birth, nationality, e-mail address, and academic qualifications

(Not exceeding 200 words)

Format of the Cover Page of the PhD Thesis



<p>PhD Thesis</p>	
<p>(Name of the Candidate)</p>	<p>(Title of the Ph.D. Thesis)</p> <p>Ph.D. Thesis</p> <p>By</p> <p>(Name of the Ph.D. Student)</p> <p>(Name of the Department/Centre/Faculty)</p> <p>Jamia Millia Islamia New Delhi</p>
<p>Year</p>	<p>(Month and Year of submission)</p>

Format of the Inner Cover Page of the PhD Thesis

Title of the Ph.D.

**Thesis
submitted
to**



In partial fulfillment of the requirements of the award
of the Degree of Doctor of Philosophy

.....
(Subject)

By
.....
(Name of the PhD Student)

Under the supervision

.....
Name of the supervisor
and Institution

.....
Name of the Co-supervisor
and Institution

.....
Name of the Co-supervisor
and Institution

(Name of Department/Centre and
Faculty) Jamia Millia Islamia
New Delhi

**Declaration by the scholar to be included in the
Ph.D. Thesis**

Declaration

I,....., student of Ph.D. hereby declare that the thesis titled
“.....
.....” which is submitted by me to the Faculty of / Centre for
....., Jamia Millia Islamia, New Delhi, in partial fulfillment of the requirement for
the award of the degree of Doctor of Philosophy has not previously formed the basis for the award of any
Degree, Diploma, Associateship, Fellowship or other similar title or recognition. This is to declare
further that I have also fulfilled the requirements of Para 12 ((a) to 12 (l)) of the Ph.D. Ordinance, the
details of which are enclosed at the end of the Thesis, and that there is no plagiarism.

Place & Date:

(Signature and name of the Applicant)

**Format of the Certificate by the Supervisor(s) to be included in the
Ph.D. Thesis of the Scholar**

CERTIFICATE

On the basis of declaration submitted by,
student of Ph.D., I hereby certify that the dissertation/thesis titled “.....
..... ” which
is submitted to the Faculty of / Centre for
....., Jamia Millia Islamia, New Delhi in partial fulfillment of the requirement for the
award of the degree of Doctor of Philosophy, is an original contribution with existing knowledge and
faithful record of research carried out by him/her under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree or
Diploma to this University or elsewhere, and that it is free from plagiarism.

Place & Date

Signature and name(s) of the Supervisor(s)

Signature of chairman DRC/CRC

Head of the Department/Director of the Centre /Dean of the Faculty

PLAGIARISM VERIFICATION

1. Name of Research Scholar: _____ Registration No.: _____
2. Course (PhD): _____
3. Title of the Thesis: _____
4. Department/Centre: _____
5. Faculty: _____
6. Name of Supervisor: _____
7. Name of Co-Supervisor (s) If any: _____

The above thesis has been scanned for similarity check at 14 word count by the designated person of departmental academic integrity panel (DAIP)/ Centre academic integrity panel (CAIP). The summary of similarity test report is as follows:

Software used		Dated	
Total Word Count		Similarity Index	

The similarity test report issued by designated person of the DAIP/CAIP is attached for the review.

Designated Signatory of the DAIP/ CAIP

Sign. of Research Scholar

The plagiarism report of the above thesis has been reviewed by the undersigned and the similarity index is within university norms. The thesis may be considered for submission followed by necessary action to the University. The similarity check report generated by turnitin/urkund/DrillBit software is attached herewith.

Sign. of Supervisor

Sign. of Co-Supervisor

Sign of HoD/Director

PLAGIARISM VERIFICATION

(In case of more than 10% similarity as per para 12(l))

- | | |
|--------------------------------------|-------------------|
| 1. Name of Research Scholar: | Registration No.: |
| 2. Course (PhD): | |
| 3. Title of the Thesis: | |
| 4. Department/Centre: | |
| 5. Faculty: | |
| 6. Name of Supervisor: | |
| 7. Name of Co-Supervisor (s) If any: | |

The above thesis has been scanned for similarity check at 14 word count by the designated person of departmental academic integrity panel (DAIP)/ Centre academic integrity panel (CAIP). The summary of similarity test report is as follows:

Software used		Dated	
Total Word Count		Similarity Index	

The similarity test report issued by designated person of the DAIP/ CAIP is attached for the review. Designated Signatory of DAIP/ CAIP

Sign. of Research Scholar

The plagiarism report of the above thesis has been reviewed by the undersigned. The similarity index is above the university norms, because of the following reasons:

.....

The thesis may be considered for submission to the University. The similarity check report generated by turnitin/urkund/DrillBit software is attached herewith.

Sign. of Supervisor

Sign. of Co-Supervisor

MEMBER DRC/CRC

MEMBER DRC/CRC

MEMBER DRC/CRC

Sign of DRC/CRC Chairperson

(To be submitted on a ₹. 10/- Non-Judicial Stamp Paper dully notarized)

AFFIDAVIT

I, Son/Daughter of Mr.
Resident of.....
....., Mobile No.
do hereby take oath and state :

(i) That, I am registered for the Ph.D. programme on the topic titled
.....
..... in the Department/Centre of
Faculty of of Jamia Millia Islamia, New Delhi – 110025. My
Registration no. is

(i) That, the contents of my thesis submitted to the Jamia Millia Islamia, New Delhi – 110025,
for the award of Ph.D Degree are original and my own work, and is not plagiarized.

(ii) That, if, my thesis is found copied or come under plagiarism, I will be solely responsible for it
and the University shall have sole right to cancel my research work ab- initio.

(iii) That, I shall be responsible for any legal dispute/case(s) for violation of any provisions of the
Copyright Act relating to my thesis.

DEPONENT

Date :

Place :

VERIFICATION

I, the above named deponent, do hereby take oath and verify that the contents of para (i) to
(iv) of the above affidavit are true and correct to my personal knowledge and nothing has been
concealed by me. No part of it is incorrect.

DEPONENT

PLAGIARISM VERIFICATION

1. Name of Research Scholar:
2. Course (PhD):
3. Title of the Thesis:
4. Department/Centre:
5. Faculty:
6. Name of Supervisor:
7. Name of Co-Supervisor (s) If any:

Registration No.:

I, hereby declare that the thesis as a whole or in part is neither copied nor plagiarised from others' work/sources by me.

Sign. of Research Scholar

The above titled thesis has been reviewed and checked for plagiarism. We, the members of the DRC/CRC, hereby endorse that the thesis is ----- % plagiarism and satisfies the university anti-plagiarism norms. The thesis may be considered for submission followed by necessary action to the University.

Sign. of Supervisor

Sign. of Co-Supervisor

MEMBER DRC/CRC

MEMBER DRC/CRC

MEMBER DRC/CRC

Sign of DRC/CRC Chairperson

Proforma for the Proposed List of Ph.D. Examiners for Approval of the Vice-Chancellor

Name of the Scholar:.....
 Name of the Department/Faculty/Centre:.....
 Name(s) of the Supervisor/Co-Supervisor(s).....

 Title of Ph.D. Thesis:

 Broad Area of Specialization:

Proposed List of Ph.D. Examiners:

S.No.	Name of the Examiner [□] with full Postal and e-Mail Address, Telephone No. and Fax	Approval thesis Evaluation	Approval for Examination
1	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:
2	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:

The Vice-Chancellor may kindly select:

Two examiners (and one alternate examiner) for evaluating the Ph.D. Thesis and one out of these two, one examiner should be indicated for conducting Viva-Voce Examination.

Signature and Name of
The Ph.D. Supervisor
(Office Seal)

Signature and Name of
The Chairman DRC/CRC
(Office Seal)

Signature and Name of
The Dean
(Office Seal)

Proforma for Examiner’s Consent to evaluate the Ph.D. Thesis

Dated:

To
The Controller of Examinations,
Jamia Millia Islamia,
Jamia Nagar,
New Delhi-110025

Sir,

With reference to your letter No dated
....., I hereby give my consent to evaluate the Ph.D. Thesis
of Mr./Ms.....and submit my Report within 8 weeks from
the date of receipt of the Thesis.

(.....)
(Name and Signature)

Address:
.....
.....

Proforma for Examiner's Report on Ph.D. Thesis
Jamia Millia Islamia
Jamia Nagar, New Delhi-110025

Examiner's Report on the Ph.D. Thesis

Title of Thesis:

.....

Name of the Scholar:

Subject/Field of Research:

Department/Faculty/Centre:.....

1	The thesis be accepted for the award of the Ph.D. degree.	(YES / No)
2	The thesis be accepted for the award of the Ph.D. degree subject to the incorporation of minor revision, thesis need not to re-submit.	(YES / No)
3	The thesis be revised and submitted again in the revised form. (Please clearly specify the grounds on which the thesis is to be revised).	(YES / No)
4	The thesis not acceptable in the present form. (Please clearly specify the reason for rejection)	(YES / No)

1. The thesis not acceptable in the present form.

(1) In case the examiner makes the recommendation (1) stated above:

The Examiner will give a detailed report on separate sheet(s) on the following points:

a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the scholar's capacity for critical examination and sound judgment.

b) It must be satisfactory from the point of language and presentation of the subject matter.

However, if the Examiner feels that some minor corrections in the Thesis are needed, which should be incorporated therein before the VIVA VOCE Examination is held, he/she should attach a separate sheet, giving his suggestions/details of corrections to be made in the Thesis.

c) The questions to be asked will be based on the evaluation of the thesis. The Examiner may also indicate in the enclosed proforma [Annexure-VIII (A)] the questions which he/she would like the scholar to answer at the time of the VIVA VOCE examination.

(2) In case the examiner makes recommendations (2) stated above:

He/she may kindly state reasons and suggests the lines on which the thesis needed to be minor revision. These comments will be conveyed to the scholar through his/her supervisor to enable him/her to revise the thesis [Please attach separate sheet(s)].

(3) In case the examiner makes recommendations (3) stated above:

He/she may kindly state reasons and suggests the lines on which the thesis is to be revised. These comments will be conveyed to the scholar through his/her supervisor to enable him/her to revise the thesis [Please attach separate sheet(s)].

(4) In case the examiner recommends rejection of the thesis:

He/she may kindly state the reasons for doing so [Please attach separate sheet(s)].

Note: Additional sheet(s) may be attached, if necessary.

Date:

Place:

(Signature of the Examiner)

Full Name & Address:.....

.....

Telephone No: Mobile No:

E-Mail:.....

Questions for the Viva-Voce Examination
(to be submitted by the Examiners on a separate sheet)

Title of the thesis:

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

Submitted

by:

.....

Department/Centre/Faculty:

QUESTIONS

[if the space is not sufficient, please attach extra sheet(s)]

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Examiner)

Name of the Examiner:.....

Address:.....

.....

Date:

Proforma for Examiner’s Report on Viva-Voce Examination of the Scholar

**Jamia Millia Islamia
Jamia Nagar, New Delhi-110025**

Examiner’s Report on Viva-Voce Examination

Title of thesis :

Name of the Scholar:

Subject/Field of Research:

Department/Faculty/Centre:.....

- | | | |
|-------|---|-----------|
| (i) | Whether the scholar is acquainted with the literature on the subject? | Yes |
| | | No..... |
| (ii) | Whether the thesis is genuinely the work of the scholar? | Yes..... |
| | | No..... |
| (iii) | Whether the scholar possesses capacity for critical Examination and judgment? | Yes..... |
| | | No..... |

Specific Recommendation:
.....
.....
.....
.....
.....
.....

.....
(Signature and Name of the Examiner)

.....
(Signature and Name of the Supervisor)

.....
(Signature of the Chairman DRC/CRC)
(Office Seal)

Format of Ph.D. Degree



Enrolment No.

تصدیق کی جاتی ہے کہ کو
..... میں
پر تحقیقی مقالہ منظور ہونے کے بعد انہیں اس یونیورسٹی
نے ڈاکٹر آف فلاسفی کی سند عطا کی۔

JAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)

DOCTOR OF PHILOSOPHY

This is to certify that (Name of the scholar).....after approval of his/her Thesis on..... (topic) from the Department/Centre of..... in the Faculty ofof this University has been admitted to the Degree of Doctor of Philosophy in this University in the Year

<p>_____</p> <p>Musajjal (Registrar) مستجلی</p>	<p>_____</p> <p>SEAL</p>	<p>_____</p> <p>Shaikhul Jamia (Vice-Chancellor) شیخ الجامعہ</p>
<p>Jamia Nagar, New Delhi, Dated the _____</p>		