



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Email: osdadmin@mgcub.ac.in | Website: www.mgcub.ac.in

F. No.: 11-3/MGCUB/GA/2016

Dated: 9th October 2023

NOTIFICATION

- Consequent upon the recommendation of the Academic Council vide Item No. AC (2023): 12.12 in its 12th Meeting held on 7th August 2023 and approval of the Executive Council vide Item No: EC (2023): 22.18 in its 22nd Meeting held on 22nd September 2023, and further as per provisions contained under Statute 37(5) of Central Universities Act 2009, the **Competent Authority has been pleased to notify the following:**
 - Change of name/title of **Ordinance No. 35** from "Admission, Medium of Instructions, Examination, Evaluation, Grading System and other Provisions for the award of Master of Philosophy (M.Phil.)/Doctor of Philosophy (Ph.D.) Degree" to "**Mahatma Gandhi Central University (Minimum Standards and Procedure for Award of Ph.D. Degree)**"; and
 - Supersession of earlier Ordinance No. 35 of the university dealing with "Admission, Medium of Instructions, Examination, Evaluation, Grading System and other Provisions for the award of Master of Philosophy (M.Phil.)/Doctor of Philosophy (Ph.D.) Degree" with revised Ordinance No. 35 dealing with "**Mahatma Gandhi Central University (Minimum Standards and Procedure for Award of Ph.D. Degree)**" [**ANNEXURE - 1**], as notified earlier by the University vide its Notification No.F.11-3/MGCUB/GA/2016/3487 dated 23rd May 2019.
- The said revised Ordinance No. 35 comes into force with effect from 22nd September 2023 (i.e., the date of approval of the same by the Executive Council). The copy of the said revised Ordinance No. 35 is attached at **ANNEXURE - 1**.
- The Director (Research and Development Cell); all Deans of various Schools; and Heads of various teaching Departments; are requested to ensure the compliance of the provision contained under revised Ordinance No. 35.
- This issues with the approval of the Competent Authority.



[SACHCHIDA NAND SINGH]
OSD (Administration)

Encl: As stated above.

Copy of the above forwarded to following for information and necessary action:

- The Additional Secretary (CU), Ministry of Education, DoHE, Government of India, Shastri Bhawan, New Delhi.
- The Director (CU), Ministry of Education, DoHE, Government of India, Shastri Bhawan, New Delhi.
- The Under Secretary (CU-II), Ministry of Education, DoHE, Government of India, Shastri Bhawan, New Delhi.
- The Joint Secretary (CU), University Grants Commission, BSZ Marg, New Delhi
- The Incharge University Website, MGCU - for uploading the same on University Website for information of all concerned.
- The OSD (Finance)/CoE/DSW/Campus Directors/Proctor/Dean, R&D/Librarian/Coordinator, IQAC, MGCU
- All the Deans of various Schools, MGCU
- All the Heads of various Teaching Departments, MGCU - with the request to bring the same to the knowledge of all students and faculty members under their respective Departments.
- Deputy Registrar/Warden, Girls Hostel/PRO/Section Officers, MGCU
- Private Secretary to Vice-Chancellor, MGCU - for kind information of Hon'ble Vice-Chancellor please.

[DINESH HOODA]
Section Officer

ORDINANCE NO. 35

**Mahatma Gandhi Central University
(Minimum Standards and Procedure for
Award of Ph.D. Degree)**

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Content

1. Short title, Application and Commencements
2. Definitions
3. Advertisement, number of seats and commencement of admission
4. Eligibility criteria for admission to the Ph.D. Programme
5. Duration of the Programme
6. Procedure for admission
7. Classification of the Candidates
 - 7.1 Full-time Research Scholar
 - 7.2 Internal Full-time Research Scholar
 - 7.3 Ph.D. through Part-time Mode
8. Admission of International students in Ph.D. programme
9. Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion, etc.
10. Research Committees
 - 10.1 The Research Degree Board of the University (RDBU)
 - 10.2 The Departmental Research Committee (DRC)
 - 10.3 The Research Advisory Committee (RAC)
11. Research Supervisor/Co-Supervisor & Number of permissible Ph.D. Scholars
12. Total no. of Ph.D. student with any faculty
13. Allocation of research supervisor for a selected research scholar
14. Registration of candidates for the Ph.D. and Research proposal Submission
15. Leave and Attendance
 - 15.1 Leave Rules
 - 15.2 Attendance Requirements
16. Residency Period
17. Financial assistance

Gabrielle
09/10/23

P. Shank Hooda,
09/10/23

18. Pre-submission of Thesis
19. Change in the Research Topic
20. Language of the Thesis
21. Submission of Thesis
22. Unfair means and plagiarism
23. Evaluation and Assessment procedure
24. Viva-Voce
25. Award of the Degree
26. Issuing a Provisional certificate
27. Cancellation of Registration
28. Temporary withdrawal from the programme
29. Depository with INFLIBNET

Annexure I - XII

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1. Short title, Application and Commencements

- 1.1. The degree of 'Doctor of Philosophy' shall be abbreviated as 'Ph.D.'
- 1.2. This Ordinance shall be called the "Mahatma Gandhi Central University, Bihar (henceforth MGCU, Bihar, the University) (Minimum Standard & Procedure for Award of Ph.D. Degree).
- 1.3. These shall be applicable to all the disciplines/subjects offered by the MGCU, Bihar.
- 1.4. These shall come into force from the date of notification issued by the MGCU, Bihar. All previous Ph.D. Ordinance issued by the University will become null and void with the date of issuance of this Ordinance, unless otherwise notified.
- 1.5. Award of degrees to candidates registered for the Ph.D. programme till the date of Notification of this Ordinance (i.e., UGC regulation 2022/MGCU Minimum Standards and Procedure for Award of Ph.D. Degrees) shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 and MGCU M.Phil./Ph.D. Ordinance, 2019.
- 1.6. Notwithstanding any provisions contained in this Ordinance, the University reserves its power to change/amend this Ordinance, if needed, at any time.

2. Definitions

2.1 In this Ordinance, unless the context otherwise requires -

- a) "Act" means the University Grants Commission Act, 1956 (3 of 1956).
- b) "Adjunct Faculty" means a part-time or contingent instructor, but not full-time faculty member hired to teach by Mahatma Gandhi Central University.
- c) "Cumulative Grade Point Average (CGPA)" means a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.
- d) "Credit" means the number of hours of instruction required per week over the duration of a semester. A three-credit course in a semester means three one-hour lectures per week, with each one-hour lecture counted as one credit.
- e) "Commission" means the University Grants Commission established under Section 4 of the UGC Act 1956.
- f) "Programme" means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act.
- g) "Course" means one of the specified units which go to comprise a programme of study.
- h) "Course Work" means courses of study prescribed by the Department to be undertaken by a student registered for the Ph.D. Degree.
- i) "Degree" means a degree awarded by Mahatma Gandhi Central University in accordance with the provisions of section 22 (3) of the Act.
- j) "External examiner" means an academician/researcher with published research work who is not part of the Mahatma Gandhi Central University where the Ph.D. scholar has registered for the Ph.D. programme.
- k) "Foreign Educational Institution" means-(i) an institution duly established or incorporated in its home country and offering educational programmes at the undergraduate, postgraduate, and higher levels in its home country and (ii) which offers programme(s) of study leading to the

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Page 4 of 37

award of a degree through conventional face-to-face mode, but excluding distance, online, Open and Distance Learning (ODL) mode.

- l) "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale.
 - m) "Guide/Research Supervisor" means an academician/researcher recognized by Mahatma Gandhi Central University to supervise the Ph.D. scholar for his/her research.
 - n) "Interdisciplinary Research" means research conducted by a Ph.D. scholar in two or more academic disciplines.
 - o) ODL shall have the same meaning as defined under the UGC (ODL Programmes and Online Programmes) Regulations 2020.
 - p) "Online Mode" shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020.
 - q) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
 - r) "Prospectus" means any document, whether in print or otherwise, issued for providing fair and transparent information relating to Mahatma Gandhi Central University and programmes, to the general public (including to those seeking admission in Mahatma Gandhi Central University) by the Mahatma Gandhi Central University.
 - s) "Research Proposal" means a brief write-up giving an outline of the proposed research work which the Ph.D. scholar shall submit along with the application for registration for Ph.D. programme.
- 2.2 Words and expressions used and not defined in this Ordinance but defined in Act and not consistent with this Ordinance shall have the meanings assigned to them in that Act.

3. Advertisement, number of seats and commencement of admission

- 3.1. The University shall make a detailed advertisement, including essential qualification, number of seats available for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, reservation of seats and last date for submission of the application form etc., for the benefit of the candidates.
- 3.2. Based on the recommendations of concerned Head of the Department/Centre etc., the Academic Council (henceforth AC) of the University shall recommend the number of seats to be admitted and advertised in/for various departments of the University, annually.
- 3.3. (a) Applicants have to apply online as described procedure given on the University website (www.mgcub.ac.in).
- (b) International applicant can apply online as described procedure given on the University website (www.mgcub.ac.in) round the year.
- 3.4. Reservation of the seats for Schedule Castes (SC), Schedule Tribes (ST), Other Backward Classes (OBC)-Non-creamy layer, Person with disability (PwD)/Divyang, Economically Weaker Section (EWS), and other categories of candidates shall be as per the Government of India Rules issued from time to time.
- 3.5. Each SC/ST/OBC/EWS candidate shall have to submit a copy of the Caste Certificate issued' from the notified person/authority, mentioning that the candidate belongs to SC/ST/OBC (no-creamy layer) community/EWS, as per the Government of India format and rules clearly stating: (a) the

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name of candidate and his/her caste/tribe (b) which reserve category s/he belongs (c) District and the State or Union Territory of his/her ordinary residence and (d) the appropriate Government of India Schedule under which his/her caste/tribe is approved. The OBC certificate should clearly mention that the candidate does not belong to creamy layer category.

4. Eligibility criteria for admission to the Ph.D. Programme

The following are eligible to seek admission to the Ph.D. programme:

4.1. Candidates who have completed:

- (i) A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.
- (ii). A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, EWS, and other categories of candidates as per the decision of the Commission from time to time.

Provided that a candidate seeking admission after a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

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

5. Duration of the Programme

- (i) Ph.D. Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of admission to the Ph.D. programme.

- (ii) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Mahatma Gandhi Central University; however, that the total period for completion of a Ph.D. programme should not exceed eight (8) years from the date of admission in the Ph.D. programme.

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.

- (iii) Female Ph.D. Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the Ph.D. programme.

6. Procedure for admission

- (i) The admission shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the GOI from time to time.
- (ii) The candidate who qualified National Level Test like UGC-NET/UGC-CSIR NET/GATE/CEED or equivalent test will directly be called for interview, and they will be interviewed out of 100 marks as per the following criteria:

Subject Knowledge	-	40
Communication Skill	-	20
Research Knowledge	-	20
Personality	-	10
JRF/NET	-	10 [100% for JRF (with fellowship and 60% (without fellowship)]

- (iii) The candidate who do not have any national level test will have to appear for Entrance Test conducted by either University or any other testing agency.

(a) Through an Entrance Test conducted by the University. The Entrance Test syllabus shall consist of 50% of research methodology, and 50% shall be subject specific.

- (b) Students who have secured 50% marks (*A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the Commission from time to time*) in the entrance test are eligible to be called for the interview. The interview will be out of 100 Marks consist of the following:

Subject Knowledge	-	40
Communication Skill	-	20
Research Knowledge	-	30
Personality	-	10

- (c) Written marks will be scaled to 70% and interview marks will be scaled to 30%. The scores will be added to reach 100.

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Page 7 of 37

- (iv) Final combined merit will be prepared for candidate appeared in 6(ii) and 6(iii) of this ordinance.

7. Classification of the Candidates

A candidate admitted to the Ph.D. programme in a department of the University shall be classified under any one of the following categories:

7.1 Full-time Research Scholar

A candidate who has been admitted to the Ph.D. programme based on the eligibility criteria mentioned in Clauses 4.1 - 4.2 shall be referred to as a full-time research scholar.

7.2 Internal Full-time Research Scholar

A candidate who has been admitted to the Ph.D. programme based on the eligibility criteria mentioned in Clauses 4.1 - 4.2 shall be referred to as an internal full-time research scholar.

- (i) A regular teacher of the MGCU be designated as internal candidate. She/He has to produce a No Objection Certificate from the employer. Such candidates will have to avail six-months study leave so as to complete the course work.
- (ii) A non-teaching regular employee of the MGCU be designated as internal candidate. She/He has to produce a No Objection Certificate from the employer. Such candidates will have to avail six-months study leave so as to complete the course work. Such candidates shall have to pass RET/CUET for Ph.D. Programme or qualify under exempted category.

7.3 Ph.D. through Part-time Mode

- (i) Ph.D. programmes through part-time mode will be permitted, provided all the conditions stipulated in this Ordinance are fulfilled.
- (ii) The candidate has to submit a "No Objection Certificate" from the appropriate authority in the organization where the candidate is employed, clearly stating that:
 - a) The candidate is permitted to pursue studies on a part-time basis.
 - b) His/her official duties permit him/her to devote sufficient time for research.
 - c) He/she will be relieved from the duty to complete the course work.
- (iii) Part time candidate shall have to take six (06) months leave to complete the course work. The eligibility for admission to Ph.D. in part-time mode, in addition to clause 4 is given as follows:

1. Eligibility for Part-time Research Scholars

- a. A permanent/regular teaching faculty of any Higher Education Institution (HEI), provided s/he justifies the need for a such degree and duly endorsed by the parent institution, clearly stating that the faculty shall be permitted for leaves as per need of the program.
- b. A candidate who is a government servant/industries/corporate sector, provided s/he justifies the need for such a degree and his/her application is duly endorsed by the parent organization, clearly stating that the employee shall be permitted leave as per need of the program.

2. The admission of Part-Time candidates shall be governed by the then-applicable UGC and MGCU Ph.D. Ordinance. That is -

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- a. Admission to such candidates shall be only through the Entrance Test (RET/CUET) or exempted category as specified in the Ordinance. No direct admission or any specific quota.
 - b. It is mandatory for such candidates to avail of six months' leave to complete the requisite coursework
 - c. S/he shall not be entitled to any fellowship/scholarship from the University.
3. In addition to the above-mentioned documents, the candidate has to submit a "No Objection Certificate" from the Appropriate Authority of her/his parent organization, clearly stating that:
 - a. The candidate is permitted to pursue studies on a part-time basis.
 - b. His/her official duties permit him/her to devote sufficient time to research.
 - c. If required, he/she shall be permitted leave and be relieved from the duties as and when asked for.

8. Admission of International students in Ph.D. programme

- (i) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 11(iii).
- (ii) International candidates will be admitted to the Ph.D. programme as recommended by RDBU.

9. Course Work: Credit requirements, number, duration, syllabus, minimum standards for completion, etc.

- (i) All the scholars admitted to the Ph.D. programme shall be required to complete the prescribed course work during the initial two semesters.
- (ii) The course work shall be for a minimum period of one semester. All the enrolled Ph.D. candidates (henceforth referred to as Ph.D. scholar or, Scholar) shall have to qualify the course work as per the criteria prescribed under this Ordinance.
- (iii) In case a Ph.D. scholar fails or not appeared in the examination due to cogent reason in the course work examination, she/he shall be given one more chance to clear the examination. However, if she/he fails again his/her admission shall stand cancelled.
- (iv) The Credit requirement for the Ph.D. coursework is a minimum of 12 credits, including a "Research and Publication Ethics" course as notified by UGC vide D.O. No. F.1-1/2018(Journal/CARE) in 2019 and a research methodology course. The Research Advisory Committee can also recommend UGC recognized online courses as part of the credit requirements for the Ph.D. programme.
- (v) All Ph.D. scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen Ph.D. subject during their doctoral period. Ph.D. scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluations.

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Page 9 of 37

- (vi) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 7-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.
- (vii) All courses prescribed for Ph.D. shall be duly approved by the concerned Board of Studies/School Board). Such courses may be from the same department where the scholar is enrolled or from other department depending upon the nature of research area.
- (viii) Only those scholars whose attendance are 75% or above during the course work period shall be allowed to appear in the examinations. The concerned department will verify the attendance. Relaxation may be given as per university rules.

10. Research Committees

Subject to the general superintendence of the Academic Council, the following Committees shall deal with all matters related to the Ph.D. programme of the University in accordance with this Ordinance:

10.1 The Research Degree Board of the University (RDBU)

(a) The RDBU shall consist of the following:

- (i) Director, Research and Development Cell - Chairman
- (ii) All Deans - Members
- (iii) Deputy Registrar (Academic) - Member Secretary

(b) Functions:

- i. To approve the proposal forwarded by the DRC and recommend to University administration (DR Academic and/or Research) for issuing registration certificate to the scholar.
- ii. To review the adjudication reports and recommend for the Viva-Voce Examination.
- iii. To review the report of Viva-Voce Examination of the scholar concerned and recommend for the award of the degree.
- iv. To approve the applications of international candidates and refer to concerned department.

10.2 The Departmental Research Committee (DRC)

(a) The DRC shall consist of the following:

- (i) Head of the Department - Chairman

(In case, Supervisor is Head of the Department himself/herself, one member will additionally be nominated by the Vice-Chancellor)

- (ii) All eligible Research Supervisor of the department - Member(s)
- (iii) One Expert from outside the Department - Members

(to be nominated by the Vice-Chancellor for three-year duration)

(b) Functions:

- i. To conduct the interview for Ph.D. admission
- ii. To allocate supervisor

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- iii. To approve the research proposal of a scholar received from concerned RAC and forward it to RDBU for title registration.
- iv. To conduct pre-Ph.D. submission seminar
- v. Any other issue forwarded by RAC.

10.3 The Research Advisory Committee (RAC)

The RAC shall consist of the following:

- (i) Supervisor - Convenor
- (ii) Head of the Department - Chairman

(In case, Supervisor is Head of the Department himself/herself, one member will additionally be nominated by the Vice-Chancellor)

- (iii) One member nominated by the Vice-Chancellor

- (a) This committee shall have the following responsibilities:

- i. To review the research proposal and finalize the topic of research, this will be considered as first RAC. This first RAC of the scholar concerned will be conducted preferably within 90 days from the coursework result.
- ii. To guide the Ph.D. scholar in developing the study design and methodology of research.
- iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

- (b) Each semester, a Ph.D. scholar shall appear before the Research Advisory Committee to make a presentation and submit a brief report on the progress of his/her work for evaluation and further guidance. The Research Advisory Committee shall submit its recommendations along with a copy of Ph.D. scholar's progress report to the academic section of the university. A copy of such recommendations shall also be provided to the Ph.D. scholar.

- (c) In case the progress of the Ph.D. scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the Ph.D. scholar fails to implement these corrective measures, the Research Advisory Committee may recommend, with specific reasons, the cancellation of the registration of the Ph.D. scholar from the Ph.D. programme.

11. Research Supervisor/Co-Supervisor & Number of permissible Ph.D. Scholars

Eligibility criteria to be a Research Supervisor, Co-Supervisor, Number of Ph.D. scholars permissible per supervisor, etc.

- (i) Permanent faculty members working as Professor/Associate Professor of the University with a Ph.D., and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University with a Ph.D., and at least three research publications in peer-reviewed or refereed journals may be recognized as a Research Supervisor in the university where the faculty member is employed.

Such recognized research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. Ph.D. awarded by a university under the supervision of a faculty member who is not an employee of the university would be in violation of this Ordinance.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

Co-Supervisors from within the same department or other departments of the same institution or other institutions may be permitted with the approval of the competent authority.

Adjunct Faculty members shall not act as Research Supervisors and can only act as co-supervisors.

- (ii) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
 - (iii) An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
 - (iv) In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in this Ordinance are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
 - (iv) 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, but not after attaining the age of 70 years.
 - (v) If the supervisor of a research scholar proceeds on leave/lien/deputation, he/she shall continue to supervise, and the scholars day-to-day routine work shall be monitored by the Head of the Department. In case the lien period is over, and he/she resigns from the university then the DRC will allot the new supervisor from the department, and he/she may be allowed to be a co-supervisor subject to his/her consent and further if no supervisor is available, the scholar will work under the supervision of Head of the Department.
12. At any point, the total number of Ph.D. scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 8(i) and 11(iii).

13. Allocation of research supervisor for a selected research scholar

- (i) The allocation of Research Supervisor for a selected research scholar shall be decided by the concerned DRC depending on the maximum number of scholars per Research Supervisor as specified elsewhere in this Ordinance, the available specialization among the Supervisors and research interests of the scholars as indicated by them preferably within 30 days from the date of admission.
- (ii) Keeping the candidate's research interest in view, the concerned DRC shall assign a supervisor, internal/external co-supervisor to supervise the research work of the candidate;

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Page 12 of 37 29/10/2023

shall also notify the RAC constituted as per the related provision(s) of this Ordinance, to assist the supervisor.

- (iii) Co-Supervisors from within the same department or other departments of the university or other institutions may be permitted with the approval of the competent authority on the recommendation of the concerned DRC.

14. Registration of candidates for the Ph.D. and Research proposal Submission

- (i) Once a candidate deposits his/her first fee, he/she shall be deemed to be provisionally registered to the programme. The date of registration shall be the date of the submission of first admission fee.
- (ii) Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause 9(iv) & 9(vi) above, the Ph.D. scholar shall be required to undertake research work.
- (iii) RAC will forward the research proposal to DRC. DRC will review all such proposals and upon its satisfaction recommend for approval and title registration to RDBU within two weeks.
- (iv) The notification of RDBU approval must be communicated by the office of the Registrar of the University to the concerned department, supervisor, and the scholar within a month of the date of receipt of the DRC minutes/recommendations (Research Plan Proposal approval minutes).

15. Leave and Attendance

15.1 Leave Rules

- (i) (a) A Ph.D. research scholar shall be eligible to avail a leave of 30 days in an academic year. She/he shall not be entitled to any inter-semester break, winter, and summer vacations. Furthermore, she/he is entitled to an additional leave of up to 10 days on medical grounds in an academic year. The aforesaid leave provisions are cumulative. Further, male/female candidates shall be eligible for paternity/maternity leave as per university rules. In case of medical emergency, the leave may be extended on the recommendations of DRC, in case of more than 30 days medical leave including emergency, the residency period shall be extended for the duration of leave.

(b) Data collection, field visit, library visit, laboratory visits, experiments in laboratories, consultation with experts, seminar/conferences/workshop participation or other similar nature of works will be treated as duty leave as recommended by supervisor, forwarded by Head, and approved by Dean of concern school, which will be reported to and recorded by RAC. However, long duty leaves more than 10 days need to be forwarded and recommended by RAC concerned, forwarded by Head, and approved by Deans concerned.
- (ii) In special case or/and under any collaborative research requirements, research scholar shall be entitled to do part of his/her Ph.D. thesis research work abroad or/and outside the University (as per university rules) initially for one year and extendable yearly up to without exceeding maximum duration of the Ph.D. thesis submission. During this period research scholar shall be treated on duty leave and she/he shall present his/her progress report on time through online mode, failing which this leave will stand automatically terminated. This special leave shall be sanctioned by RDBU after due recommendation by RAC and DRC.

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- (iii) Any research scholar is entitled to avail the above-mentioned leave after successful completion of their pre-Ph.D. coursework except medical leave and 15 days individual leave in case of emergency.

15.2 Attendance Requirements

- (i) A research scholar is required to sign on all working days of the University in an attendance register to be kept with supervisor concerned.
- (ii) The Supervisor shall issue the attendance certificate forwarded by the Head of the Department and the Dean of the concerned school for submission to administrative office. Supervisor concerned will be responsible for the attendance record and attendance certificate,

16. Residency Period

- (i) A full time Ph.D. Scholar shall be required to be compulsorily present in the University for a period of three years from the date of Ph.D. registration, which is known as the Residency Period (i.e., the duration she/he cannot take any regular paid assignment), in a single stretch except in case of maternity/childcare leave.
- (ii) For internal full-time research scholar and part-time Ph.D. scholars the residency period shall be the minimum period required for completing the course work.

17. Financial assistance

- (i) Subject to the availability of funds from the UGC or its successor/other funding agencies, the Ph.D. scholars admitted as full time scholar would be entitled to the scholarship/fellowship (including contingency grant) of such amount as prescribed by the funding agencies (e.g., The University Research Fellowship that is being provided by the UGC, New Delhi) from time to time. The award of scholarship/fellowship shall be subject to the fulfillment of the conditions governing such award.
- (ii) The maximum duration of the UGC-University Research Fellowship is of three years, subject to satisfactory research performance of the scholar, on semester basis, and submission of a semester-wise continuation certificate from the supervisor.
- (iii) One additional year of the above fellowship may be granted to the enrolled scholars subject to the production of extension letter from the concerned DRC and availability of funds from the UGC. In case of candidate having their own fellowship from different funding agencies, the terms and conditions of the funding agency shall be applicable on such scholars.

18. Pre-submission of Thesis

- (i) Prior to the submission of the thesis, the scholar has to apply on a plain paper application duly forwarded by supervisor along with all six-monthly progress reports of RAC to the Head of the Department for arranging the pre-Ph.D. seminar.
- (ii) The Ph.D. scholar shall make a presentation before the DRC of the department concerned, which shall also be open to all faculty members and other research scholars/students. The supervisor shall organize a pre-submission seminar, in consultation with the Head of the Department, to apprise the teachers and other researchers of the Department of the scholar's work and receive suggestions for improvement of the research work. The DRC shall assess the work of the candidate through this seminar. The seminar will be held in the department and shall be open for all. The suggestion so emerged may suitably be incorporated into the draft thesis.

09/10/23

09/10/2023
Page 14 of 37

- (iii) If the DRC are not satisfied with the quality of the work of the scholar, then she/he shall do further work and deliver a fresh seminar after a definite period specified by the DRC.
- (iv) If the DRC is satisfied with the pre-submission seminar of the scholar, the Chairperson of the DRC shall forward the application of the scholar for submission of the thesis along with a certificate about the satisfactory completion of the pre-submission seminar and the exact title of the thesis to the Controller of Examinations with a copy of the same to the Dean of the faculty.

19. Change in the Research Topic

No major change in research topic shall be accepted after registration (at the time of synopsis submission). In case, a scholar and his/her supervisor are of the opinion that some changes are necessary, they may report the case in the concerned RAC after further approval of DRC and this should be notified to the office of Controller of Examinations. Such changes are to be permitted till the pre-submission seminar by the scholar.

20. Language of the Thesis

- (i) The language of the thesis shall either be in English or Hindi, except for the thesis submitted in the area of languages.
- (ii) In case language of the thesis is other than English, the scholar has to submit one page summary of the work in English.

21. Submission of Thesis

- (i) The scholar is required to submit the thesis within six months from the date of his/her pre-submission seminar (without exceeding the maximum time limit for the submission of the thesis as laid down elsewhere in this Ordinance), failing which he/she shall be required to deliver a fresh pre-submission seminar.
- (ii) At the time of submission of the thesis the candidate has to submit four (04) copies of the summary/abstract of the thesis, duly forwarded by Head of the concerned Department, describing the salient features of his/her work, to the office of Controller of Examinations/Ph.D. Section.
- (iii) The scholar is required to submit one (01) soft copy of the thesis on CD/Pen Drive in non-editable/Secure PDF format along with the hard copies of the same.
- (iv) The scholar shall submit four (04) hardbound printed copies of the thesis to the office of the Controller of Examinations (see Annexure-XII), duly forwarded by the Head of the Department. The thesis shall contain the certificate by the supervisor in prescribed proforma (Annexure-III), a declaration by the candidate in prescribed proforma (Annexure-IV), a course work completion certificate (Annexure-XI), pre-submission seminar completion certificate (Annexure-I), and a copyright transfer certificate in prescribed proforma (Annexure-V), anti-plagiarism statement and other necessary certificates (Annexure-VI), as required from time to time.
- (v) The model for cover and title page of the thesis has been appended as Annexure X to this Ordinance and shall be strictly followed.

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09/10/2023

- (vi) Upon submission of thesis the office of the Controller of Examinations shall issue a submission certificate to the scholar.

22. Unfair means and plagiarism

- (i) The thesis must comply with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- (ii) A Ph.D. scholar shall submit the thesis for evaluation, along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism (**Annexure-VI**) and (b) a certificate from the Research Supervisor attesting to the originality of the thesis (**Annexure-IV**) and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

23. Evaluation and Assessment procedure:

- (i) The supervisor shall submit a panel of six (06) external experts not below the rank of Associate Professor in the concerned subject representing different parts of the country, of which, not more than two (02) should be from the single state, but not more than one from a single university, in prescribed format (**Annexure-VII**) to the office of the Controller of Examinations. Wherever possible, one of the external examiners may be chosen from the outside India. The external examiner(s) should be an academician with a good record of scholarly publications in the field.
- (ii) The Research supervisor/co-supervisor has to ensure that suggested examiners must not be in blood relation with the Ph.D. scholars as well as Research Supervisor.
- (iii) In case the subject of research area is such that adequate numbers of experts are not available within the country; the panel may contain names of experts from foreign countries.
- (iv) The concerned supervisor shall act as internal examiner.
- (v) The Vice-Chancellor would then select and appoint two (02) names from the panel as external examiners. The names shall be communicated to the office of the Controller of Examination.
- (vi) The Controller of Examinations shall get in touch with each examiner with a copy of the summary/abstract to secure acceptance of the examinership. For this purpose, e-mail address of the examiner is necessary, she/he shall be contacted through e-mail to get his/her consent at the earliest. If, however, no information is received from an examiner within two-week period from first communication, a reminder will be issued, if no response is received within two-weeks from the date of reminder, his/her appointment shall be cancelled, and the Vice-Chancellor shall appoint a new examiner from the existing panel of examiners.
- (vii) The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor (internal examiner) and at least two external examiners (selected by the Vice-Chancellor), who are not in employment of the University.
- (viii) Examiners shall have to send their reports in specified proforma (**Annexure-VIII**).

24. Viva-Voce

- (i) Upon receiving all reports, the office of CoE will forward the reports to RDBU. RDBU shall examine all the reports and if all the reports are having clear recommendation for the award

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Pratik Hooda
09/10/2023

of Ph.D. degree, shall direct for conducting the Viva-voce examination to CoE, else following steps may be taken:

- (a) If one of the external examiners recommends rejection, the University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D.
- (b) In case one examiner accepts and another suggests for major revision, concerned DRC shall be informed to incorporate necessary changes to the satisfaction of DRC. If the external examiner has requested to resend the thesis to him after revisions, the same shall be forwarded to the examiner.
- (ii) The University shall complete the entire process of evaluating a Ph. D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.
- (iii) The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the viva-voce board. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners. The viva-voce shall be open all.

25. Award of the Degree

- (i) In general, the Ph.D. degree shall be awarded in the subject/department where the candidate is enrolled on the topic chosen and approved by the DRC.
- (ii) The date of award of degree shall be the date of successful viva-voce examination. RDBU shall recommend for the award of degree followed by issuance of provisional certificate and formal degree, respectively.

26. Issuing a Provisional certificate

- (i) The actual degree shall be awarded in convocation convened by the University from time to time.
- (ii) Prior to the actual award of the degree, the University shall issue a provisional certificate to this effect to the scholar that the Ph.D. is being awarded in accordance with this Ordinance.

27. Cancellation of Registration

The registration of a Ph.D. scholar shall be cancelled by the RDBU upon recommendation of DRC in any one of the following eventualities:

- (i) If a scholar fails to submit satisfactory half-yearly progress report through supervisor regularly for three years.
- (ii) If a scholar is absent for a continuous period of four weeks without prior information/sanction of leave.
- (iii) If a scholar fails to submit the thesis within the maximum stipulated time as provided in this Ordinance.
- (iv) If a scholar resigns from the Ph.D. programme and the resignation is duly recommended by his/her research supervisor.

Salim
09/10/23

Nirank Hooda
09/10/2023
Page 17 of 37

(v) If a scholar is found involved in an act of misconduct and/or indiscipline and the Competent Authority has recommended his/her termination.

(vi) If a scholar fails to deposit the fee within the prescribed time.

28. Temporary withdrawal from the programme

(i) A scholar admitted to the Ph.D. programme may be permitted by the RAC and DRC to temporarily withdraw from the programme on some specific reasons and later allowed to join back to complete the research and submit the thesis, without exceeding the maximum prescribed time limit for the thesis submission as described elsewhere in this Ordinance. This withdrawal may be granted for whole or part of the semesters.

(ii) The temporary withdrawal upto a maximum of two years can only be availed after the successful completion of course work and only during the regular residency period of 6 years, will henceforth be counted while computing the total residency period of a scholar.

(iii) The temporary withdrawal may be permitted on any one of the following reasons:

(a) If the candidate gets a professional employment and has completed the course work.

(b) If a fulltime sponsored candidate after the successful completion of course works and during the regular residency period joins back his/her parent organization.

(iv) Except in case of maternity leave, the above relaxation shall only be availed after completion of the minimum residency period.

(v) During the period of withdrawal, the candidate has to pay fee, and submit progress reports timely.

(vi) A scholar admitted to the Ph.D. programme, successfully completed the course work and three years residency period may be allowed to join a job subject to recommendation of RAC/DRC and submission of "No Objection Certificate" from the employer, however the scholarship will be stopped from the date of his/her relieving.

29. Depository with INFLIBNET

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

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Prash Hooda,
09/10/2023
Page 18 of 37

Pre-Ph.D. Seminar Completion Certificate

This is to certify –

- (a) that Mr/Ms, a bonafide research scholar of department of, has satisfactorily completed the pre-Ph. D. course work and has been successful in comprehensive examination,
- (b) that his/her open Pre-Ph. D. seminar on (topic) was held on (date) in the department from (time) to
- (c) that the DRC is satisfied/not-satisfied with the quality of the work of research scholar,
- (d) that the research scholar described the thesis work satisfactorily/unsatisfactorily and answered the questions related with the basics understanding of the subject and thesis work satisfactorily/unsatisfactorily,
- (e) that the DRC gave following suggestions for the improvement of quality of work/performance of pre-submission seminar (*in case of unsatisfactory presentation*):

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

Date:

Signatures of DRC members

Place:

(Signature of Head of Department)

(Signature of the Dean)

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09/10/2023

Guidelines for Structuring Contents of the Ph. D. Thesis

The following format may be normally adopted for the Ph. D. thesis:

1. Cover page
2. Inner cover page
3. Self-declaration certificate from the research scholar (*Annexure – III*)
4. Certificate from the Supervisor/Co-Supervisor/Head of the Department (*Annexure – IV*)
5. A copyright transfer certificate (*Annexure – V*)
6. Acknowledgments
7. Contents
8. List of symbols, figures and tables, if any
9. Preface of the thesis
10. Introduction
11. Literature review
12. Chapters covering the work of the research scholar
13. Conclusion
14. References
15. Appendices
16. List of papers communicated/accepted/published/presented.
17. Copies of acknowledgment/acceptance letter in case the papers are communicated/ accepted.
18. Copies of manuscripts/reprints of the papers communicated/accepted/published.

Note: See Annexure-X for detailed guidelines for thesis preparation.

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R. Shank Hoods.
09/10/2023
Page 20 of 37

Declaration by Research Scholar

I, , certify that the work embodied in this Ph. D. thesis is my own bonafide work carried out by me under the supervision of and the co-supervision of..... for a period of from to at Mahatma Gandhi Central University and (Name of the Institution where work has been carried out partly or fully) The matter embodied in this Ph. D. thesis has not been submitted for the award of any other degree/diploma.

I declare that I have faithfully acknowledged, given credit to and referred to the research workers wherever their works have been cited in the text and the body of the thesis. I further certify that I have not wilfully lifted up some other's work, para, text, data, results, etc. reported in the journals, books, magazines, reports, dissertations, theses, etc., or available at web-sites and included them in this Ph. D. thesis and cited as my own work.

Date:

(Signature of the Scholar)

Place:

(Name of the Scholar)

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Page 21 of 37

Certificate by Supervisor

This is to certify that the thesis entitled
“.....
.....
.....” is original work and has been carried out by Mr/Ms.Enrolment No.
..... under my guidance and supervision for the degree of **Doctor of Philosophy** in
..... to be awarded by Mahatma Gandhi Central University, Bihar.

To the best of my knowledge and belief this thesis

- i. embodies the work of research scholar himself / herself,
- ii. has duly been completed,
- iii. fulfils the requirements of the ordinance related to Ph.D. degree of the University.
- iv. contents of the thesis do not form the basis for the award of any other degree/diploma or similar title to the research scholar or to anybody else from this or any other University/Institution.

.....
.....
(Co-supervisor’s signature, Name & Designation) (Supervisor’s signature, Name & Designation)

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09/10/2023
Page 22 of 37

Copyright Transfer Certificate

Title of the Thesis:

Name of Research Scholar:

Copyright Transfer

The undersigned hereby assigns to the Mahatma Gandhi Central University all rights under copyright that may exist in and for the above thesis submitted for the award of the Ph. D. degree.

Signature of the Scholar

Note: However, the author may reproduce or authorize others to reproduce material extracted verbatim from the thesis or derivative of the thesis for author's personal use provided that the source and the University's copyright notice are indicated.

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Dhish Hooda
09/10/2023
Page 23 of 37

Plagiarism Verification Certificate

Date: _____

Title of the Thesis:

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

Name of the Research Scholar:

Name of the Supervisor:

Department:

This is to report that the above thesis was scanned for similarity detection. Process and outcomes are given below:

Software used

Date:

Similarity Index

The complete report is submitted for review by the Supervisor.

Checked by

(University Library In-Charge)

Name and Signature

The complete report of the above thesis has been reviewed by the undersigned. (Check Box)

The Similarity Index is below accepted norms.

[]

OR

The Similarity Index is above accepted norms, because of the following reasons:

1.

[]

2.

3.

The thesis may be considered to be sent for being examined.

Signature of Scholar

Signature of Supervisor

Strictly Confidential

Panel of External Examiners

To Evaluate the Thesis for the Degree of Ph.D. of Mahatma Gandhi Central University

Name of the Research scholar	
Term of Registration	
Department	
Title of Thesis:	

Panel of examiner's:

1. Name: Address: E-mail: Phone No.:	2. Name: Address: E-mail: Phone No.:
3. Name: Address: E-mail: Phone No.:	4. Name: Address: E-mail: Phone No.:

Signature
09/10/23

Signature
09/10/2023
Page 25 of 37

5. Name:	6. Name:
Address:	Address:
E-mail:	E-mail:
Phone No.:	Phone No.:

Note: Complete postal address including the name of the City in which the Department/university is located Pin/Zip Code, e-mail and Phone number must also be sent for obtaining quick consent from the experts. In case of e-mail ID please ensure that the same is written LEGIBLY or types correctly.

Signature of the Supervisor

For the use of office

S. Nos. _____ approved from panel of Examiner's.

(Hon'ble Vice-Chancellor)

Controller of Examinations

Govind
09/10/23

Prakash Hooda,
09/10/2023

Format of Examiner's Report

Mahatma Gandhi Central University

Motihari -845401, Bihar

Recommendation on Ph. D. Thesis

Name of the Research Scholar:

Title of the Thesis:

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree

OR

The thesis **is acceptable** for the award of the Ph. D. degree subject to the clarification of **certain points at the time of Viva-Voce**. (Please enclose the points)

OR

The thesis **is not acceptable in the present form but may be accepted** subject to **modification/clarification/revision**.

(Please enclose your suggestions for modification etc. desired)

After modification the **thesis need not be referred back to me**.

OR

The thesis **is not acceptable in the present form but may be accepted** subject to **modification/clarification/revision**.

(Please enclose your suggestions for modification etc. desired) After modification the **thesis should be referred back to me for final assessment**.

Sohini
09/10/23

Pratik Hooda
09/10/2023
Page 27 of 37

OR

The thesis be **rejected**. (Please enclose your comments).

[]

Place Signature of the Examiner.

Date Name and Address of the Examiner

.....

Encl: (a) Detailed report on separate sheet(s),

(b) List of points for clarification.

Handwritten signature
09/10/23

Handwritten signature: Derek Hood
09/10/2023

Format of Examiner's Report on Revised Thesis

Mahatma Gandhi Central University

Motihari -845401, Bihar

Recommendation on Revised Ph. D. Thesis

Name of the Research Scholar:

Title of the Thesis:

Please give your **specific recommendation** by ticking (✓) any one of the following, with signature underneath and enclose your **detailed report** on separate sheet(s) with your signature, name and address.

The thesis **be accepted** for the award of the Ph. D. degree

OR

The thesis **be rejected**. (Please enclose your comments).

Place Signature of the Examiner.

Date Name and Address of the Examiner

Encl: Detailed report on separate sheet(s)

Signature
09/10/23

Signature Hooda.
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Page 29 of 37

Guidelines for Thesis Preparation

Follow the sequence mentioned in **Annexure-II** above for structuring the content of the thesis.

Cover Page

The cover page of thesis should be in the format given in **Annexure-XA**

Preparation of Thesis Text

- The thesis needs to be prepared using a standard text processing software and must be printed in black text (colour for images, if necessary) using a laser printer or letter quality printer in standard typeface (Times New Roman Font as per **Annexure-XB**).
- The thesis must be printed or photocopied on both sides of white paper. All copies of thesis pages must be clear, sharp, and even, with uniform size and uniformly spaced characters, lines and margins on every page of good quality white Bond paper of 75 gsm or more.
- Thesis should be free from typographical errors.

Page Size and Margins

- A4 is the recommended thesis size.
- The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages.
- Content should not extend beyond the bottom margin except for completing a footnote, last line of chapter/subdivision, or figure/table caption.
- A sub-head at the bottom of the page should have at least two full lines of content below it. If the sub-head is too short to allow this, it should begin on the next page.
- All the tables and figures should conform to the same requirements as text. Colour may be used for figures. If tables and figures are large, they may be reduced to fit to page.

Page Numbering

- Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.
- Page numbers prior to Chapter 1 should be in lower case Roman numerals. The title page is considered to be page (i) but the number is not printed.
- All page numbers should be placed in the centre at the bottom of the page, 12 mm below the last line in the bottom margin.

Text Size Line Spacing

- The general text of the manuscript should be in double spacing with text size in **13pts**. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing (6 lines per inch), with text size in **12pts**.
- All the headings (capitalized) are left aligned (without punctuation) 25mm down the top edge of the page (only for heading, remaining pages should start exactly below the margin). The

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09/10/23

subsequent type-setting begins two spaces below the heading. Chapter number have a font size of **18pts**, chapter title heads should have a font size of **16pts**, section heading should have **14pts**, subsection heading, and further subsections should have **13pts** and all should be bold.

Tables, Figures and Equations

- All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same paper used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- Tables, figures, and equations should be numbered sequentially chapter-wise using Arabic numerals with first numeral depicting the chapter no. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 5.3, Figure 5.11, Equation (4.16), depict Table 3 in Chapter 5, Figure 2 in Chapter 3 and Equation 6 in Chapter 4 respectively.
- Good quality Line Drawings/figures must be drawn using standard software that provides vector rather than bit-map graphics. Figures must be scalable.
- Images, Photographs, etc. must be scanned in resolution exceeding 200dpi with 256 grayscales for the monochrome images and 24 bit per pixel for the colour images.

Format of References

The list of references should appear as a consolidated list with references listed sequentially or alphabetically as they appear in the text of the thesis. If pertinent works have been consulted but not specifically cited, they should be listed as Bibliography or General References. Spacing and font size should be consistent inside a single reference, and there should be double spacing between two different references.

Reference Format

- For referencing an article in a scientific journal, the suggested format should contain the following information: authors, title, name of journal, volume number, page numbers and year.
- For referencing an article published in a book, the suggested format should contain, authors, the title of the book, editors, publisher, year, page number of the article in the book being referred to.
- For referencing a thesis, the suggested format should contain, author, the title of thesis, where thesis was submitted or awarded year.
- For referencing a thesis in Management / Humanities /Communication, the MLA style or the APA style as a standard may be followed.
- A few examples of formats of references are given below and the research scholar should be consistent in following the style.

Journals

Exner H.E., "Physical and Chemical Nature of Cemented Carbides," *International Metals Review*, v. 24, pp. 149-173, 1979.

Sahni
09/10/23

Dhruv Hooda
09/10/2023
Page 31 of 37

Spriggs G.E., "The Importance of Atmosphere Control in Hard Metal Production," *Powder Metallurgy*, v. 13, n. 26, pp. 369-393, 1970.

Books

German R.M., *Powder Injection Molding*, Metal Powder Industries Federation, Princeton, NJ, USA, 1990.

Thesis

Johnson J.L., "Densification, Microstructural Evolution, and Thermal Properties of Liquid Phase Sintered Composites," Ph.D. Thesis, The Pennsylvania State University, University Park, PA, USA, 1994.

Technical Reports

Zukas E.G., Rogers P.S.Z., and Rogers R.S., "Experimental Evidence for Spheroid Growth Mechanisms in the Liquid Phase Sintered Tungsten Based Composites," Informal Report: Los Alamos Scientific laboratory, USA, pp. 1-35, 1976.

Patents

Oenning V. and Clark I. S. R., U. S. Patent No. 4988386, 1991.

Journals in Non-English Language

Weihong L. and Xiuren T., "Tungsten Matrix in Cu-W Contact Materials by Impregnation Process," *Powder Metallurgy Technology*, v. 6, n. 8, pp. 1-4. (in Chinese), 1988

Binding

The front cover of the hard bound copy should be the same as the title page of the thesis (**Annexure-XA**). The front cover should have printing on the side to include the author's name, degree, department, and the year.

6/21
09/10/23

Dishank Hooda,
09/10/2023
Page 32 of 37

(Cover Page)

TITLE OF THE THESIS

(Bookman Old Style, Centre, Font Size 18, Bold)



Thesis submitted in partial fulfilment
for the Award of
(Times New Roman, Centre, Font Size 14)
DOCTOR OF PHILOSOPHY
(Times New Roman, Font Size 16, Bold)
in

Subject

(Times New Roman, Font Size 16, Bold)

By

NAME OF RESEARCH SCHOLAR
(Times New Roman, Font Size 16, Bold)

Under the supervision of
(Times New Roman, Font Size 14)
(Name of Supervisor/s)

DEPARTMENT OF.....
(Times New Roman, Font Size 14, Bold)
ENROLMENT NUMBER

SCHOOL OF.....
(Times New Roman, Font Size 14, Bold)

MAHATMA GANDHI CENTRAL UNIVERSITY
(Times New Roman, Font Size 14, Bold)
Motihari, East Champaran, Bihar-845401
(Times New Roman, Font Size 14)

Year
(Times New Roman, Font Size 14)

Sohini
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Rishabh Hooda,
09/10/2023
Page 33 of 37

(Template for Thesis Text)

CHAPTER 1

(Times New Roman, Font Size 18, Bold, Centre Aligned)

Introduction *(Times New Roman, Font Size 16, Bold), Left Aligned*

1.1 Fundamentals of Physics *(Time New Roman, 14pts, Bold, Left Aligned)*

Text (12 pts)

1.1.1 Refraction *(Time New Roman, 12pts, Bold, Left Aligned)*

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Labey
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Drunk Hoodo.
09/10/2023

Course Work Completion Certificate

This is to certify that Mr./Ms., a bonafide research scholar of this Department, has successfully completed the course work examination requirement, which is a part of his/her Ph.D. programme.

Date:

Place:

(Signature of Controller of Examination with Seal)

6/10/23
09/10/23

R. Shank Hooda
09/10/2023

(Application for Submission of Ph.D. Thesis)

To,

The Controller of Examinations

Mahatma Gandhi Central University

Motihari, Bihar-845401

Subject : **Submission of Ph.D. Thesis**

Respected Sir,

I Ph.D. scholar of hereby
submit my Ph.D. thesis (5 copies + 1CD) entitled
“.....
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..” for the award of the degree of Doctor of Philosophy in
..... of Mahatma Gandhi Central University under the
supervision and guidance of

I have fulfilled all the requirements prescribed in MGCU Ph.D. Ordinance for the submission of the thesis. Kindly accept the thesis for further process.

Thanking you

Date:

Place:

Yours faithfully,

Signature

Name of Scholar:

Address

Contact No.:

Sahni
09/10/23

Dinsh Hooda,
09/10/2023
Page 36 of 37

Forwarding

- (i) I am satisfied that the thesis submitted by
..... is worthy of consideration for the award
of the degree of Doctor of Philosophy.
- (ii) I certify -
- (a) That he/she has fulfilled all the requirements prescribed in MGCU Ph.D. Ordinance for the
submission of the thesis
- (b) That he/she is of good moral character.

Name and Signature of Supervisor / Co-Supervisor

Encl:

1. A pre-Ph.D. seminar completion certificate, by the Head of the Department as per the format given in **Annexure – I**.
2. Five hard copies and one soft copy (in a CD) of the abstract of the thesis written in about 600 words describing the salient features of his/her investigation.
3. Five hard copies and one soft copy (in a CD) of the thesis in Hindi or English or any other language approved by the concerned DRC as per the format given in **Annexure – II**.
4. A declaration by the research scholar as per the format given in **Annexure – III**.
5. A certificate by supervisor as per the format given in **Annexure – IV**
6. A copyright transfer certificate as per the format given in **Annexure – V**.
7. Plagiarism verification certificate as per the format given in **Annexure –VI**.
8. No dues certificate.

Sahni
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