



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ
ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ

**Jagat Guru Nanak Dev
Punjab State Open University, Patiala**

(Established by Act No.19 of 2019 of Legislature of the State of Punjab)

Ph.D. Programme
(Regular Mode)

Ordinances
cum
Prospectus (2026)
w.e.f January 2026

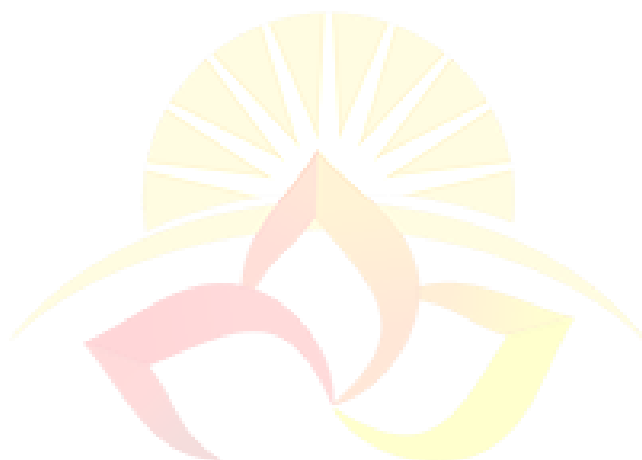
**As per University Grants Commission (Minimum Standards and Procedures
for Award of Ph.D. Degree) Regulations, 2022**

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PHD ORDINANCES

PhD Ordinances provide details of the process for the award of Doctor of Philosophy (PhD) Degree. The award shall be given by the Jagat Guru Nanak Dev Punjab State Open University, Patiala to a registered candidate on the successful completion of research programme offered by the University.

- a) These rules are in consonance with UGC (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022 dated 7th November 2022. JGND PSOU shall follow the aforementioned UGC regulations and any amendments made by UGC from time to time.
- b) These rules shall be called the Rules of Ph.D. Programme of the Jagat Guru Nanak Dev Punjab State Open University, Patiala hereinafter referred to as PhD Rules.
- c) These rules shall be applicable to all the Ph.D. Programmes of the Jagat Guru Nanak Dev Punjab State Open University, Patiala unless otherwise stated.

UNIVERSITY GRANTS COMMISSION NOTIFICATION New Delhi, the 7th November, 2022

University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022

No. F. No. 1-3/2021(QIP).—In exercise of the powers conferred by clauses (f) and (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the UGC (Minimum Standards and Procedure for Awards of M.Phil. /Ph.D. Degree) Regulations, 2016 and its amendments, the University Grants Commission hereby makes the following Regulations, namely: -

1. Short title, Application, and Commencement

- (1) These Regulations may be called University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2022.
- (2) They shall apply to every university established or incorporated by or under a Central Act, a Provincial Act, or a State Act, every college, and every institution deemed to be a University under section 3 of the University Grants Commission Act, 1956.
- (3) They shall come into force from the date of their publication in the Gazette of India.

2. Definitions.- (1) In these Regulations, 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 a Higher Educational Institution;
- 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) “College” means an institution engaged in higher education and/or research, either established by a University as its constituent unit or is affiliated with it;
- f) “Commission” means the University Grants Commission established under Section 4 of the UGC Act 1956;
- 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 School/Department/ Centre to be undertaken by a student registered for the Ph.D. Degree;
- i) “Degree” means a degree awarded by a Higher Educational Institution 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 Higher Educational Institution 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 award of a degree through conventional face-to-face mode, but excluding distance, online, 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 Higher Educational Institution to supervise the Ph.D. scholar for his/her research;
- n) “Higher Educational Institution” means a university or institution specified under clause 2 of Regulation 1 of these Regulations;

o) “Interdisciplinary Research” means research conducted by a Ph.D. scholar in two or more academic disciplines;

p) “Open and Distance Learning Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;

q) “Online Mode” shall have the same meaning as defined under the UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020;

r) “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own;

s) “Programme” means a higher education programme pursued for a degree specified by the Commission under sub-section (3) of section 22 of the Act;

t) “Prospectus” means any document, whether in print or otherwise, issued for providing fair and transparent information relating to a Higher Educational Institution and programmes, to the general public (including to those seeking admission in such Higher Educational Institutions) by the Higher Educational Institutions;

u) “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;

v) “University” means a Higher Educational Institution established or incorporated by or under a Central Act, a Provincial Act, or a State Act, and shall include any institution for higher education deemed to be a University under Section 3 of the Act.

(2) Words and expressions used and not defined in these Regulations but defined in Act and not consistent with these Regulations shall have the meanings assigned to them in that Act.

3. Eligibility criteria for admission to the Ph.D. Programme.-The following are eligible to seek admission to the Ph.D. programme:

(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. 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. 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.

(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.

4. Duration of the Programme.-

(1) 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.

(2) A maximum of an additional two (2) years can be given through a process of re-registration as per the Statute/Ordinance of the Higher Educational Institution concerned; provided, 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.

(3) 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.

5. Procedure for admission. -

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

(2) Admission to the Ph.D. programme shall be made using the following methods:

- i. HEIs may admit students who qualify for fellowship/scholarship in UGC-NET/UGC-CSIR

NET/GATE/CEED and similar National level tests based on an interview.
And/or

ii. HEIs may admit students through an Entrance Test conducted at the level of the individual HEI. The Entrance Test syllabus shall consist of 50% of research methodology and 50% shall be subject specific.

iii. Students who have secured 50 % marks in the entrance test are eligible to be called for the interview.

iv. 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.

v. HEIs may decide the number of eligible students to be called for an interview based on the number of Ph.D. seats available.

vi. Provided that for the selection of candidates based on the entrance test conducted by the HEI, a weightage of 70 % for the entrance test and 30 % for the performance in the interview/viva- voce shall be given.

(3) Universities and Colleges which are eligible to conduct Ph.D. programmes, shall:

i. Notify a prospectus well in advance on the institution's website specifying the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, the procedure for admission, and all other relevant information for the candidates;

ii. Adhere to the National/State-level reservation policy, as applicable.

(4) The Higher Educational Institution shall maintain a list of Ph.D. supervisors (specifying the name of the supervisor, his or her designation, and the department/school/center), along with the details of Ph.D. scholars (specifying the name of the registered Ph.D. scholar, the topic of his/her research and the date of admission) admitted under them on the website of the institution and update this list every academic year.

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

(1) Permanent faculty members working as Professor/Associate Professor of the Higher Educational Institution 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 Higher Educational Institutions 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 or in its affiliated Post-graduate Colleges/institutes. 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 or its affiliated Post- graduate Colleges/institutes would be in violation of these Regulations.

For Ph.D. scholars working in Central government/ State government research institutions whose degrees are given by Higher Educational Institutions, the scientists in such research institutions who are equivalent to Professor/Associate Professor/Assistant Professor can be recognized as supervisors if they fulfill the above requirements.

Provided that in areas/disciplines where there is no, or only a limited number of peer-reviewed or refereed journals, the Higher Educational Institution 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.

(2) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.

(3) 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.

(4) 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 these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.

(5) 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.

7. Admission of International students in Ph.D. programme.-

(1) Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of Ph.D. scholars as specified in clause 6.3 above.

(2) The HEIs may decide their own selection procedure for Ph.D. admission of international students keeping in view the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

8. 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 6.3 and clause 7.1.

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

(1) 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.

(2) 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.

(3) A Ph.D. scholar must obtain a minimum of 55% marks or its equivalent grade in the UGC 10-point scale in the course work to be eligible to continue in the programme and submit his or her thesis.

10. Research Advisory Committee and its Functions.- (1) There shall be a Research Advisory Committee or an equivalent body as defined in the Statutes/Ordinances of the Higher Educational Institution concerned for each Ph.D. scholar. The Research Supervisor of the Ph.D. scholar concerned shall be the Convener of this committee, and this committee shall have the following responsibilities:

i. To review the research proposal and finalize the topic of research.

ii. To guide the Ph.D. scholar in developing the study design and methodology of research and identify the course(s) that he/she may have to do.

iii. To periodically review and assist in the progress of the research work of the Ph.D. scholar.

(2) 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 Higher Educational Institution concerned. A copy of such recommendations shall also be provided to the Ph.D. scholar.

(3) 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. Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.-

(1) Upon satisfactory completion of course work and obtaining the marks/grade prescribed in clause (3) of Regulation 9 above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.

(2) Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the Higher Educational Institution concerned, which shall also be open to all faculty members and other research scholars/students.

(3) The Higher Educational Institution concerned shall have a mechanism using well-developed software applications to detect Plagiarism in research work and the research integrity shall be an integral part of all the research activities leading to the award of a Ph.D. degree.

(4) A Ph.D. scholar shall submit the thesis for evaluation; along with (a) an undertaking from the Ph.D. scholar that there is no plagiarism and (b) a certificate from the Research Supervisor attesting to the originality of the thesis and that the thesis has not been submitted for the award of any other degree/diploma to any other Higher Educational Institution.

(5) The Ph.D. thesis submitted by a Ph.D. scholar shall be evaluated by his/her Research Supervisor and at least two external examiners who are experts in the field and not in employment of the Higher Educational Institution concerned. Such examiner(s) should be academics with a good record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India. The viva-voce board shall consist of the Research Supervisor and at least one of the two external examiners and may be conducted online. The viva-voce shall be open to the members of the Research Advisory Committee/faculty members/research scholars, and students. Higher Educational Institutions may formulate appropriate rules/ordinances to effect the provisions of these Regulations.

(6) The viva-voce of the Ph.D. scholar to defend the thesis shall be conducted if both the external examiners recommend acceptance of the thesis after incorporating any corrections suggested by them. If one of the external examiners recommends rejection, the Higher Educational Institution concerned 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.

(7) The Higher Educational Institution concerned 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.

12. Academic, research, administrative, and infrastructure requirements to be fulfilled by Colleges for getting recognition for offering Ph.D. programmes.-

(1) Post-graduate Colleges offering 4-year Undergraduate Programmes and/or Post-graduate Programmes, may offer Ph.D. programmes, provided they satisfy the availability of eligible Research Supervisors, required infrastructure, and supporting administrative and research facilities as per these Regulations.

(2) Colleges and research institutions established by the central government or a State government whose degrees are awarded by Higher Educational Institutions shall offer Ph.D. programmes provided they have:

- i. At least two faculty members in a college or two Ph.D.-qualified scientists in the research institution.
- ii. Adequate infrastructure, administrative support, research facilities and library resources as specified by the HEI.

13. Ph.D. through Part-time Mode-

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

(2) The Higher Educational Institution concerned shall obtain a “No Objection Certificate” through the candidate for a part-time Ph.D. programme from the appropriate authority in the organization where the candidate is employed, clearly stating 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 for research.
- iii. If required, he/she will be relieved from the duty to complete the course work.

(3) Notwithstanding anything contained in these Regulations or any other law, for the time being in force, no Higher Educational Institution or research institution of the Central government or a State Government shall conduct Ph.D. programmes through distance and/or online mode.

14. Grant of M.Phil. Degree.- Higher Educational Institutions shall not offer the M.Phil.(Master of Philosophy) programme.

15. Issuing a Provisional certificate.- Prior to the actual award of the Ph.D. degree, the degree-awarding Higher Educational Institution shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations.

16. Award of Ph.D. degrees prior to Notification of these Regulations.- Award of degrees to candidates registered for the Ph.D. programme on or after July 11, 2009, till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or the UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016 as the case may be. Further, the award of degrees to candidates already registered and pursuing Ph.D. shall be governed by these Regulations or UGC (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2016. Nothing in these Regulations shall impact the M.Phil. Degree programmes commencing prior to the enactment of these Regulations.

17. Depository with INFLIBNET.- Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Higher Educational Institution concerned shall submit an electronic copy of the Ph.D. thesis to INFLIBNET, for hosting the same so as to make it accessible to all the Higher Educational Institutions and research institutions.

**UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY
AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS)
REGULATIONS, 2018**

New Delhi, the 23rd July, 2018

F. 1-18/2010(CPP-II).—

Preamble

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIS):

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of sub section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:-

1. Short title, application and commencement-

- a. These regulations shall be called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- b. They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions in the country.
- c. These regulations shall come into force from the date of their notification in the Official Gazette.

2. Definitions-

In these regulations, unless the context otherwise requires-

- a) "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b) "Author" includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c) "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d) "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people,
- e) "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f) "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g) "Faculty" refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc
- h) "Higher Educational Institution (HED)" means sans a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college /institution or a constituent unit of a university;
- i) "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

- j) "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental 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 institutional level;
- k) "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- l) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;
- m) "Programme" means a programme of study leading to the award of a masters and research level degree;
- n) "Researcher" refers to a person conducting academic/ scientific research in HEIs;
- o) "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/ opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments/ term/ project reports/ course work/ essays and answer scripts etc.;
- p) "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
- q) "Staff" refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r) "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s) "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t) "Year" means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives

3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.

3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3. To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

(a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules. international conventions and regulations governing the source.

(b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

(c) HEI shall:

- i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. a compulsory course work/module.
- ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
- iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.
- iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.

- v. Establish facility equipped with modern technologies for detection of plagiarism.
- vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism

- a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis/paper/publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. i All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
 - c. Member- A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

i. HEI shall notify a IAIP whose composition shall be as given below:

- a. Chairman - VC/Dean/Senior Academician of the HEL
- b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
- c. Member - One member nominated by the Head of HEI from outside the HEI
- d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

ii. The IAIP shall consider the recommendations of DAIP.

iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.

v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/complaint/ initiation of the proceedings.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

i. Level 0: Similarities upto 10%- Minor Similarities, no penalty.

ii. Level 1: Similarities above 10% to 40%- Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

iv. Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40%

i) Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

i) Shall be asked to withdraw manuscript.

ii. shall be denied a right to one annual increment

iii. Shall not be allowed to be a supervisor to any new Master's M.Phil., PhD student/scholar for period of two years.

Note 1: Penalty on repeated plagiarism- Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 fence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained- If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Prof. RAJNISH JAIN, Secy.

[ADVT.-III/4/Exty/161/18]

**UNIVERSITY GRANTS COMMISSION
BHADURSHAH ZAFARMARG
NEW DELHI-110002**

N.F.1-1/2020(SECY)

20th April, 2020

SELF-PLAGIARISM

In the interests of Indian academia, to promote Indian research among the nations, and to ensure credibility and quality, from time to time the UGC has instituted various measures. In its efforts to curb plagiarism the UGC issued the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, so that plagiarised work does not acquire any credibility or value in evaluation. In continuation of its initiative, and in line with global standards of ethical publishing established by leading institutions and the Committee on Publication Ethics (COPE), the UGC draws the attention of the academic community to the following:

(i) Reproduction, in part or whole, of one's own previously published work without adequate citation and proper acknowledgment and claiming the most recent work as new and original for any academic advantage amounts to text-recycling (also known as self-plagiarism) and is not acceptable.

(ii) Text-recycling/self-plagiarism includes:

- republishing the same paper already published elsewhere without due and full citation;
- publishing smaller/excerpted work from a longer and previous without due and full citations in order to show a larger number of publications;
- reusing data already used in a published work, or communicated for publication, in another work without due and full citation;
- breaking up a longer/larger study into smaller sections and publishing them as altogether new work without due and full citation;
- paraphrasing one's own previously published work without due and full citation of the original.

(iii) Self-citations do not add any number/s to the individual's citation index or h-index in global academia.

(iv) Vice Chancellors, Selection Committees, Screening Committees, IQACs, and all/any experts involved in academic performance/evaluation and assessment are hereby strongly advised that their decisions in the case of promotions, selections, credit allotment, award of research degrees must be based on an evaluation of the applicant's published work to ensure that the work being submitted for promotion/selection is not self-plagiarized.

GENERAL INFORMATION

1. In compliance with Clause 5 of University Grants Commission (Minimum Standards and Procedures for Award of PhD Degree) Regulations, 2022, applications are invited for admission to PhD programme in selected disciplines on Regular mode for the July 2025 session. The list of disciplines/ subjects, JGND PSOU Research Supervisor and discipline-wise number of seats.
2. The PhD Programme at Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU), Patiala is offered on Regular Mode in strict compliance with the UGC (Minimum Standards and Procedures for award of PhD Degree) Regulations, 2022, dated 7th November 2022 and amendments there to from time to time.
3. Selected candidates will be governed by Jagat Guru Nanak Dev Punjab State Open University Ordinances for conduct of PhD Degree Programmes available in Prospectus.
4. Admission to the PhD Degree Programmes is strictly on merit, based on UGC letter - No.F.4-1(UGC- NET Review Committee)/ 2024 (NET)/ 140648 dated 28 March 2024, and the performance in the Entrance Test and Interview as per Clause 5 University Grants Commission (Minimum Standards and Procedures for Award of PhD Degree) Regulations, 2022.
5. The syllabus of the Entrance Test is as per the University Grants Commission (Minimum Standards and Procedures for award of PhD Degree) Regulations, 2022 comprising 50% on Research Methodology and 50% on specific subject.
6. The question paper shall have questions consisting of 50% on Research Methodology and 50% on specific subject.
7. The Entrance Test shall carry a weightage of 70% and 30% weightage shall be given to the Interview/ viva.
8. JGND PSOU offers PhD programme under two categories: **Part time and Full time**. Both categories of students will be required to attend classes on regular mode, if Course Work is allotted to them.
9. In case a candidate does not meet minimum eligibility criteria and appears in the entrance test, it is at the candidate's own risk if at any stage, it is found that the minimum eligibility criteria requirements are not fulfilled, the admission, if granted, shall be cancelled ipso facto.
10. The minimum and maximum duration of Ph.D programme is three years and six years respectively. The 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 PhD programme in such cases should not exceed ten (10) years from the date of admission in the Ph.D. programme. Female Ph.D. Scholars may be provided Maternity Leave/ Child Care Leave for up to 240 days in the entire duration of the PhD programme.
11. The Ph.D programme involves Course Work during the first six months of admission, which will be conducted in Jagat Guru Nanak Dev Punjab State Open University Campus at Patiala only. A student has to attend the Course Work on a regular basis. At least 75 percent attendance is compulsory.
12. As of now, JGND PSOU does not have hostel facilities for students. Students have to make their own arrangements for stay in Patiala.

About the University

Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU), Patiala, Established by the State Legislature Act No. 19 of 2019, is the first Open University in the state of Punjab. The motto of the University is SEWA (Skill Enhancement, Employability, Wisdom and Accessibility). Prof. Karamjeet Singh is the first Vice-Chancellor of JGND PSOU, Patiala. The University offers Postgraduate, Undergraduate and Certificate/ Diploma programmes. These include MA English, MA Punjabi, M.Com, M.Sc (Computer Science), MA (Economics, B.Com, BCA and BA. The university also provides skill enhancement certificate programmes. JGND PSOU has implemented unique initiatives of University Grants Commission (UGC).

VISION:

To be a pioneering Open University that empowers learners through affordable and accessible education, enriching them intellectually, socially, professionally and enabling them to make significant contributions to the society at large.

MISSION:

- To enhance outreach, offer skill-based education and provide affordable and inclusive learning experiences to boost employability and prepare learners for the future
- To empower learners through continuous professional development for successful careers and contributions to society
- To advance knowledge through research and innovation, fostering widespread learning through extensive Learner Support Centers and modern delivery channels
- To transform community for positive change and development
- To impart value-based teaching and learning experiences, and to contribute significantly to economic, social and technological progress using cutting-edge technologies

About the Research and Development Cell

The Research and Development Cell (RDC), Jagat Guru Nanak Dev Punjab State Open University, Patiala plays a vital role in fostering a strong research culture among faculty, students and research scholars; conducting systemic research to enhance the effectiveness of the Open and Distance Learning (ODL) system. RDC encourages interdisciplinary collaborations across department and with external organizations to bring diverse perspective to research; promoting innovation and the integration of new technologies suitable for distance education.

Vision

To conduct innovative and impactful research across disciplines for sustainable development, promotion of knowledge and contribution to society.

Mission

The Directorate of Research, Jagat Guru Nanak Dev Punjab State Open University (JGND PSOU), Patiala serves to catalyze and support innovative research and scholarship, facilitating a culture of research excellence that produces new knowledge, collaborations at locals, national and international levels and contributes global goals.

Definitions and Nomenclature

- “University” means Jagat Guru Nanak Dev Punjab State Open University, Patiala.
- “Directorate of Research” means the Council duly constituted by the Vice-Chancellor of the University to oversee the academic research activities of the University.
- “Programme” means Doctoral Programme leading to the award of Ph.D. in Language/ Arts/Science /Humanities /Education/Management/History, etc.
- “Supervisor” means any faculty member of the University who has been recognized by the University to guide the research scholars.
- “Co-Supervisor” means a recognized Supervisor to guide the scholars in interdisciplinary research that require more than one expert.
- “Head of the Department” means Head of the Department of the Supervisor.
- “Place of research” for the scholars shall be the School /Department where the Supervisor is working.
- “Research Advisory Committee” means a committee constituted by the University for each scholar to monitor the progress of his/her research work.
- “Scholar” means any candidate admitted by the University under Full-time category for pursuing research for the award of Ph.D. degree of the University.
- “Specialization” means the discipline of the Post Graduate Degree Programme.
- “Course work” means a theory subject of PG programme that is prescribed by the Research Advisory Committee for the scholar to undergo as a part of the programme requirement.
- “Publication” means full length research articles reporting new research findings in respective fields comprise of presentations on new concepts, the development of innovative methods that include figures, tables and references; the results of which have a general impact and contribute to the advancement of the particular field and are always peer reviewed.

There shall be two categories of Ph.D. students: Full-time and Part-time

- a) Candidates admitted to the full-time Ph.D. programme must secure a minimum of 75% attendance each year, including for short-term training programmes, workshops, seminars conferences, etc., attended outside the University on the recommendation of the supervisor and with the prior permission of the Head of the Department / School.
- b) Candidates who are not employed and are registered with the University to pursue Research Degree Programme of the University shall belong to the category of full-time students. They shall have to stay in the department during working hours. All JRFs will come under this category.
- c) The employed persons in regular employment pursuing the research degree programme will be treated as part time research scholars. Such students on leave may be permitted to register on full-time basis for the period corresponding to their leave.
- d) A scholar is deemed to have cleared the course(s) only if he/she has more than 75% attendance, appeared for the examination. A shortage of up to 5% in attendance is permissible, subject to the recommendation of the Research Supervisor and the payment of a penalty fee.
- e) A candidate registered on a full-time basis shall work under the continuous supervision of the Supervisor from the date of joining the Ph.D. programme until the submission of the thesis to the University.
- f) There is no vacation break for Full-time Scholars
- g) On Other Duty (OOD) leave will be forwarded by the Head of the School concerned, based on the recommendation of the Research Supervisor, for attending conferences, workshops, and seminars, as well as for undertaking data collection.
- h) After availing OOD, the scholars shall submit their visit report with Participation certificates to the School/Department through the Supervisor. The scholars are individually responsible for their travel, safety, and comfort.
- i) Scholars who wish to undertake academic research-related foreign visits should submit their application well in advance, based on the recommendation of the Research Supervisor, to obtain permission and a No Objection Certificate (NOC) from the Registrar, JGND PSOU.
- j) Extraordinary leave on medical grounds shall be considered and permitted by the Vice-Chancellor when recommended and forwarded by the Research Supervisor. In such cases, this period of leave shall not be exempted from the minimum period requirement.

Admission and Provisional Registration

- a) Candidates selected by the Committee will be notified to proceed with admission and provisional registration for the Ph.D. programme (Full-time/ Part- time). At the time of admission, candidates must submit the provisional registration form along with attested photocopies of their original certificates and PG genuineness certificate. The original certificates will be verified by the respective school/department and Research Programme Section.
- b) The scholar, supervisor, co-supervisor, Research Advisory Committee (RAC) members, and examiners must not be blood relatives.
- c) Every applicant who meets all the prescribed conditions and procedures shall, upon approval by the University, be provisionally registered for the Ph.D. programme. For interdisciplinary research, the proposal must be submitted in the prescribed format, duly approved by the Supervisor, and forwarded by the Head of the School concerned to the Research Programme Section.
- d) A scholar provisionally registered for the Ph.D. programme must not register for any other UG, PG, Ph.D. degree programme at JGND PSOU or any other university, whether through regular or distance mode, during the research period. Simultaneous registration in multiple programmes will result in the immediate cancellation of the Ph.D. registration at this University. However, the scholar may register for certificate or diploma programs of one-year duration through distance mode in any university
- e) All admitted research scholars must pay the research fee at the beginning of each research year within a month to avoid penalties for late payment, as prescribed by the University.
- f) The research scholars who have to undertake PhD Course Work must ensure the following:
 - i. Minimum Number of hours for class room teaching learning: 30 hours
 - ii. Minimum Number of hours for library work: 20 hours
 - iii. Minimum Number of hours for tutorial and other interactive activities:10 hours

Subjects of Research

Disciplines of Study/ subject: PhD programme, is offered in various subjects and disciplines through the following Schools/Department of the University, as amended from time to time.

- Department of English
- Department of Punjabi
- School of Social Sciences and Liberal Arts
- School of Business Management and Commerce
- School of Sciences and Emerging Technologies
- School of Religious Studies
- School of Law and Interdisciplinary Studies

- a) **Interdisciplinary Research:** For Interdisciplinary research, the proposal under interdisciplinary research should be submitted in the prescribed format duly approved by the Research Committee consisting of the members of the concerned Schools /Departments along with the minutes forwarded by the Supervisor and the Head of the School concerned to the University. For interdisciplinary research, a recognized supervisor may have a supervisor
- b) Ph.D. regulations allow for interdisciplinary research, enabling candidates to pursue research in a field related to their master' degree, even if it differs from their primary discipline. This requires certification from the Research Supervisor to ensure relevance. The degree awarded will be Ph.D. (Inter-disciplinary).

Example: A student with a master's degree in Biology might choose to do their Ph.D. research in Environmental Science. As long as their research is relevant to their biology background and their supervisor agrees, the degree awarded will be Ph.D. (Inter-disciplinary). A supervisor with expertise in Chemistry but working in the field of Environmental Science can also supervise the Candidate for leading to inter disciplinary research.

- a) The Committee, comprising the Dean Research and the Members nominated by the Vice -Chancellor should decide the eligibility of the candidate's subject for admission to Ph.D. interdisciplinary programs, if any disputes arise.
- b) A co-supervisor for interdisciplinary studies is mandatory. The co- supervisor will be part of the RAC and must also sign the thesis.
- c) The candidates shall be awarded with the degree only in the registered interdisciplinary fields on successful completion and fulfillment of all the conditions as specified in the Ph.D. regulations of the University.

Guidelines for Research Supervisor

- a) Qualifications of a Research Supervisor
- b) The Research Supervisor must be a permanent full-time faculty member in the rank of Assistant Professor, Associate Professor, or Professor, working in the various Schools/Dept. of JGND PSOU. The University reserves the right to grant guide ship at its discretion.

- c) An applicant seeking recognition as a supervisor must hold a Ph.D. degree from a UGC recognized university in the relevant research area in which they have conducted research.
- d) Regular teaching faculty members who have completed at least two years of service at the University are eligible to apply for research advisor ship, provided they have a strong research record, including international publications in UGC-CARE, Scopus, or Web of Science after their Ph.D. Applicants must have published research papers as the first or corresponding author within the last five years.

Sr. No.	Designation	Minimum number of required publications
1	Professor	Seven Research publications
2	Associate Professor	Five Research publications
3	Assistant Professor	Three Research publications

- e) Research Supervisor recognition shall not be granted to the teachers working as Guest Lecturers/Teaching Assistants
- f) External supervisors are not permitted. However, a co-supervisor who is a recognized Ph.D. supervisor may be appointed for interdisciplinary research. This co-supervisor can be from another department within the same institution or from a related institution within the University's jurisdiction, provided that their appointment is approved by the Research Advisory Committee
- g) A faculty member who takes on an administrative position, such as Controller of Examinations, Registrar, or Vice-Chancellor, shall not serve as a research supervisor. However, they may continue to supervise the theses of candidates who were already registered under them prior to assuming the administrative role. Once these existing candidates have completed their theses, the faculty member will no longer be permitted to register new candidate.
- h) Applications for guide ship will be reviewed by external experts nominated by the Vice-Chancellor. The final decision will be based on the reports received from these experts.

Procedure for Recognition of Research Supervisor

- a) A faculty member may apply for guideship in only one discipline, which must be the same as their postgraduate qualification. They are permitted to guide only in that discipline, except in cases of interdisciplinary research.
- b) The prescribed application for recognition as a Research Supervisor must be submitted through the proper channel, along with the applicant's Curriculum Vitae and a list of research publications in quality refereed journals or other refereed publications, including photocopies of those publications.

- c) If the applicant has obtained their Doctorate Degree through interdisciplinary research, the External Expert Committee of the University will determine the appropriate subject for guideship.

Tenure of Research Supervisors

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. The co-supervisor must be nominated by the University in the same discipline, in consultation with both the supervisor and the candidate, prior to the supervisor's superannuation.

In any extraordinary situation, if a Research Supervisor takes voluntary retirement, resigns, or moves outside the jurisdiction of the University, the scholars under their supervision may be reassigned to another Research Supervisor within the University, with the approval of the Vice-Chancellor, based on the recommendation of the outgoing Research Supervisor.

Maximum Number of Candidates under a Research Supervisor

The number of candidates that can be supervised by a Research Supervisor / Co-supervisor shall be as specified below, in accordance with the UGC Ph.D. Regulations – 2022

Sr. No.	Designation	Total number of candidates
1	Professor	8
2	Associate Professor	6
3	Assistant Professor	4

The number of part-time candidates under a Supervisor at any time shall not exceed 50% of the total number of candidates permitted under any Research Supervisor.

The supervisor shall submit the evidence of change of designation to increase the number of Research Scholars under his/her supervision.

For assessing the number of vacancies under a supervisor the actual date of submission of the thesis by the candidates registered shall be taken into account

Responsibilities of Supervisors

The Supervisor is also expected to guide Ph.D. scholars on related matters such as teaching skills and career guidance. The Supervisor's responsibilities include providing information and advice to scholars on all aspects of the Ph.D. programme, with a focus on guiding academic aspects of research activities.

The Supervisor holds primary responsibility for overseeing the academic progress of the candidate throughout the period of study.

He/she counsels the scholar on academic matters, provides guidance on the nature of course work and research, ensures the required standards, monitors the progress of research, and assesses the quality of work by dedicating exclusive time to them.

- a) Maintains copies of all records, including reports and minutes of the Research Advisory Committee meetings.
- b) Ensures the timely and regular conduct of the mandatory Research Advisory Committee meetings.
- c) Maintain regular contact with Ph.D. scholars and engage in discussions to assess whether their ideas are suitable for the research project
- d) Advising the scholar for contacting relevant national and international organizations in the area of research.
- e) Regular review and feedback on the PhD thesis.
- f) Preparation of the final statement from supervisor summarizing the overall Ph.D. programme at the time of PhD thesis submission
- g) Active participation in the assessment and PhD defense
- h) To ensure successful and timely completion of the programme.

Responsibilities of Co-Supervisors

- a) Serve as a member of the Research Advisory Committee
- b) Advise the scholar on academic matters, including guidance on coursework, research, required standards, research progress, and quality of work, by dedicating sufficient time to them.
- c) Collaborate with co-supervisors, if applicable, with clearly defined responsibilities, which typically involve academic discussions related to specific areas of the research project.
- d) Ensure and certify the successful and timely completion of the Ph.D. programme.

Withdrawal of Guideship Recognition

If a Research Supervisor is found to be involved in plagiarism, moral turpitude, fraudulent academic achievements, or any activities detrimental to the reputation of the University, their recognition as research supervision will be immediately revoked without any explanation provided.

Change of Supervisors and Transfer of Scholars

A change of research supervisor shall not be permitted as a routine manner. In exceptional cases, such a change may be allowed if the candidate provides valid reasons. A committee, headed by the Vice-Chancellor, will review the petitioner's request in cases of conflict between the scholar and the research supervisor. The processing fee of shall be paid by the candidate. The current research supervisor must issue a "No Objection Certificate," and the proposed new supervisor must provide a "Certificate of Willingness" to guide the candidate with concurrence of the scholar.

Research Advisory Committee (RAC) & Its Functions

- a) Within one month from the date of admission and issuance of provisional registration by the University, the Research Supervisor shall propose a panel for the Research Advisory Committee (RAC) for each candidate and submit it for approval
- b) The composition of the Research Advisory Committee is as follows:
 - c) Research Supervisor – Convener
 - d) Two external subject experts – Members
- e) Two external subject experts in the same discipline shall be recommended by the research supervisor and approved by the Vice-Chancellor from a five-member panel of subject experts suggested by the Research Supervisor.
- f) All the RAC members shall be recognized Research Supervisors in any University and shall be in active service. A Professor/ Associate Professor and the Assistant Professor who has five years of teaching / research experience in the Higher Education Institutions are eligible to become member of the Research Advisory Committee. Retired Professors, Emeritus Professors, or re-employed individuals may not be considered for nomination to the RAC.
- g) The RAC members shall have a minimum of three years of service remaining before retirement at the time of their nomination
- h) For inter-disciplinary research, the co-supervisor shall also be included as a member of the RAC, in addition to the members mentioned above. The research supervisor must submit the bio-data of the proposed co-supervisor, who should be approved by the University for inclusion in the RAC.

The Research Advisory Committee shall have the following functions:

- (i) Advise and recommend on all matters related to the candidate's research from admission to the submission of the thesis.

- (ii) Approve the topic of research.
- (iii) Scrutinize the research proposal submitted by the candidate.
- (iv) Recommend the course(s) that the candidate must undergo.
- (v) Assess and approve the progress reports of Ph.D. scholars in the prescribed format and evaluate the candidate's fitness to proceed with his/her research work.
- (vi) If necessary, recommend and approve changes to the thesis title, supervisor, or researcher's status (e.g., from full-time to part-time and vice versa).
- (vii) Periodically review and endorse the candidate's research progress.
- (viii) Supervise the candidate's presentation of the final draft of his/her proposed thesis for approval before submitting the synopsis to the Director, Research Programme Section, and sign a certificate to this effect to be submitted with the synopsis.
- (ix) Assess the conduct/validity of experiments/fieldwork, review laboratory observation notebooks, data recording and analysis, and publications.
- (x) Assess the quality and quantity of research work for the submission of the synopsis.
- (xi) Verify the mandatory publications in UGC-CARE / WoS /Scopus to permit the scholar to submit the synopsis.
- (xii) Approve the synopsis of the thesis.
- (xiii) Finalize and approve the title of the thesis.
- (xiv) Monitor the corrections carried out, if any, as pointed out by the thesis evaluation examiners. The convener will convene the Research Advisory Committee meetings with prior intimation to the Dean Research with approval of Vice Chancellor.

TA/DA and sitting fees shall be paid by the University only to external RAC members, in accordance with JGND PSOU norms.

Change of Research Topic / Specialization

- a) Research scholars shall be permitted to request a change of title prior to the submission of the thesis synopsis. The request must be submitted either with the latest half-yearly progress report or along with the Ph.D. pre-thesis submission presentation report. All such changes must be approved by the RAC. However, the broad field of research cannot be changed
- b) The prescribed processing fee shall be paid by the candidate
- c) In exceptional cases (i.e., correction in the topic/title), for the candidates who have crossed the time limit, consent may be obtained from the concerned RAC and approval from the Vice Chancellor.

Monitoring the Progress of Research Scholar

- a) Research scholars, both full-time and part-time, shall submit Research Progress Reports every six months in the prescribed format, duly endorsed by the research supervisor and the RAC to the Dean Research until they submit their synopsis. Research scholars, both

full-time and part-time, shall submit Research Progress Reports annually in the prescribed format, duly endorsed by the RAC, to the Dean Research.

- b) Failure to submit the progress reports periodically shall result in the automatic cancellation of registration.
- c) The RAC meetings shall be convened in the chamber of the Research Supervisor or at any other convenient place within JGND PSOU with prior approval.
- d) Research scholars shall publish two research papers (in SCI/ WoS/ Scopus-indexed, peer-reviewed journals)
- e) Research Scholars will present two papers in National/ International conference

Ph.D.- Presentation

- a) The pre-Ph.D presentation is a requirement to fine-tune the research work of the candidate. This presentation shall be conducted during the third RAC meeting before the submission of the synopsis at the research programme section concerned in the presence of the RAC members, faculty members and research scholars.
- b) The pre-Ph.D presentation shall be conducted in the school / department after notifying the same by Research Supervisor at least 7 days before the date of presentation. The scholar is expected to present the first draft of the research work or can explain the research findings. The gathering may suggest ideas/references to improve the research work and so on.
- c) The minutes of the Pre Ph.D.-Presentation approved by the RAC shall be forwarded to the Research programmes Section through the Head of the School / Department concerned.
- d) If the candidate is not successful in the pre-Ph.D. presentation, the candidate can appear again after six months for another pre-Ph.D. presentation. In case of any suggestions for corrections/ modifications, it may be recommended for the conduct of approval for the submission of thesis.

Synopsis Submission

- a) After completion of the minimum period of research duration, a Scholar with confirmation of Provisional Registration is eligible to submit his/her Ph.D. synopsis.
- b) The scholar shall submit the thesis only after a minimum of three months from the date of submission of the synopsis and before six months have elapsed from the synopsis submission.
- c) The candidate must publish at least two research papers in a UGC CARE list/Scopus/ WoS/PubMed/SCI journal before submitting the synopsis. Additionally, the candidate must present two research papers at a Regional, National, or International

Seminar/Conference during the period of research before submitting the thesis. The relevancy shall be certified by the research supervisor.

- d) Before the submission of synopsis/thesis, the Ph.D. candidate should present pre-Ph.D presentation in the school / department including the RAC members, faculty members and research scholars for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the Supervisor.
- e) The Synopsis shall be in 10 to 20 pages of A4 size paper typed in 1.5 line spacing on one side of the paper using a legible font such as “Times New Roman style - 13 points (for English).
- f) The components of the synopsis shall be as follows:
 - Title of the Thesis
 - Introduction to the Research Topic
 - Research Problem, Objectives, and Scope
 - Study Sample, Tools, Data Collection Methods, Materials, and Methods
 - Results and Discussion
 - Conclusion and References
 - Evidence of Publications
- a) Six hard copies of the synopsis of the thesis, duly signed by the candidate and forwarded by the research supervisor through the proper channel, along with an electronic copy in PDF format on a pen drive with a proper label, shall be submitted to the office of the Research Programme Section in a sealed cover, along with the panel members for adjudication.
- b) The following documents shall be enclosed with the Synopsis submission Form:
 - A Copy of letter of confirmation of registration.
 - The original certificates of evidence for the presentation of papers in seminars/Conferences and publication details in Journals as well as minutes of Pre Ph.D-submission presentation.
 - All other certificates mentioned in the Checklist as prescribed by the University from time to time.
- g) The Synopsis shall not be accepted by the Research Section of the Office of the Controller of Examinations if the Certificate of Genuineness of Research³⁰ Publication (with the first page of the published paper) is not enclosed at the time of submission of the synopsis.
- h) If the scholar is unable to submit the thesis within six months from the date of submission of the synopsis, he/she must apply for an extension of time to submit the thesis for an additional six months or until the completion of the maximum period of six years, whichever is earlier. Submission of the thesis beyond the six-year period is not permitted. However, the scholar may apply for re-registration as per the norms.

Panel of Examiners

- a) While forwarding the synopsis, the research supervisor or RAC shall submit to the University, in a sealed cover, the prescribed panel of examiners along with the brief curriculum - vitae containing the official e-mail ID (Institution e-mail ID) and Website link of the institution for each examiner for the evaluation of the thesis and for the conduct of the viva-voce examination. Concurrence must be obtained from the panel of examiners before submitting the panel to the University. A copy of the concurrence must be forwarded via email to the Research Programme Section.
- b) The proposed Panel Examiners should hold a Ph.D. Degree with more than 10 years' teaching / research experience at the post-graduate level with publications at national/ international level journals in the same or related research area of the thesis to their credit. The examiner can be Associate Professor / Professor / Research Scientist with adequate experience.
- c) The Vice-Chancellor will select one Indian and one overseas examiner from the panel and will also indicate the order of priority of examiners from 1 to 3 from the panel of Indian and foreign examiners submitted.
- d) Close or immediate relative of the Research Scholar/Research Supervisor shall NOT be suggested in the panel of examiners.
- e) The Vice Chancellor shall nominate the Adjudicators for evaluation of thesis, and one examiner for conducting viva-voce examination.
- f) If the Vice Chancellor exhausts the panel or rejects the panel for any reason, or the Supervisor fails to submit the panel within the specific time period, the Vice-Chancellor shall either ask for a fresh panel to be submitted within one month by the Supervisor or shall create a new panel from the list of examiners who have already evaluated the theses in the specific or relevant discipline for the University
- g) Once the Vice Chancellor has approved the panel of examiners and assigned, the Director, Research shall forward/dispatch the synopsis to the first examiner in both the panels and seek their acceptance for evaluation of the thesis.
- h) If any examiner declines to accept the invitation to evaluate the thesis, the synopsis shall be sent to the next examiner in the list.
- i) If there is no response from the examiner three weeks after dispatching the synopsis, the Dean Research shall send the synopsis to the next examiner with approval of vice chancellor.
- j) If the acceptance to evaluate the thesis is not received from the first panel of examiners, the Director, Research shall call for a fresh panel from the research supervisor.

Thesis Submission

The thesis shall present, in an organized and scholarly manner, an account of the scholar's original research work, leading to the discovery of new facts, techniques, or the correlation of already known facts (whether analytical, experimental, or hardware-oriented). It should demonstrate a substantial contribution to the advancement of knowledge and reflect the scholar's ability to conduct sustained research.

- a) Six hard copies of the thesis, along with a soft copy, shall be submitted after the PrePh.D. Presentation and Synopsis submission. The hard copies should be in A4 size, printed on A4 executive bond paper.
- b) The thesis should be printed with 1.5 line spacing on one side of the paper, using 'Times New Roman, 13-point font' for English. The APA reference style shall be followed.
- c) The thesis shall not exceed 250 to 275 pages, excluding appendices and references. The soft copy must be an exact replica of the printed version, in both Portable Document Format (PDF) and Word format, including the necessary fonts for languages other than English. The thesis should be soft bound.
- d) The hard and soft copies of the thesis must exactly be the same
- e) The title of the synopsis and the thesis must be the same. The title page of the thesis, cover format, and other elements shall strictly adhere to the prescribed presentation format.
- f) The thesis shall be typed on both sides of the page to conserve paper and reduce postage costs.
- g) Scholars must pay fees for every year during the notified period until the submission of the thesis. Any additional fees, as applicable, shall be paid as notified from time to time
- h) The Ph.D. thesis in all subjects shall be submitted in English, where the thesis must be submitted in the respective language.
- i) The title page of the thesis, cover, format, etc., shall be in accordance with the format prescribed
- j) Ph.D. thesis shall carry a certificate as given duly signed by the Research Supervisor and a declaration signed by the candidate as given in the prescribed format
- k) Candidates submitting a Ph.D. thesis in subjects other than English.

Adjudication of the Thesis

- a) The thesis shall be referred by the University for evaluation to a Board of Examiners consisting of three experts: one from outside the country, one from outside the territorial jurisdiction of JGND PSOU, and the Research Supervisor.
- b) As soon as the synopsis and panel of examiners are received, and after verification of the fulfillment of research paper publications and conference attendances as per the JGND PSOU Ph.D. Regulations 2022 by the Research Programme Section, the Vice Chancellor shall nominate one external examiner from abroad and one examiner from outside the state of Punjab, India, for the evaluation of the thesis.
- c) Each examiner appointed by the University to adjudicate the thesis shall be requested to submit their detailed report within 30 days from the date of receipt of the thesis to the Research Programme Section in addition to completing the proforma for the adjudication of the Ph.D. thesis as prescribed in the format given
- d) The report of the examiner should include:
 - e) A critical assessment highlighting the objectives, merits, and demerits of the thesis.
 - f) A definitive recommendation on whether the thesis meets the standards required for the Ph.D. degree.
 - g) Questions and clarifications to be raised during the viva-voce examination.
 - h) The “CHECK-SHEET” provided by the University, duly completed and signed.
- i) If all three examiners recommend the award of the Ph.D. degree, the candidate shall be permitted to take the viva-voce examination.
- j) External examiners and the Research Supervisor will receive an honorarium as per university norms.
- k) The soft copy of the synopsis and/or thesis shall be sent to the nominated adjudicators for evaluation. If any adjudicator requests a hard copy of the synopsis and/or thesis, it will also be provided to them.

Each adjudicator is expected to provide a detailed report on the thesis, in addition to the duly filled-in proforma for adjudication in the prescribed format. The adjudicator shall declare the results in the following format:

Sr. No.	Status	Commends
a	Recommended	Highly Commended
b	Recommended	Commended
c	Recommended	Minor Revision before Viva-Voce
d	Recommended	Major Revision
e	Not Recommended	Rejected

In the case of 'a)' and 'b)' verdict, Viva-Voce shall be conducted

- l) In the case of minor revisions, these shall be executed and certified by the Supervisor before the conduct of the viva-voce. The viva-voce examiner shall also certify that the corrections have been carried out.
- m) In the case of major revisions, the candidate shall resubmit the thesis based on the comments. The resubmitted thesis must be certified by the Supervisor and sent to the same adjudicator for re-evaluation. The final adjudication result shall be declared according to the above norms.
- n) If an adjudicator who suggested major revisions expresses an inability to continue, the thesis shall be referred to a fourth adjudicator of the same category from among the panelists submitted earlier.
- o) If one adjudicator does not recommend the thesis for the award of the degree, a fourth examiner of the same category shall be nominated for adjudication. The final result shall be declared based on the decision of the fourth examiner, which shall be final.
- p) If both adjudicators do not recommend the thesis, the Ph.D. thesis will be rejected, and the registration will be cancelled.
- q) Upon completion of the adjudication process, the University shall declare the results. Once the declaration is positive, the conduct of the viva-voce examination shall be notified by the concerned school with the approval of the JGND PSOU authorities.
- r) The Supervisor shall not correspond with the examiners under any circumstances while the thesis is under evaluation. Any violation will result in the faculty member being barred from guiding Ph.D. candidates and facing disciplinary action. Similarly, any attempt by the student to contact the examiners will lead to the withholding or withdrawal of the degree

Viva-Voce

- a) Viva-Voce is an essential part of the adjudication process, and every candidate shall take the same. The Convener of the Board of Examiners shall consolidate the three evaluation reports of the Board of Examiners and the consolidated report shall be submitted to the University for taking further action including conduct of Public Viva-Voce. The Public Viva-Voce for a candidate will be decided based on the consolidated statement of the evaluation reports of the three examiners.
- b) Viva-Voce examination shall be conducted by a board consisting of the Supervisor [who will also be the convenor of the Viva- Voce board] and the external examiner. The Co-Supervisor shall be the part of Viva-Voce board
- c) If the candidate passes the viva-voce examination, then the two-member board shall consolidate the recommendations for the award of Ph.D. Degree based on the reports of

three examiners who adjudicated the thesis. The report of examiners on the viva voce examination shall be submitted.

- d) Close or immediate relative of the Candidate/Supervisor shall NOT be appointed as External examination examiners for conducting Viva-Voce Examination
- e) If a candidate is unable to successfully defend the thesis in the viva-voce examination, they are permitted to reappear once for the public viva-voce examination, which will be re-conducted after three months and within six months. No candidate shall be allowed to appear for the viva-voce examination more than twice
- f) A candidate who fails to satisfy the viva-voce board for the second time will have their thesis finally rejected. The viva-voce examination shall be conducted only on a working day (including during the vacation period) and within working hours.
- g) The Supervisor, in consultation with the Head of the School/Department and the External Examiner, shall fix the date and time for the viva-voce examination and issue a public notice
- h) The Viva-Voce shall be conducted either through face to face or virtual mode based on the situation subject to the approval of the Vice Chancellor.
- i) The copy of the notice shall also be displayed in the School and Library notice board 15 days in advance of the date of the Viva-Voce examination. A copy of the thesis shall be made available to the public at the School/Library for perusal, at least 15 working days prior to the date of the Viva-Voce examination.
- j) During the Viva-Voce examination, the scholar shall present the thesis within a limited period of time, indicating its relevance/importance, methodology, limitations and the findings/ discoveries /inventions etc. After the presentation by the Candidate, the External Examiner shall raise his/her questions, or the clarifications needed. Then the Examiner shall raise the questions raised by the other examiners seeking the responses from the Candidate. Then the audience may also be permitted to participate seeking clarifications. After the defenses by the Candidate, the report to this effect with recommendation may be forwarded.
- k) If the candidate is successful in the public viva-voce, the Board of Public Viva-Voce Examiners shall recommend the candidate for the award of the degree based on:
 - (i) The reports of the examiners who adjudicated the thesis and
 - (ii) The Evaluation of the candidate's performance in the Public Viva-Voce examination
- l) The viva-voce examination shall be conducted with all the seriousness appropriate to its solemnity, and it shall not be treated as a mere formality. The candidate and the

supervisor must not engage in any actions that could be perceived as attempting to influence the external examiner.

- m) During the public viva-voce examination, the attendance of participants is compulsory. A minimum of 25 participants is required for the viva-voce examination.
- n) The minutes of the viva-voce shall include a comprehensive report covering the candidate's performance, the answers provided by the candidate to questions raised by both Indian and foreign examiners in their reports, as well as questions from the viva-voce board of examiners and the audience.
- o) Two copies of the evaluation reports, proceedings of the viva voce, recommendations of the examiners, list of participants as per the format, and the checklist shall be consolidated and submitted to the Director of Research, preferably on the same day. The Director of Research shall then submit one copy of the viva voce-related documents to the Controller of Examinations for processing the provisional and degree certificates as per JGND PSOU norms. The prescribed fees for conducting the viva voce examination, postal charges, and fees for provisional and degree certificates shall be paid before the viva voce examination.
- p) After the successful completion of the viva-voce examination, the University shall declare the results following approval from the Vice Chancellor, and the results shall be ratified by the Syndicate. The date of the viva-voce examination shall be considered the date of the award of the Ph.D. degree.

Re-Submission of the Thesis

- a) A Candidate whose thesis is Not Recommended, the Scholar may be permitted to resubmit it on a second occasion after a period of one year from the date of declaration of the first result with a specific statement from the Candidate and the Supervisor about the additional research work conducted and the revision done in the thesis.
- b) Before re-submission of the thesis, the suitability for the same shall be decided by a three-member committee including Head of the School /Department, the Supervisor and one external member nominated by the Vice Chancellor. Based on the recommendation of the committee the re-submitted thesis shall be construed as fresh thesis for evaluation. The re-submitted thesis may be sent to the same Adjudicator for evaluation.
- c) No Candidate shall be permitted to re-submit the thesis more than once.

Provisional Certificate

Prior to the actual award of the degree, the University will issue a provisional certificate stating that the degree has been awarded in accordance with the provisions of the respective UGC Regulations – 2016/2022.

Format of Degree

- a) Ph.D. for the Candidate will be awarded in the same subject of post- graduation which formed the basis for his/her admission to the Ph.D. programme.
- b) In the case of the award of the Ph.D. degree for interdisciplinary research, the degree certificate shall bear both the subjects of the candidate's post-graduate degree and the discipline of the school /department in which the candidate has conducted his doctoral research mentioning them as "Interdisciplinary". The Degree will be issued in the "Subject in PG Degree - Subject of Doctoral research (Interdisciplinary).

The degree to be issued in the convocation shall contain the following details

Name of the Faculty i.e., Faculty of Arts, Science, Social Science, Indian and Foreign Language, Extension Education, Education, and Management [in which the subject of study comes under based on eligible PG degree]

- Subject of Doctoral Research (as quoted in 1, & 2 above)
- Name of the Candidate
- Title of the thesis
- Grade
- Any other updations as applicable from time to time.

Publication of the Thesis

- a) A thesis, after the Viva-Voce approval, can be published in full only with the permission of the University and the Vice Chancellor may grant permission for the publication under such conditions as it may impose
- b) Provided that a Candidate during the course of his/her research, may publish papers in standard research journals, as advised by his/her Supervisor, but the thesis as a whole shall not be published without obtaining permission from the Authorities.
- c) Permission for publication of the thesis should be obtained from the authorities after the award of the Degree.
- d) After the publication of thesis in the form of a book, five copies of the book have to be given to the University.

Miscellaneous Instructions to the Scholars

- a) With regard to a Candidate proposing to work on the contribution of living author(s), a brief research proposal for conducting Ph.D. and a self-declaration duly certified by the Supervisor should be forwarded along with necessary permission obtained from the concerned author(s)
- b) With regard to a Candidate proposing to work on public issue/Government policy/functioning, it is mandatory that the Candidate shall obtain necessary permission from the authorities of the concerned Department/Institution on which the research was intended, before provisional registration
- c) The Proposals of Faculty Members/Scholars for getting research grants are subject to the approval of the Vice Chancellor.
- d) All the arbitration/disputes will be finalized by the Vice Chancellor only

Progress Report

Commencing from the date of registration, a student shall submit progress report periodically (once in six months until pre-submission seminar) in the prescribed format to the supervisor(s) who shall forward the same along with his/her detailed assessment of the work done to the School Board concerned through the Doctoral Research Committee.

Grievance Redressal

All grievances raised by scholar may be submitted to the Doctoral Research Committee. The recommendations of the Committee will be submitted to the Vice Chancellor whose decision will be final.

Power to Modify

Despite the aforementioned guidelines, the BoG of the University retains the authority to modify these norms periodically in accordance with UGC Research Regulations.

Power of Hon'ble Vice-Chancellor

For all matters related to Ph.D Programme which might not be covered in these Regulations/Ordinances, the decision of Vice Chancellor shall be final and binding to all concerned proposed.

PhD Fee Structure

Sr. No.	Details	Amount (Rs.)
1	Application Processing fees	2000/-
2	Entrance exam fee (only for Non-UGC NET/ Non-GATE applicants)	5000/-
3	Enrollment charges	5000/-
4	Library Fees	5000/-
5	Course Work Fees	25,000/-
6	Registration Fees	10,000/-
7	Semester Fees (per semester)	5000/-
8	Late submission of progress report after 31 st March/ 30 th September each year and Annual Seminar after 31 st March each year	2000/- per half yearly
9	Thesis submission fees	50,000/-
10	Fee for extension of time for Thesis submission by six month at a time	20,000/-
11	Fee for one additional opportunity for the second viva-voce	10,000/-
12	Re-submission of Thesis Fee	20,000/-
13	Change of Supervisor	5,000/-
14	Change of Area of Research (after synopsis submission)	20,000/-
15	Thesis Viva-Voce	10,000/-
16	Extension Fees, if required (after lapse of maximum duration for completion of programme)	10,000/-

- All the payments should be made through **Online Mode**
- All the candidates admitted to the Ph.D Programme shall have to pay the prescribed fees as stated above or as modified by the University from time to time.
- The candidate shall need to pay registration fees, course work fees and first semester fees before joining the course work.
- The scholar shall need to pay the semester fees within 10 days from the commencement of the semester. Late fees might be charged in the case of late submission of the fees.
- Any revision of fee shall be payable by the PhD scholar during the entire period of the PhD Degree.
- If Thesis has not been submitted within the stipulated period, scholar needs to continue paying semester fees till the date of Pre-submission Viva.

**Jagat Guru Nanak Dev
Punjab State Open University, Patiala**

Application form for PhD Programme (A)

1. Session: January/ July

2. Research Discipline/ Subject: _____

3. Enrolment Number: _____

4. Are you already Registered with JGND PSOU: Yes/ No

i. If Yes, write the Enrolment No. _____

ii. Programme Code _____

5. Date of Birth: ____/____/____

6. Name of Applicant _____

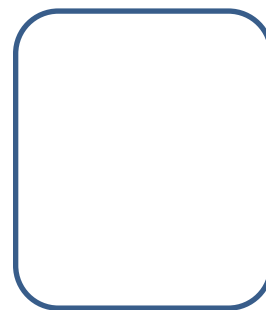
7. Father's Name/Husband's/ Mother;s Name _____

8. Address for Correspondence _____

_____ City _____ District _____

PIN Code _____ State _____

9. Mobile No. _____



10. E-mail ID _____

11. Nationality _____

12. Gender _____

13. Category: GEN/ SC/ ST/ OBC (Creamy). OBC (Non-Creamy)

14. Territory: Urban/ Rural/ Tribal

15. Martial Status: Married/ Unmarried

16. Religion: Hindu, Sikh, Jain/ Muslim/ Christian/ Buddhist/ Parsi/ Others

17. Whether Minority: Yes/ No

18. Social Status: Ex-Servicemen/ War Widow/ Not Applicable

19. Whether a Person with Disability: Yes/ No

20. If yes, give Nature of Disability

- i. Speech and Hearing Impairment
- ii. Locomotor
- iii. Visual Impairment
- iv. Low Vision
- v. Any Other _____

21. Employment Status

- i. Unemployed
- ii. JGND PSOU Employee
- iii. Employed

22. Whether Below Poverty Line: Yes/ No

23. Annual Family Income:

24. Are you in receipt of any these Scholarships: Yes/ No

25. If Yes, specify Agency and Amount (Rs. _____ per year)

UGC/ CSIR/ ICMR/ ICSS/ ICHR/ Others (Pl specify) _____

26. Details of Educational Qualification (from Graduation onwards)

Sr. No.	Name of Examination	University	Year of Passing	Subjects	Percentage of Marks

27. Detail of Application Fee (to be paid by Demand Draft in favour of Registrar, JGND PSOU, payable at Patiala)

28.

Amount: _____

DD Number: _____

DD Date: _____

Place of Bank: _____

Name of the Bank: _____

(Note: Application shall not be accepted without this fee)

DECLARATION BY THE APPLICANT

I hereby declare that I have read and understood the conditions of eligibility for the academic programme for which I seek the admission. I fulfil the minimum eligibility criteria and I have provided the necessary information. I also declare that the information submitted above is true and correct to the best of my knowledge. In the event of any information being found incorrect or misleading my candidature shall be liable to cancellation by the University at any point of time even after award of Degree and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rules of the University as printed in the Prospectus and I accept them and shall not raise any dispute in the future over the same rules.

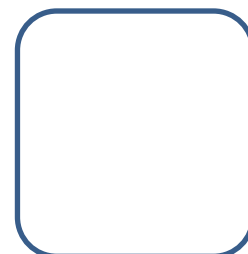
Date: _____

Signature of the Applicant



Application form for PhD Programme (B)

1. Session: January/ July
2. Research Discipline: _____
3. Whether Discipline: Yes/ No



If Yes, please specify the Title of Dissertation: _____

Research/Discipline Area; _____

Month and Year of Award of M. Phil: _____

Name of the University: _____

4. If Employed, please give details of current Employment:

- i. Designation: _____
- ii. Serving from: _____
- iii. Name of the Organization: _____
- iv. Address of Employer: _____
- v. City: _____
- vi. PIN code: _____
- vii. Mobile No. : _____
- viii. E-mail ID: _____

5. Work Experience after Post Graduation (Please mention in Chronological Order):

Name & Address of Organization	Designation	Nature of Post	Tasks Undertaken	Period of Service	No. of Year of Experience
--------------------------------------	-------------	-------------------	---------------------	----------------------	---------------------------------

6. Proposed Title of the Thesis of PhD.: _____

DECLARATION BY THE APPLICANT

I hereby declare that statements made in this application form are true and correct to the best of my knowledge and belief. I am aware that if at any stage it is found that the statement made by me are not true or misleading, my admission/registration will be cancelled by the University and I shall not be entitled to refund of any fee paid by me to the University. Further, I have carefully studied the rule of the University as printed in the Prospectus and I accept them and shall not raise any dispute in the future over the same rules.

Date: _____

Signature of the Applicant

Annexure III

Declaration by the Research Scholar

I _____ Registration No. hereby declare that the research embodied in this thesis entitled _____ is an original research work done by me under the supervision of _____ School of _____ JGND PSOU for the award of Doctor of Philosophy in _____ from Jagat Guru Nanak Dev Punjab State Open University, Patiala.

I hereby also declare that to the best of my knowledge no part of this thesis fully or partly has been submitted previously to this or at any other University / Institution for the award of any Research Degree/ Diploma.

Date :

Signature of the Candidate

Place :

Name of the Candidate

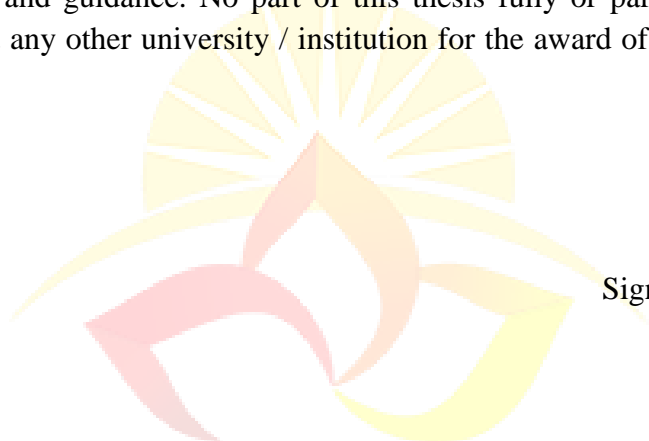
Certificate

This is to certify that the thesis entitled_____

submitted by_____ for the award of

Doctor of Philosophy _____in is a bonafide work carried by him / her

under my supervision and guidance. No part of this thesis fully or partly has been submitted previously to this or at any other university / institution for the award of any Research Degree / Diploma.



Signature of the Supervisor

Date :

Place :

Name of the Supervisor



**Jagat Guru Nanak Dev
Punjab State Open University, Patiala**

Format of Research/ Synopsis

- 1- Title Page
- 2- Introduction
 - 2.1 Background of the Study/Emergence of the problem
 - 2.2 Status of Work Done/Development in the Area (Review of the Related Research)
 - 2.3 Rationale/ Significance of the Study
 - 2.4 Research Questions
 - 2.5 Statement of the Problem
- 3- Operational Definitions of the key terms
- 4- Objectives of the Study
- 5- Hypotheses
- 6- Research Design
 - 6.1 Research Method
 - 6.2 Nature, Approach of Research and Procedures
 - 6.3 Variables Under Study
 - 6.4 Sample and Sampling Technique
 - 6.5 Research Tools
- 7- Procedure of Data Collection and Statistical Analysis Techniques to be used
- 8- Delimitations/Scope of the Study
- 9- Bibliography

Note- (i) Total Number of Pages of the Synopsis may be contains 10 to 15 pages in total.
(ii) The School/Department may modify or change the format to the nature of PhD subject or research area.



Jagat Guru Nanak Dev Punjab State Open University, Patiala

Format for Synopsis Title Page

Title

(i) English: _____

(ii) Punjabi: _____

Synopsis/Research Proposal to Jagat Guru Nanak Dev Punjab State Open University, Patiala in
(Subject): _____

Submitted by

Name of the Candidate: _____

ਉਮੀਦਵਾਰ ਦਾ ਨਾਮ: _____

Enrollment No.: _____

ਦਾਖਲਾ ਨੰ.: _____

Subject: _____

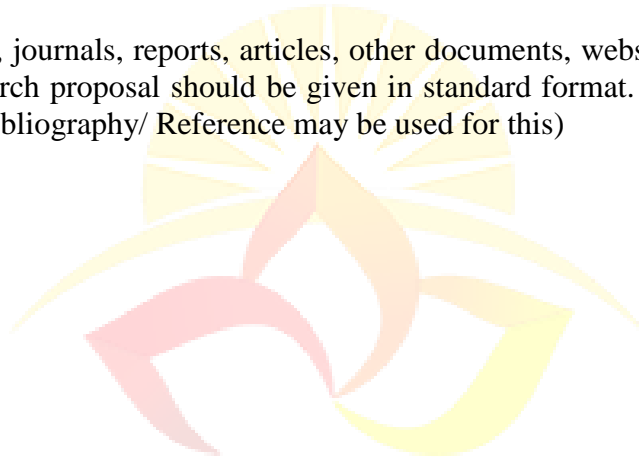
ਵਿਸ਼ਾ: _____

Suggestive Notes for Preparation of Research Proposal/ Synopsis

- 1.1 The synopsis should be prepared in future tense. The title should be reflective to the theme of the study and area specific.
- 1.2 The title should be short, pinpointed, catchy, and attractive. It should not be burdened by pompous words and jargons. It should exclude unscientific, rhetorical, argumentative, emotional, communal or biased terms.
- 2.1 Some paragraphs should be devoted for introducing the problem, elaborating how the problem emerged, its social and educational context, its importance to education/ social sciences in particular and nation/society in general.
- 2.2 The theoretical and empirical framework from which the problem arises must be briefly described. Both conceptual and research literature are to be reviewed for this purpose. Under this heading the research worker should report some landmark studies significant to the area of research in hand. The reporting of the study should be brief and should include the objectives of the study, the sample, methodology and findings. If a novel technique or instrument or analysis is used, it should also be reported. At the end, inferences should be drawn from related research in terms of objectives, tools, method of analysis and findings.
- 2.3 A Research problem should show the worth and urgency of the study. The need of undertaking a research study may be shown as follows:
 - a) To show the time lapse between earlier study and present one in this area, and therefore the new knowledge techniques or conditions indicate a need to replicate the study.
 - b) (b)To show that there are gaps in the knowledge provided by previous research studies and to show how the present study will help to fill in these gaps and add to the quantum of existing knowledge.
 - c) To show the lack of information about a problem by presenting the supporting statements of other research studies.
 - d) To relate it to the existing social issues and to priority areas in the context of national and international educational developments.
- 2.4 The problem of research should stated either in the form of question or in the form of a categorical form.
- 2.5 Here the caption of the study should be indicated follow the meaning of the problem in a simple, non –technical and convincing language.
3. The technical terms, words or phrases having special meanings need to be defined both absolutely and operationally. The crucial and significant terms which are most frequently used in the study should not only be defined but also be clarified in the context of study.

4. The objectives, which are to be achieved through research, should be listed in specific terms.
 - a) The objectives should not be too lengthy and or ambiguous.
 - b) Objectives should be worked out keeping the limitations of time, resources etc.
 - c) Objectives should be well defined/framed within the scope of the problem.
5.
 - a) Questions for which the research is designed to answer are usually framed as hypotheses need to be tested on the basis of evidence available/collected.
 - b) The hypotheses suggest either the tentative solution to the problem or the likely relationship between the dependants or independed variables.
 - c) The hypotheses are to be tested during the course of doing research and at the final they are either accepted or rejected depending upon the evidence emerging in the study.
 - d) In some non-experimental researches it is possible to formulate hypotheses and test them. But, in some research, the research may be preferred to raise certain research questions and try to answer them on the basis of evidence collected.
- 6.1 The design of the study indicating the concept/ structure, procedures for testing the hypotheses and the proposed methods for qualitative and quantitative analysis of data are specifically mentioned. In case such a design is not formulated, details of procedure to be followed for the field or library work need to be described. The Research Method on the basis of nature of research should be mentioned: Qualitative, Quantitative or Mixed.
- 6.2 In this point of format the approach of research like Phenomenological, Ethnographical, Heuristic, Case studies, Historical, Philosophical, Experimental, Quasi experimental, Surveys, Causal Comparative, etc. Clearly mentioned with a proper logic.
- 6.3 Sometimes it is better to describe major variables/ factors under study (dependent, independent, extraneous, moderator & intervening) under an independent heading.
- 6.4 The Sample should be will defined.
 - a) The description of sample should include the units of the sample, the size of the sample and its structure and demographic characteristics.
 - b) The procedure for selecting the sample should also be described in detail.
- 6.5 The main tools techniques should be described which are to be used for data collection. The tools may be described in two categories:
 - a) In case of standardized tools, the proposal should explain reasons for selecting a particular tool or tools and should also include the reported evidence of the reliability and validity of the tools.
 - b) In case of tool(s) developed by the investigator, the procedure followed for the development should be described in brief.

7.
 - a) How to collect, organize, analyze and interpret the data, should be described.
 - b) The details of qualitative and quantitative (statistical) techniques and rationale for using such techniques should also be described.
 - c) In case of historical researches, method of internal and external criticism of the primary & secondary sources of data are to be adhered to the analysis of data and should be given.
8. Delimitations are the boundaries or scope of the study. They should be made clear with reference to:
 - a) The scope of the study by specifying the areas to which the conclusions will be confined.
 - b) The procedural treatment includes the sampling procedures, the techniques of data collection and analysis.
9. A list of books, journals, reports, articles, other documents, websites etc. that used while preparing research proposal should be given in standard format. (Source Books to know how to write Bibliography/ Reference may be used for this)



Format for "No Objection Certificate"

Letter Head of the Institution/ Office

Ref. No. _____

Date: _____

No Objection Certificate

This letter is about Mr./Ms./Mrs.
who has been a sincere teacher/employee at
in the capacity of
He/She has consistently shown academic/professional expertise the day of joining.

He/She is hereby allowed;

- a) To pursue PhD Programme Jagat Guru Nanak Dev Punjab State Open University, Patiala.
- b) His/Her official duties permit him/her to devote sufficient time for research.
- c) If required, he/she will be relieved from the duty to complete the course work.

**(Sign with Seal
Name & Designation of Signatory
of Head of Institution/ Department/Office)**



**Jagat Guru Nanak Dev
Punjab State Open University, Patiala**

PhD Thesis Submission

Date: _____

The Head

School/ Dept. of _____

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Respected Sir/Madam

This is to inform you that I have completed my research work for the degree of Doctor of Philosophy (PhD). The complied draft of thesis on the topic of " _____ " is ready for Pre-Submission. Kindly allow me to present my research work in Pre-PhD. Viva-Voice for valuable suggestions of the experts before final submission of the thesis.

With Regards

Name and Signature of Scholar: _____

Enrollment No.: _____ Subject: _____

Checklist (Please tick the checklist):

1	Admission Letter	
2	Coursework Mark sheet	
3	RDC Letter	
4	Letter for Change of Supervisor (if any)	
5	Undertaking Form for Co-Supervisor (if any)	
6	All six-monthly progress report (Since admission)	
7	Attendance record (Half yearly in %)	
8	Copy of at least two papers published in refereed/indexed journals	
9	Certificates of paper presented in the conferences/seminars (at least two)	
10	Time Extension Letter (if any)	

Comment of the Supervisor/s with Name and Signature: _____

Comment of the Head of Concerned School/Dept. _____



**Jagat Guru Nanak Dev
Punjab State Open University, Patiala**

Application for permission to deposit Fee to the Second/Third/Fourth year

1. Name of the Candidate: _____

2. Father's Name: _____

3. Subject: _____

4. Enrolment No.: _____

5. Date of Registration: _____

6. Topic of Research: _____

7. Details of Progress submitted so far

Report	Duration of work	Date of Submission
First		
Second		
Third		
Fourth		

8. Details of Fee Deposited so far

Year	Amount	Date of Deposit	Receipt No.

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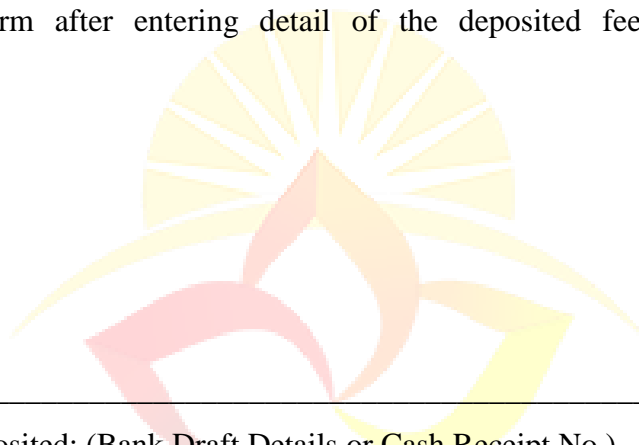
9. Name & Signature of the Supervisor with Remarks

10. Name & Signature of the Dean Research with Remarks

On the basis of the recommendations of the Supervisor and Dean Research, the Fee of the abovementioned Research Scholar for the Second/Third/Fourth year may be deposited.

Note:

Please return this form after entering detail of the deposited fee to the Research and Development Cell.



Dean Research

Details of the Fee Deposited; (Bank Draft Details or Cash Receipt No.)

Date:

Amount:

Received by



**Jagat Guru Nanak Dev
Punjab State Open University, Patiala**

Proforma for Six Monthly Progress of Project

(Note: The complete proforma must be produced with Detailed Project Report)

1. Name of Research Scholar: _____

2. Registration No.: _____

3. Subject: _____

4. Name of School/Dept.: _____

5. Project Title: _____

Period of Work: From _____ to _____

Detail of Work Done in Six months

(Signature of the Research Scholar)

Comment of the DRC Members

(Signature of the Research Proposal Committee Members)

(Signature of Dean Research with Remarks)