



THE ARYAVART INTERNATIONAL UNIVERSITY

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Recognised Under Section 2(f) of UGC Act, 1956

ORDINANCES, RULES AND REGULATIONS FOR PH.D. PROGRAMS

[Approved by Academic Council in its meeting dated 15/06/2024]

Contents

1. PREAMBLE	4
2. DEFINITIONS.....	5
3. MINIMUM QUALIFICATIONS AND ELIGIBILITY	6
Ph.D. for Foreign Nationals	7
4. DURATION OF Ph.D. PROGRAM	7
Re-Registration (Academic Extension without Hostel) Guidelines.....	8
Attendance Requirements	8
5. CATEGORIES OF Ph.D. CANDIDATES.....	9
Full Time Ph.D. Program	9
Part Time Ph.D. Program	9
Conversion of Full-Time Registration into Part - Time and Vice-Versa.....	9
6. PROCEDURE FOR ADMISSION	10
Ph.D. Entrance Test.....	11
7. RENEWAL OF REGISTRATION AS A RESEARCH SCHOLAR	13
8. ALLOCATION OF RESEARCH SUPERVISOR	13
Request for Change of Supervisor	14
9. CONSTITUTION OF Ph.D. COMMITTEES	16
Departmental Research Committee (DRC).....	16
Research Advisory Committee (RAC).....	17
10. ETHICS AND GRIEVANCE REDRESSAL COMMITTEE	18
11. RECOGNITION OF RESEARCH CENTRES.....	19
Research Laboratories as Research Centres.....	19
Affiliated Colleges as Research Centres	19
Process of Recognizing Research Centres.....	20
12. COURSE WORK.....	20
Re-Appeal Provision for Candidates Who Secure CGPA Less Than 6.0	22
13. TOPIC MODIFICATION	23
14. OFF CAMPUS WORK LIMITATION FOR FULL TIME SCHOLARS:.....	23
15. EVALUATION AND ASSESSMENT METHODS.....	23
Re-Submission of Thesis	27
Expediting Evaluation Process	27
Change of Thesis Title	27
16. ISSUING A PROVISIONAL CERTIFICATE.....	27

17.	AWARD OF PH.D. DEGREES	27
18.	CONVOCATION.....	28
19.	NOTIFICATION OF THE AWARD OF THE DEGREE	28
20.	PUBLICATION OF THESIS.....	28
21.	DEPOSITORY WITH INFLIBNET	28
22.	ADMISSION OF INTERNATIONAL STUDENTS IN Ph.D. PROGRAM	28
23.	TRANSFER FROM OTHER UNIVERSITIES	28
24.	FEE FOR Ph.D. PROGRAM.....	29
25.	LEAVE.....	29
26.	PROHIBITION FOR DOING Ph.D.	30
27.	DISCIPLINE.....	30
28.	ITEMS NOT COVERED UNDER THE REGULATIONS.....	30
29.	POWER TO MODIFY.....	30
	ANNEXURES.....	32

1. PREAMBLE

The Ordinance for Regulations for Doctor of Philosophy (Ph.D.) Degree is framed in accordance with UGC (Minimum standards & Procedures for the Ph.D. degrees) Regulations 2022.

The ordinance shall be enforced and applicable to all the candidates who joined Ph.D. Programs of Aryavart International University on or after April 20, 2024.

All the Schools/Departments/Centres of Aryavart International University, Dharmanagar, Tripura shall be eligible to offer Ph.D. Programs. None of the Schools/Departments/Centres shall be allowed to conduct any Ph.D. Program through Distance mode.

THE ARYAVART INTERNATIONAL UNIVERSITY shall offer programs leading to the award of Ph.D. degree through its Schools/Departments/Centres in a wide range of areas in Engineering and Technology, Applied Science, Management, Law, Design, Media and Liberal Arts, Medicine, Public Policy, Social Sciences, Humanities, Nursing, Dental Science, Paramedical Science, Pharmacy, Hospitality and Tourism, Tribal Affairs, Sports, Skill Development and Vocational Education, etc. These programs shall be introduced in a phased manner along with the growth of the University. The broad objectives of the Ph.D. programs are:

- (i) to generate new knowledge, technologies, publications, patents, products and processes;
- (ii) to provide research training relevant to the present social and economic objectives of the country;
- (iii) to implement project-based learning in undergraduate programmes;
- (iv) to strengthen academic credibility of the University among peers.

The award of Ph.D. degree shall be in recognition of high academic achievements, independent research and application of knowledge to the solution of social, managerial, technical and scientific problems. Creative and productive enquiry shall be the basic concept underlying the research work. The academic program leading to the Ph.D. degree is broad-based. It involves specified course work and credit requirements for different programs, publications and a research thesis. The thesis shall be the report of research work characterized by either discovery of new facts or a new interpretation of known facts and theory, or an independent design and development, or development of new instrument/technology. The degree of Doctor of Philosophy (Ph.D.) of THE ARYAVART INTERNATIONAL UNIVERSITY shall be conferred on a scholar who fulfils all the requirements specified in these Ordinances and Regulations.

The procedure and requirements spelt out in these Ordinances and Regulations aims to ensure high standards of performance in research work at the University.

2. DEFINITIONS

In the Regulations, unless the context otherwise requires,

- i. "University" means The Aryavart International University, Dharmanagar, North Tripura
- ii. "Degree" means the Degree of Doctor of Philosophy (Ph.D.).
- iii. "Fee" means the fee prescribed by the University for the Ph.D. programme from time-to-time.
- iv. "Entrance Test" means the test faced by the applicants who seek to qualify themselves for registration for Ph.D. programme.
- v. "Research Board" means the Board duly constituted by the Vice-Chancellor of the University to administer the academic research activities of the University.
- vi. "Supervisor" means any faculty member of the University who has been recognized by the University to guide the research scholars.
- vii. "Co-Supervisor" means a recognized Supervisor to guide the scholars in interdisciplinary research that require more than one expert or to take care of the administrative and research responsibilities of the scholar, if the Supervisor retires from service.
- viii. "Head of the Department" means Head of the Department of the Supervisor.
- ix. "Departmental Research Committee (DRC)" means a Committee constituted by the University for each scholar to supervise the progress of his/her research work.
- x. "Research Advisory Committee (RAC)" means the Committee constituted by the University to allot candidates for the Ph.D. programme from the consolidated merit list (Entrance test category) and the Non-Entrance test category; to assess the research proposal of all the candidates for registration, to review the progress reports of all the candidates, to review final synopsis of the candidates and to perform any other function assigned by the University.
- xi. "Research Scholar" means any candidate admitted by the University either under Full-time or Part-time category for pursuing research for the award of Ph.D. degree of the University.
- xii. "Provisional Registration" means the registration memo issued to the candidates by the University w.e.f. from the date of the counselling. The memo shall be issued by the University only after the payment of the fees which shall be paid by the candidate within ten days after the counselling.
- xiii. "Course work" means theory subject prescribed by the Doctoral Committee for the scholar to undergo as a part of the programme requirement.
- xiv. "Research Proposal" means a brief write-up on the proposed research work which shall be submitted by the candidate along with the application for registration for Ph.D. programme.
- xv. "Publication" means full length research articles reporting new research findings in respective fields which have a general impact and contribute to the advancement of the particular field, and are always peer reviewed.
- xvi. "Final Synopsis" means the summary of the completed research work which shall be submitted by the candidate.
- xvii. "Sponsored Candidates" mean those permanent employees of educational and/or research institutions and organizations of public/private sector deputed to pursue Ph.D. including

the permanent teachers on FIP/QIP. For these candidates the date of registration shall be effective from the date of relieving order from the employer.

- xviii. "Foreign Students" mean those who are foreign citizens or sponsored by ICCR.
- xix. "Refereed/Reputed Journals" means a professional or literary journal or publication in which articles or papers are selected for publication through peer review process or journals listed by the UGC.
- xx. "Credit" means the weightage assigned to a course in terms of the contact hours.
- xxi. "Grade" means the letter grade assigned to a student on the basis of evaluation of a course on the ten point scale as per the UGC norms.
- xxii. "Plagiarism" means passing off someone else's work, whether intentionally or unintentionally, as your own for your own benefit. It is important to understand that plagiarism even if it is unintentional is unacceptable and is not excused.
- xxiii. "References" mean all the author/year - detailed in text citations - organised as an alphabetical list of 'references' at the end of the thesis, as per APA style. Note that this is a list of references and NOT a 'bibliography'. Hence the candidate should provide the details of only such sources that are cited in the text or in the footnotes.

3. MINIMUM QUALIFICATIONS AND ELIGIBILITY

- i. A Master's: 2 years (4 semesters) or 1 year (2 semesters) Degree or a Post-Graduate professional degree/diploma declared equivalent to Master's degree from a recognized university in India or abroad with at least 55% aggregate marks or equivalent grade, as certified by a national or international accreditation agency;
- ii. A Bachelor's degree: 4-years / 8 semesters (B.Tech/BE, B. Pharma, MBBS or BDS or BAMS or BHMS or B.Sc (Honors) or Pharma. D. / Pharma. D. (Post Baccalaureate) with minimum of 75% aggregate or its equivalent grade.
- iii. Fellow members of the Institute of Chartered Accountants /Institute of Cost and Work Accountants are eligible for admission to Ph.D. Degree Programme under the Faculty of Commerce and Business Studies, provided they have a recognized Bachelor's degree, and at least 5 years work experience in their respective fields;
- iv. Successful completion of the doctoral program entrance test of the Aryavart International University, in line with the UGC guidelines [Candidates with UGC - CSIR - NET-JRF/ GATE / GMAT/GPAT/ICMR -JRF / DBT-JRF (BET)/INSPIRE/Prime Minister's Fellowships and those qualified in any of the UGC recognized national or state level eligibility tests with a valid fellowship at the time of admission are exempted from this Entrance Test; their selection would be through an interview designed and conducted by the concerned Institute/Faculty]
- v. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September 1991. The qualifying degree marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are

permissible based only on the qualifying degree marks without including the grace mark procedures.

- vi. The University shall not allow any student to conduct Ph.D. study through the mode of distance education.
- vii. It shall be mandatory for Ph.D. research scholar to conduct the study at the University where he/she is enrolled for the purpose to conduct research in any discipline which requires experiments/practicals. Provided that such student with the permission of the concerned Supervisor/ Co-Supervisor may conduct research in any other University or Institute, or college, when there is no provision for such practicals and experiments in their own Institute.
- viii. Provided further, that a student may be allowed to conduct research study outside the university in all the disciplines, subject to the requirement of the nature of the said research or the availability of the resources. Field work, literature survey, participation in seminar/ workshop/ school etc. will be considered as direct contact.
- ix. It shall be mandatory for Ph.D. research scholar to be in direct contact with his supervisor through the year.
- x. Notwithstanding anywhere in this Ordinance, a candidate wishing to register in inter disciplinary subject within the faculty of his master's degree, shall be allowed to pursue study under recognized Supervisor of the faculty while mandatorily having a Co-Supervisor of the subject in which he/she possesses master degree.
- xi. National/State reservation policy as applicable to the University shall be followed while granting admission to the Ph.D. program.

Ph.D. for Foreign Nationals

Foreign national candidates, who apply through Ministry of Human Resource Development, Govt. of India, or Indian Council of Cultural Relations, Govt. of India, are eligible to apply provided that they possess the same minimum qualifications as given in Clause 1.

4. DURATION OF Ph.D. PROGRAM

The minimum duration of the Ph.D. programme shall be three years including course work. The maximum duration of the Ph.D. programme shall be extended upto five years.

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.

The women candidates and Persons with Disability (more than 40% disability) will be allowed a relaxation of two years for Ph.D. as the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to six months.

The request for extension beyond the maximum period should be made through the Supervisor. Such request for extension shall be decided by the Vice Chancellor for deserving candidates.

Re-Registration (Academic Extension without Hostel) Guidelines

- i. There will not be any de-registration process for the additional period;
- ii. Students, who could not submit their thesis within 6 years, have to seek re-registration for additional duration (Maximum period of 2 years) preferably on or before the last date of regular duration or within 6 months through proper channel after completion of regular duration of 6 years. Further, female/PwD scholars have to seek further extension, immediately after the lapse of first 2 years (Maximum additional duration of 2 years); Re-registration request should be routed through proper channel.
- iii. If no re-registration is sought by the student as mentioned in above point, admission stands cancelled.
- iv. Students has to submit his/her thesis within the stipulated time mentioned in the re-registration order by making an application and re-registration fee of ₹ 10000/- and clear all other dues/fees, if any, till the date of submission of final thesis.
- v. Students who sought re-registration should complete all formalities/process and submission of thesis should be within the duration of 8 years and within 10 years in case of female/PwD scholars from the date of admission.
- vi. Hostel and other facilities shall be only for the prescribed maximum duration of 6 years as per existing norms and practice.
- vii. There will not be any entitlement of fellowship/scholarship during the leave period and additional period/duration as per extant rules.

Attendance Requirements

- i. A candidate registered on a full-time basis shall work for the minimum period of research prescribed as mentioned above from the date of provisional registration under continuous supervision of the research supervisor and submit the thesis at the Department/Institution.
- ii. A candidate registered on a part-time basis in the discipline not involving laboratory works shall attend at least 60 days during the course of research (i.e., during the period of 3 years) at the institution where the supervisor is present.
- iii. Provided that the candidates who have been permitted to register on a part time basis in the discipline involving laboratory work in an institution other than where they are employed, they shall be required to work for a minimum period of 120 days during the course of research (i.e., during the period of 3 years) at the institution directly under the supervisor.
- iv. In any case the supervisor shall issue the attendance certificate to the above said effect duly endorsed by the Head of the Department and the Principal of the College concerned for submission to the Controller of Examinations, The Aryavart International University.
- v. In case the supervisor has got transferred / retired, the candidates shall be permitted to continue Ph.D., programme only in the institution where they have got selected / admitted. It is the responsibility of the concerned Institution to maintain the records of the candidates such as admission, payment of fee, attendance, submission of thesis, progress report, etc.

The Head of the Institution may appoint a new research guide (in case the registered guide is not available) to supervise the candidate. It is the responsibility of the supervisor to complete the research programme of his / her candidate.

5. CATEGORIES OF Ph.D. CANDIDATES

Two categories of Ph.D. programme available are: Full-time and Part-time. Candidates who satisfy the eligibility criteria as in Clauses 1 are eligible to apply for Ph.D. Programme.

Full Time Ph.D. Program

In full time Ph.D. program, the candidate shall be required to remain present in the School/Institution/Centre till the submission of his/her Ph.D. thesis. She/he shall also have to undertake minimum 6 hours per week of academic work load (if required) as assigned by the HOI/Director/Coordinator of the School/Institution/Centre besides the Course Work and Ph.D. work. Such registered candidates are eligible to receive assistanceship or fellowships/scholarship from CSIR/UGC/ICMR/ICSSR or The Aryavart International University/any funding agency.

Those in employment and wish to take up the Ph.D. programme on a full-time basis shall produce a certificate from their employer of having been sanctioned study leave. Other candidates who take up the Ph.D. programme on a full-time basis shall give an undertaking to the effect that they will not take up any job during the period of research. If the candidate takes up a job, then the full-time registration may be converted into part-time on conditions similar to part-time research.

If any candidate doing Ph.D. on a full-time basis is found to be doing a full-time job, his/ her Ph.D. registration will stand cancelled.

Part Time Ph.D. Program

In part time Ph.D. program, the candidate is supposed to be sponsored by National or International level of Public Sector Undertaking/Research and Development organization/Private organizations/Industries/Service sectors/ Educational Institutions and any other state and central Government organizations, where adequate infrastructure exists for carrying out research work. All such candidates have to remain at least one semester in the concerned School/Institution/Centre for carrying out the requisite Course work as per the UGC Norms prescribed by the University. This also includes the academic and non-academic employees of The Aryavart International University, Dharmanagar, Tripura. The employee of the State/Central Government will have to submit NOC from the concerned authority.

Conversion of Full-Time Registration into Part - Time and Vice-Versa

Notwithstanding anything prescribed in these regulations, the university may permit conversion from Full-time to Part-time research in respect of candidates registered, for valid reasons and subject to satisfying the regulations, rules and conditions in force after completion of two years under Full-time research. Candidates who have qualified NET/SET/JRF/SLET are permitted to convert their Full-time research programme into Part-time research programme after a gap of one-

year from the date of Registration provided they are appointed as Asst. Professor or equivalent category in the University. Conversion from Part-time to Full-time research is permitted at any point of time for part-time scholars.

The change of category shall be approved by the Director (Research) only once during the tenure, subject to submission of necessary documents along with the recommendation of the Supervisor and Head of the Department /Director of the Centre of the Supervisor and the Scholar. Change of Category is permitted only for the scholars who had completed the confirmed registration. In case of change of category from Full-time to Part-time, the minimum period shall be accounted as whichever is high.

Conversion from Ph.D. Part-time to full-time is not allowed, except in case of candidates joining under Faculty Development Programme or getting a National /State Government/State Government undertaking Fellowship.

6. PROCEDURE FOR ADMISSION

The candidates desirous of registering for Ph.D. Programme shall apply in the prescribed application form downloaded from the Institution website, fill-in all the necessary details and submit it with the prescribed fee through proper channel wherever applicable, before the due date as indicated in the notification issued from time to time. The cost of prospectus paid for the Entrance Exam is non-refundable. The application form can be received and submitted in online as well as in offline mode.

The hard copy of the duly filled application form shall be submitted to the Director (Research), The Aryavart International University, Dharmanagar, Tripura accompanied by the following duly attested documents/certificates:

- a. Documents supporting all academic qualifications (Secondary/High School/Higher secondary/Intermediate/(10+2)/graduate/post graduate, Diploma etc). Attested copies of mark sheets/grade sheets and related degree certificate.
- b. Copy of UGC NET / CSIR (NET) / SLET/ M.Phil. (Self-attested Photo Copy) (if applicable)
- c. Date of Birth certificate preferably high school certificate
- d. Identity proof (Copy of Aadhar card or PAN card or Passport or Voter ID)
- e. Document supporting his/her previous work experience, if any
- f. Prescribed application fee, receipt, as applicable.
- g. No Objection Certificate (NOC) from the employer, in case the candidate is employed.
- h. Migration Certificate (In Original)
- i. Character Certificate (In Original)
- j. Original copy of Gap Certificate on ₹100 Stamp Paper with Notary Certified (if required)
- k. An affidavit (₹100) that you are not enrolled in any other University/institutions for Ph.D. or any other courses & will fulfill all essential requirements for registration

in Ph.D. otherwise your admission shall be stand cancelled automatically. (In original)

- l. Original copy of No objection Certificate from employer (If employed) OR Give undertaking that you are not working anywhere.
- m. Copy of Aadhar Card (Self-attested Photo Copy)
- n. Voter ID /Driving License / Passport/ PAN Card (Any Two) (Self-attested Photo Copy)
- o. Four Colour Photos
- p. Certificate of Name Change (if applicable) (Self-attested Photo Copy)
- q. Caste (SC/ST/OBC (Non-creamy layer*)) certificate issued by competent authority

*Certificate should not be older than 6 months.

- r. Differently abled categories certificate (if any) issued by competent authority.

Incomplete applications in any respect shall be summarily rejected without any intimation to the candidate.

The applications of the eligible candidates shall be processed by Committee constituted by the Director (Research) for the purpose of selection. The composition of such Committee shall be decided by the Director (Research) with the approval of Vice-Chancellor, taking into account the number and nature of applications received.

The Committee shall screen the applications as per the eligibility norms and be responsible for the conduct of test and interview for the eligible candidates. Based on the performance in the test and interview, the successful candidates shall be shortlisted by the above Committee.

The University shall admit candidates by a two-stage process through an entrance test, called Research Entrance Test (RET), and an interview.

Ph.D. Entrance Test

- i. Admission to Ph.D. Programme is through an entrance examination conducted by the University “The Aryavart International University Research Entrance Test (AIU-RET)” combined with an interview conducted by the Research Committees of the respective departments. Those Candidates who have cleared NET/SET/ GATE/JRF/GPAT/GMAT/SLET examination of national apex bodies such as CSIR/ICMR/ICAR/UGC/DBT/AICTE are exempted from appearing for the written test but will be required to appear for the interview at the respective departments.
- ii. The written test will be conducted at The Aryavart International University in the months of November/December and May/June every year, for the Winter and Summer admission sessions respectively. The dates of the test will be announced on the University website. AIU-RET will be held only at the University campus, Dharmanagar.
- iii. Applicants shall be informed by e-mail and subsequently schedule of Examination shall be uploaded on the website also. The admit card for entrance test shall be distributed 07 days prior from the date of Entrance test (AIU-RET).

- iv. The written test will consist of 2 sections: Research Methodology and Research and Publication Ethics (50 marks) and Subject-specific (50 marks). There will be no negative marking in both papers. Those who clear the written test with 50% marks in each of the sections will be declared eligible for admission to the doctoral program. Clearing the Entrance/Eligibility Test alone shall not entitle a candidate for admission to the Ph.D. Program. The Eligibility Test and rank therein will be valid for one year i.e. 2 sessions of admission.
- v. Fee for Entrance Exam shall in no case be refunded.
- vi. Entrance test shall be conducted under the supervision of Controller of Examinations.
- vii. The medium of entrance test shall be English only, except in the test for language other than English.
- viii. There shall be no re-valuation /re-checking /re-assessment of answer sheets.
- ix. A relaxation of 5% of Marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST / OBC (Non-creamy layer) / differently abled category in the entrance examination.
- x. The candidature of the applicant shall be treated as cancelled if he/she fails to appear before the interview panel/selection committee.. No further chance shall be provided in future. However, they can apply for Entrance test in future also.
- xi. An Interview/viva voce will be conducted by the selection committee. The interview/viva voce shall also consider the following aspects, viz. whether
 - a) the candidate possesses the competence for the proposed research;
 - b) the research work can be suitably undertaken at the Institution;
 - c) the proposed area of research can contribute to new/additional knowledge.
- xii. The weightage of test: interview will be 70%: 30% for selection.
- xiii. However, selection of the candidates shall be made subject to the availability of vacancies with the research supervisors in the University departments / research departments of research institutions approved the University.
- xiv. The selection committee shall be constituted at the University departments / research departments of research institutions approved by the University with the following as its members:
 1. Dean of the concerned discipline/Director of the Research Institution / Centre
 2. Head of the Department / Division
 3. Research Supervisors within the Department / Division
- xv. Upon the registration of the candidate, the research scholar needs to send a brief work plan in the form of Gantt chart (Annexure – B) after approval from RAC and present the same before DRC during its first meeting with-in six months of the registration.
- xvi. On the basis of the schedule of the Work Plan and the presentation, the DRC shall either approve, or, may ask the candidate to make a fresh presentation of the Research Plan. The DRC shall give its approval on the prescribed format (Annexure – C).

- xvii. A candidate will ordinarily be allowed two attempts for presentation of research proposal/Plan before the DRC. In case the Research Proposal/plan of a candidate is not approved, a third attempt may be allowed only with the approval of the Vice-Chancellor on the specific recommendation of the DRC, justifying the reasons for an extra attempt. Under no circumstances, the duration of approval of research plan would exceed twenty four months from the date of registration. After failing three attempts, the registration of the research scholar shall deem to be cancelled.

7. RENEWAL OF REGISTRATION AS A RESEARCH SCHOLAR

A candidate shall be required to renew his/her Registration every year in the manner prescribed by paying the requisite fees.

8. ALLOCATION OF RESEARCH SUPERVISOR

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

- i. Permanent faculty members working as Professor/Associate Professor of the 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 fulfil 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.

The recognized Supervisors of this University shall not obtain supervisorship status from any other University. However, the recognized Supervisors can function as Joint

Supervisor for scholars working in association with other reputed Universities which have MoU with The Aryavart International University.

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.

Any violation of Ph.D. regulations by the Supervisor/Joint Supervisor shall lead to the withdrawal of the supervisorship either permanently or for a maximum period of five years and they shall be debarred from guiding the existing scholars in the University till such period.

A person having less than three years to his retirement shall not be allotted a new research scholar.

Every student should be allotted a supervisor within a month of admission.

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

- ii. In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- iii. An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) Ph.D. scholars, respectively, at any given time.
- iv. In case of relocation of a female Ph.D. scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in 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.
- v. 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.

Request for Change of Supervisor

Such requests can be entertained only:

- i. In case the Supervisor has left the service of the University or its affiliated institute.

- ii. In case of extreme hardship, where it becomes almost impossible for a candidate to work with the existing Supervisor, in that case the matter may be placed before the committee constituted by Director (Research).
- iii. The change of Supervisor shall be allowed during the first two years after registration. No change will be allowed after that period.
- iv. If the supervisor proceeds on long leave for three or more than three years, he/she may not be allowed to act as Supervisor. However, Ph.D. scholars, who are already registered prior to proceeding on long leave, may be allowed to continue provided an administrative supervisor is also appointed to facilitate the work of the candidate.
- v. The Supervisor who retires from service shall continue to guide a scholar already registered under his/her guidance, provided the provisional registration of the scholar is confirmed, and the scholar submits the Thesis within one year from the date of his/her superannuation / leaves service based on his/her written request. If the scholar has not submitted the thesis within one year, a Joint Supervisor shall be nominated by the Director (Research) based on the request of the Supervisor and/or the recommendation of the Head of the Department of the Supervisor.
- vi. When a Supervisor migrates to other University, such Supervisor's recognition will be cancelled. If some of the scholars had submitted their synopsis or thesis under their guideship, supervisors shall be permitted to continue to guide those scholars to complete their research programme provided the scholar submits the Thesis within one year from the date of migration of the Supervisor. A Research Coordinator is to be allocated for those Scholar(s) to discharge the following responsibility to
 - a. arrange the Doctoral Committee meetings.
 - b. facilitate the scholar in preparing the synopsis and thesis
 - c. conduct the Viva-Voce examination

The Research Coordinator is not entitled to take the credit of the Ph.D. degree of such scholar(s).

In all other cases, an alternate Supervisor shall be nominated by the Director (Research) based on the request of the Supervisor and the recommendation of the Head of the Department of the Supervisor.

- vii. If the scholar migrates to other University / Institution / Public sector organization, such scholar shall be permitted to continue the research work in the University and permit to submit the thesis under the same Supervisor with the approval from the Director (Research), provided his/her provisional registration is confirmed. In all other cases, the registration of such scholar shall stand cancelled.
- viii. The change of Supervisor can be done only once during the entire duration of the program. Under extraordinary circumstances, further change in Supervisor will be approved based on the recommendations from the Vice Chancellor.

- ix. If a supervisor is deceased after the submission of thesis by his / her scholar, a new Supervisor shall be appointed, if necessary, by Research Board on the recommendation of DRC.

9. CONSTITUTION OF Ph.D. COMMITTEES

The Doctoral Research Committee (DRC) and the Research Advisory Committee (RAC) together with the Academic Integrity and Research Ethics Committee (AIREC), as sub-committees, shall have primarily roles and responsibilities for the efficient and effective running of the Ph.D. program.

Departmental Research Committee (DRC)

- i. There will be a DRC of selected subjects as prescribed in UGC NET/GSET examination and availability of supervisor of the said subject for every department.
- ii. The DRC shall be constituted by the Director (Research) separately for the subjects as prescribed in the NET/GSET examinations and in which supervisors are available. It shall consist of the following
 - a. Director (Research) (Chairman of DRC)
 - b. All recognized Supervisors. Notwithstanding anywhere in this ordinance, in case in subject(s) where the number of recognized guides are more than five, the chairman of the DRC of the concerned subject shall be empowered to invite only selected members (recognized supervisors) in DRC meetings.
- iii. The eligible candidate shall submit application with research proposal to the concerned 'Chairman of DRC' for the purpose to initiate the process to call and coordinate the meeting of the DRC. The DRC Chairman shall inform the concerned members of the DRC to participate in the meeting of the DRC.
- iv. DRC shall be conducted round the year as per the need.
- v. Enrolment of the candidate for Ph.D. study shall be subject to the approval of DRC and the availability of academic, infrastructural resources and consent of the supervisor.
- vi. The DRC shall have the authority to suggest changes in the title of the research problem in the meeting held for approval of the proposal of the research scholar. Provision: A candidate shall be allowed to change the title of the research problem without prejudice to the object and contents of the research study at any stage after his enrolment as research scholar and before the submission of the synopsis. However, this application must be processed with justifications approved and forwarded by the concerned Supervisor/Principal Supervisor with the approval of the Chairman of the concerned DRC.
- vii. The DRC shall be empowered to take appropriate decisions regarding post PET viva and other issues related to Ph.D. including the allocation of co-supervisor.

- viii. The DRC meeting shall be held as and when required. The chairman of the DRC shall be empowered to decide about the date and agenda of the DRC and shall also be responsible to inform the other members of DRC.
- ix. The DRC shall allocate supervisor and wherever necessary co-supervisor on recommendation of the DRC members and consent of the concerned supervisor.
- x. The results of the DRC meeting for Ph.D. program shall be communicated to the candidates and administration section by the chairman of the DRC, within 15 days of conduct of DRC.
- xi. A research scholar shall appear before the DRC once in six months to make a presentation of the progress of his/her work for evaluation, corrective measures and further guidance. These corrective measures need to be implemented by the research scholar and to be presented in the next six monthly progress report. The six monthly progress report shall be submitted by the DRC to the Institution with a copy to the research scholar.

Research Advisory Committee (RAC)

RAC, consisting of Director of the School, two subject experts – one internal and one external, to be nominated by the Director of Research and Publications from the names recommended by the concerned School Director. RAC shall be primarily responsible for all individual Ph.D. studies and ensuring the implementation of Ph.D. regulations in effective manner. RAC shall meet once at least six months and review the progress of the concerned Ph.D. scholar and give its report on the progress and any matters related thereof to the DRC. Research scholar shall ensure to implement all recommendations or advises given by the RAC.

The Academic Integrity and Research Ethics Committee, consisting of Director of Research and Publications and three members appointed by the Vice-Chancellor in consultation with the Directors of the Schools and Assistant Registrar in charge of academic affairs, shall initiate, implement and monitor all academic integrity and research ethics aspects of the programme

There shall be a Research Advisory Committee 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:

- a. To review the research proposal and finalize the topic of research.
 - b. 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.
 - c. To periodically review and assist in the progress of the research work of the Ph.D. scholar.
- i. 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 University. A copy of such recommendations shall also be provided to the Ph.D. scholar.
 - ii. 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. program.

- iii. The composition of the RAC shall be as follows:
 - a. An expert from the relevant discipline (to be opted by the candidate from among available supervisors at the University and approved by the Director (Research)) : Supervisor and Chairperson
 - b. Dean Academic Affairs or his nominee: Member
 - c. A faculty member from the department to which the candidate has been admitted (To be suggested by Supervisor and approved by the Dean Academic Affairs): Member
 - d. A faculty member from an accredited institute where the candidate plans to do a part of his/her thesis research work under a MoU with The Aryavart International University (if any): Member
 - e. Dean Post Graduate Studies & Research or his nominee: Member

10. ETHICS AND GRIEVANCE REDRESSAL COMMITTEE

Any clarification or any dispute faced by the candidate shall be addressed to the Ethical and Grievance Redressal Committee (EGRC). The role of EGRC shall include scrutinizing the issues and recommending its decisions to the Vice - Chancellor of the University on the following:

- i. Ethical issues relating to plagiarism, authorship of the research papers, etc.
- ii. Issues relating to problems between research supervisors and research scholars.
- iii. Issues relating to interdisciplinary research.
- iv. Cases relating the refusal of HOD in signing or forwarding the Ph.D., thesis.
- v. Other issues relating to research.

The Vice-Chancellor of the University shall constitute EGRC with the following as its members:

- i. Dean (Research) – Convener
- ii. Dean of the concerned Discipline
- iii. Chairperson of the PG Board of Studies (UD) in the concerned subject
- iv. One subject expert to be nominated by the Vice-Chancellor. (Note: Subject expert shall have at least three years of teaching experience after the award of Ph.D., degree and shall be a recognized research supervisor in any University recognized by UGC)
- v. Research Supervisor of the candidate

11. RECOGNITION OF RESEARCH CENTRES

Research Laboratories as Research Centres

Research laboratories of Government of India/State Government located in the State/R&D Centres of Public Sector Undertakings/Private R&D Centres of Industries with a turnover of not less than Rs. 5.00 crores with at least two eligible Research Supervisors in the Department concerned along with required infrastructure, supporting administrative and 4 research promotion facilities as per UGC Regulations shall be considered eligible to be recognized as Research Centres.

Affiliated Colleges as Research Centres

Colleges may be considered eligible to offer Ph.D. programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as mentioned below:

- a. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply.
- b. Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.
- c. Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/ Organizations which have the required facilities.
- d. The P.G. Course in Science /Arts and Commerce/ Engineering/Pharmacy must be in existence for at least five years.
- e. Necessary amount per course as prescribed by the university should be invested for procurement of latest journals and books.
- f. An amount per course prescribed by the University should be invested to upgrade the Laboratory facilities for the courses.
- g. At least two regular eligible faculty members should be available for recognition as research supervisor in each subject who should be associated with the P.G. course.
- h. A minimum of two years working experience for the faculty in teaching the P.G. course in the college after obtaining Ph.D. having at least two research articles in journals having science citation index/journals having impact factor given by Thomson Reuters/UGC listed journals.
- i. If the teacher is retired or leaves the Institution the research student may be transferred to any other eligible research supervisor or to any other research centre recognized by University. For any reason, if that is not possible the teacher may have to suggest any person from any of the recognized research institutes.

- j. In case of admission in affiliated colleges recognized as research centers of University, there shall be a co- research supervisor from the concerned academic department of the constituent college of University or PG center of University.

Process of Recognizing Research Centres

The process of awarding recognition will be initiated on receipt of application from the Institute in a prescribed proforma. Recognition to these institutions will be approved by the Academic Senate based on the recommendations of a committee appointed by the Vice-Chancellor to examine the infrastructure and other facilities. These institutions will be required to bear the cost of inspection. Institutions thus recognized as research centers shall pay a recognition fee as prescribed by the University from time-to-time. In case of institutions of national and international eminence, the Academic Senate may recognize them as research centers for offering Ph.D. programmes based on the information provided by the institutions and the recommendations of the Committee constituted by the Vice-Chancellor for examining the infrastructure and other facilities.

12. COURSE WORK

- i. Course work shall be organized by respective Dean / Principal/ HOD of the Schools of the University.
- ii. Course work classes notification shall be issued by the concerned Dean of respective school within 30 days after the interview of research Scholar who is found eligible for Ph.D.
- iii. 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.
- iv. 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.
- v. 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.
- vi. Maximum number of attempts allowed for Ph.D. course work shall be two (2). If the candidate fails in both the attempts, then his/her admission to the Ph.D. course work/ Ph.D. program shall be cancelled. The candidate may be permitted to take re-admission in the Ph.D. program.
- vii. In course work of Ph.D., required attendance is 75% and the pass percentage is 55% or a CGPA of 6.0. However, the University may give relaxation in the attendance. The period of absence from classes owing to University assignments will be treated as attendance. This shall include the following activities:
 - a. For competitive/recruitment examination;

- b. For appearing in GATE/NET/SLET examination or equivalent or such other examinations;
 - c. For participating in conferences/seminars/workshops with prior approval of the University; and
 - d. Any other absence which the University may consider essential.
- viii. No change in the course work prescribed shall be made without the approval of the Departmental Research Committee.
- ix. The course work will be conducted for each subject separately. The ‘Chairman’ of respective DRC may appoint a coordinator for such course from amongst the teachers. The course work must be conducted at The Aryavart International University with the permission of DRC.
- x. The entire course should be of 12 credits

Course work Structure for Ph.D. Programme in The Aryavart International University							
Six Month (One Semester)							
Code	Title of the Course	Contact Hours/ week	Credits	Examination Scheme			
				Internal Assessment (Assignment/ Project)	End Semester Exam	Seminar Presentation (Based on Review of Literature)	Total
PHD-101	Course 1: Research Methodology (Including quantitative methods and computer application, where relevant)	3	3	40	60	-	100
PHD-102	Course 2: Special Course related to the Core area of Research	3	3	40	60	-	100
PHD-103	Course 3: Course on the Specific Research Proposal including a review of Literature	3	3	40	-	60	100
PHD-104	Research & Publication Ethics	3	3	40	60	-	100
Total		12	12	160	180	60	400

1 credit –One Hour lecture/ tutorial in one week.

Every CGPA (S_i) = $\frac{\sum (C_i \times G_i)}{\sum C_i}$ Where C_i is the number of credits of the i^{th} course, G_i is the grade point scored by the student in the i^{th} course and the summation is over all the courses being considered in that semester.

The University shall adopt the 10-point Grading System, with the Letter Grades and based on marks obtained at the evaluations as indicated above, grade may be awarded as below:

Letter Grade	Grade Point (SGPA/CGPA)	Range of Grade Point (SGPA/CGPA)	Class Interval (in %)
O (Outstanding)	10	Above 9 to 10	Above 90 and \leq 100
A+ (Excellent)	9	Above 8 to 9	Above 80 and \leq 90
A (Very Good)	8	Above 7 to 8	Above 70 and \leq 80
B+ (Good)	7	Above 6 to 7	Above 60 and \leq 70
B (Above Average)	6	5.5 to 6	55 to 60
F (Fail)	0		<55
Ab (Absent)	0		Absent

- xi. Students, who have completed M. Phil. with at least 55%, shall be exempted from the course work. However, if such students are interested in taking the course they can do so. For all other students, including GSET, UGC/CSIR NET/JRF, and others who are getting direct admission to the Ph.D., course work is compulsory. The department/school shall arrange for the course work of such students. The concerned department/school shall decide the details of the course work, teaching schedule and evaluation within the broad framework given below:

Syllabus: The details of the specific subject shall be decided by the DRC and the contents of the papers shall be determined by the chairman of the DRC in consonance with the respective senior supervisor of the department. The syllabus approved by DRC should be sent to Administrative section of the university for records.

Re-Appear Provision for Candidates Who Secure CGPA Less Than 6.0

A Research Scholar who has secured less than 6.0 CGPA in a theory course will be allowed to re-appear in that particular theory course for one time only. The stipend of such Research Scholar shall be stopped immediately, if he/she secures below 6.0 CGPA. The stipend will be released only after he/she secures minimum 6.0 CGPA. No arrear for this period till he/she secures 6.0 CGPA shall be released in any case. If any Research Scholar fails to secure 6.0 CGPA in the re-appear chance, he/she will have to leave the Ph.D. programme.

13. TOPIC MODIFICATION

A candidate may within one year of his/her registration modify the scheme of his/her research work with the approval of the DRC. Provided that the DRC allows modifications to be made such that the modifications proposed did not involve any major change in the original scheme and scope of the subject.

14. OFF CAMPUS WORK LIMITATION FOR FULL TIME SCHOLARS:

- i. The full time Ph.D. candidates should complete 70% of the research work within the parent Institution/University/College.
- ii. The candidate should be allowed to take the research work in Central/State Government research institutes; Central/State Government Universities or DSIR recognized private laboratories.
- iii. Attendance certificate should be obtained from the research organizations where the candidate carries out his/her research work and must be enclosed along with the six month progress report.
- iv. All the results obtained by the scholar from the Central/State Government research institutes; Central/State Government Universities or DSIR recognized private laboratories should be authenticated by the concerned authority. (not applicable for analysis done in other institutions on payment)
- v. During the course of the research period, for reasons approved by the Research Supervisor or Doctoral Committee (in the case of independent research scholar) a candidate may be permitted to spend not more than ONE YEAR in an institution (including foreign countries) outside the present research institution where the scholar is doing research, on a research project approved for the purpose, for carrying out investigation / research related to the subject of Ph.D. work.

15. EVALUATION AND ASSESSMENT METHODS

- i. Upon satisfactory completion of course work and obtaining the marks/grade prescribed in Clause 10 (iii) above, the Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis.
- ii. The scholar should submit progress report twice in a year i.e. June and December 5th in the prescribed format provided in the university website. The half-yearly progress report should cover the following aspects:
 - a. The review of literature
 - b. New data acquired/techniques developed
 - c. Progress/standardization in research methodology
 - d. Discussion of the work done including any new finding

If a scholar fails to submit TWO consecutive half-yearly progress reports in time, or the progress made by the scholar is not satisfactory, the registration will be cancelled.

- iii. Ph.D. candidate shall publish at least two research papers from his/her Ph.D. work in the University approved journal(s) and make two paper presentations in conferences/seminars based on his/her Ph.D. work and produce evidence for the same in the form of presentation certificates and/or reprints before submission of the thesis for evaluation.
- iv. The minimum period for the submission of synopsis, after approval from RAC shall be two years from the date of registration.
- v. A research student proposing to submit the synopsis/proposal shall inform the University in advance, and such notice shall be accompanied by the following:
 - a. 3 sets of printed Synopsis as per Performa attached.
 - b. Soft copy of Synopsis in word/PDF format & PPT.
 - c. Xerox copy of Pass certificate of Course work exam (in Original).
 - d. Copy of Admission Letter (in original & Xerox)

In case you wish to have a Co-Guide then you, may suggest the name of Co-Supervisor as per Rules & Regulations of The Aryavart International University, Dharmanagar

- vi. The minimum period for the submission of synopsis, after approval from RAC shall be two years from the date of registration as suggested by RAC shall be recorded and Ph.D. Scholar is required to incorporate suggestions in the thesis.
- vii. Before submitting the dissertation/thesis, the Ph.D. scholar shall make a presentation before the Research Advisory Committee of the University, which shall also be open to all faculty members and other research scholars/students.
- viii. The University 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.
- ix. No candidate shall be permitted to submit his/her thesis for the Ph.D. degree, unless he/she has pursued research at the University for not less than three years after his/her admission to the Ph.D. programme as per clause 4.
- x. 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.
- xi. A Ph.D. scholar shall submit five copies (including soft copies in PDF format in pen drive) of the draft thesis to the University within prescribed time limit for evaluation. The draft shall be printed on both the sides of the papers and can be submitted in spiral bound form so that the changes / modifications suggested by the referees can be incorporated before submitting the hard bound copies of the thesis.

- xii. List of documents to be attached along with each copy of thesis:
- a. Synopsis
 - b. Provisional Admission Letter
 - c. Registration letter
 - d. Course work mark sheet
 - e. Acceptance letter or certificate of research paper published in a referred/UGC CARE journal. (To be find with Thesis)
 - f. Copy of certificate of two seminars or conferences
 - g. Copy of Plagiarism certificate Separately
 - h. Plagiarism report (Complete Report)
 - i. Synopsis should be uploaded on Shodhgangotri web portal
 - j. Soft copy of Thesis in Pen Drive only.
- xiii. List of documents to be attached in the scholar's personal files:
- a. Application for submission signed by the supervisor(s), Dean and Director Research. Pre-Ph.D. presentation Notice
 - b. Pre- Ph.D. presentation attendance
 - c. Certificate of originality
 - d. Certificate of thesis formatting checked by the library
 - e. Supervisor's certificate for exclusion of self-published work
 - f. Acceptance letter or certificate of research paper published in a referred/UGC CARE journal. (To be enclosed/bounded with Thesis)
 - g. Registration letter
 - h. All Six-monthly progress reports
 - i. No dues certificate from Accounts cell.
 - j. Copy of two Publication along with copy of certificate of two seminar / conference (to be bound with thesis)
 - k. Copy of Plagiarism certificate
 - l. Soft copy of Thesis in Pen Drive only.
 - m. One copy of Synopsis
 - n. Photo copy of Course work mark sheet.
- xiv. 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 University. Such examiner(s) should be good academician with a record of scholarly publications in the field. Wherever possible, one of the external examiners should be chosen from outside India.
- xv. Thesis shall be sent to examiner with following documents
- a. Cover letter
 - b. One copy of Synopsis
 - c. Photo copy of Course work mark sheet

- d. Copy of two Publications in referred/UGC Care listed Journals
 - e. Copy of certificate of two seminar / conferences
 - f. Remuneration bill copy
 - g. Consent letter
 - h. 2 copies of Evaluation Sheet
 - i. Copy of Plagiarism certificate
- xvi. The candidate shall submit hard bound copies within three months from the date of issue of letter of examination regarding acceptance of thesis. In case of failing to submit the thesis following rules shall be implemented:
- a. If candidate fails to submit the thesis within three months then he/she has to pay late thesis submission fee as per the University fee structure.
 - b. If a candidate fails to submit the thesis even after one year then the University shall have the right to suspend/cancel the thesis and the registration of the said candidate.
 - c. However on the account of justifiable reasons, including extra ordinary circumstances, the Supervisor in consultation with the RAC shall request the Vice Chancellor to give a further extension of maximum three months after one year has elapsed. In case such an extension is granted to any candidate, he/she shall be required to pay an amount equivalent to late thesis submission fee for every six months of delay.
- xvii. The five hard bound copies of the thesis (along with soft copies in pen drive) shall be printed on both side of the paper and be submitted before the conduct of the public defence.
- xviii. Upon receipt of the evaluation report, the candidate shall make public defence of the thesis as organized by the RDC in consultation with the Examination Cell. The Public defence shall consist of panel of examiners as well as three external subject experts, as determined by the Vice-Chancellor in consultation with the RAC, with the proviso that minimum two examiners and two external subject experts shall participate in the defence. The Examination Cell shall give wide publicity of the public defence of the thesis. The examiners present at the public defence examination shall report jointly to the University whether the thesis is accepted for the award of the degree or not. In case, if the public defence demonstrates any material lacunae or any other substantive deficiency or if the scholar is unable to answer questions unsatisfactorily, the University may consider organizing public defence at a later stage and enable the scholar to work towards meeting deficiencies identified during the public defence.
- xix. 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 University shall send the thesis to an alternate external examiner from the approved panel of examiners, and the viva-voce examination shall be held only if the alternate examiner recommends acceptance of the thesis. If the alternate examiner does not recommend acceptance of the thesis, the thesis shall be rejected, and the Ph.D. scholar shall be declared ineligible for the award of a Ph.D degree.

- xx. The University shall complete the entire process of evaluating a Ph.D. thesis, including the declaration of the viva-voce result, within a period of six (6) months from the date of submission of the thesis.

Re-Submission of Thesis

In case of resubmission of the thesis, examination fee shall be paid again by the research scholar. The revised thesis may be submitted within two years from the date of such intimation.

Expediting Evaluation Process

The University shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

In case where a foreign examiner is not fixed within 15 days from the date of giving email or has not sent the report within three months from the date of dispatch of the thesis (by airmail), the Vice-Chancellor may consider the change of the foreign adjudicator with another foreign examiner.

In case where an Indian adjudicator is not fixed within 15 days from the date of giving e-mail or has not sent the report within two months from the date of dispatch of the thesis (by airmail), the Vice-Chancellor may consider the change of the Indian examiners with another Indian examiner.

Change of Thesis Title

A candidate may give an outline of the title / topic of the research or specify the broad area of his/her research at the time of registration for Ph.D. program. The Ph.D. scholar shall be allowed to do modify or reframe the thesis title one month before the submission of synopsis (if necessary). However the focus and objective of the research should not be changed while changing the title. The processing fee of Rs. 1000/- to this effect shall be paid by the candidate.

16. ISSUING A PROVISIONAL CERTIFICATE

Prior to the actual award of the Ph.D. degree, the University shall issue a provisional certificate to the effect that the Ph.D. is being awarded in accordance with the provisions of these Regulations

17. AWARD OF PH.D. DEGREES

The individual reports of the examiners and the consolidated recommendation from the Chairman of the Final Open Defence Viva- Voce will be placed before the Standing Committee of the Academic Council chaired by the Vice-Chancellor for the award of the Ph.D. Degree, in the next convocation.

18. CONVOCATION

A convocation ceremony will be held once every year. The Research Scholar will be awarded the Ph.D. Degree certificate by the Vice-Chancellor or his/her nominee (Normally a Pro-Vice-Chancellor) during the convocation ceremony. The Degree will be awarded in the presence of the University's mace. Graduating Research Scholars who are unable to attend the convocation can apply for award of the degree *in absentia* after paying the prescribed fee.

19. NOTIFICATION OF THE AWARD OF THE DEGREE

The office of the Registrar will issue a notification of the successful completion of the Ph.D. Degree by the candidate, wherein the name of the candidate, Registration Number, Thesis Title, Department/ Area of Studies/ Centre/Faculty/Institution, Research Supervisor and the Date of Viva-Voce will be mentioned.

20. PUBLICATION OF THESIS

The thesis approved or not approved for the Ph.D. Degree, can be published only with the permission of the University. The university may grant permission for the publication under such conditions as it may deem fit.

21. DEPOSITORY WITH INFLIBNET

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

22. ADMISSION OF INTERNATIONAL STUDENTS IN Ph.D. PROGRAM

Each supervisor can guide upto two international research scholars on a supernumerary basis over and above the permitted number of scholars as specified in clause 7(iii) above.

23. TRANSFER FROM OTHER UNIVERSITIES

- i. In case of relocation of a female research scholar due to marriage or otherwise, the research scholar shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent Research Supervisor/ Co-supervisor and to the University for the part of research already done.

- ii. Candidate who has been admitted in (or has registered for) Ph.D. degree programme in any other recognized university and meets the requisite qualifications for admission to Ph.D. Programme of the University as prescribed in clause 3 may be allowed to transfer his/her admission to the University provided
 - a. She/he provides a no objection certificate from the previous university,
 - b. the recommendation and the verified research and coursework records from the concerned CRC thereof.
- iii. Further, the extent of credits to be given to the transfer of credits earned towards coursework, publications and progress of research etc. by the candidate at the previous university shall be decided by the respective DRC of the University.
- iv. In such cases of transfer, the date of registration in the University shall be decided by the DRC in view of the date of registration in the previous university and the extent of academic achievements. The candidate shall be required to fulfill the remaining requirements as decided by the respective DRC of the University.
- v. In such cases, if needed, the candidate shall deposit the requisite application and fees to the University.
- vi. In such cases, if need be, the DRC may recommend to the Vice Chancellor for the extension of time period for submission of thesis over and above the maximum allowable six years.

24. FEE FOR Ph.D. PROGRAM

- i. The research scholar shall have to pay the requisite fee prescribed by the University from time to time.
- ii. The fee may be charged under the heads like—Course Work fee, Registration Fee, tuition Fee, Evaluation fee and late fee for delayed payment of tuition fee and any other fees as prescribed by the University.
- iii. The fees shall be subject to changes as decided by the University from time to time & implemented from forthcoming session.

25. LEAVE

A full-time research scholar may avail leave to the maximum of one year during his / her research period within the maximum period fixed for the submission of the thesis. But he / she is not eligible for leave during the period of extension.

However, a full-time research scholar may avail leave during the period of extension under extraordinary circumstances such as maternity and medical grounds. Such leave will be granted by the Vice-Chancellor only on the specific recommendation of the registered medical officer not below the rank of Assistant Civil Surgeon and the recommendation of the Research Supervisor and the HOD.

26. PROHIBITION FOR DOING Ph.D.

The statutory officers of the University are prohibited from registering for Ph.D. degree in the same University during their tenure.

27. DISCIPLINE

The Research Scholar is required to observe proper discipline and decorous behaviour both inside and outside the campus. He/she should not indulge in any activity, which will tend to lower the prestige of the institute.

Any act of indiscipline on the part of Research Scholar, which is reported to Dean (Academic), will be referred to the Discipline Committee of the Senate from time to time. The Committee will investigate the charges. If the charges are substantiated, it will recommend suitable punishment for the same to the Director. The decision of the Director will be final in this regard.

28. ITEMS NOT COVERED UNDER THE REGULATIONS

Items not covered under the above-said regulations will be dealt with by the Vice-Chancellor or a committee duly appointed by the Vice-Chancellor.

29. POWER TO MODIFY

Notwithstanding all that have been stated above, the DRC has the right to modify any of the regulations from time to time.

INDEX

S. No.	Annexures	Particulars
1	Annexure-A	Research Advisory Committee (RAC)
2	Annexure-B	Work Plan
3	Annexure-C	Format of Ph.D. Synopsis & Recommendations of the DRC
4	Annexure-D	Fee Structure
5	Annexure-E	Semester Progress Report of Research Work
6	Annexure-F	Instructions for preparation of Ph.D. thesis
7	Annexure-G	Declaration by the Research Scholar
8	Annexure-H	Certificate by the Research Supervisor
9	Annexure-I	Plagiarism Verification
10	Annexure-J	Ph.D. Thesis Evaluation Report
11	Annexure-K	No Dues Certificate for Ph.D. Thesis Submission

ANNEXURE – A



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

RESEARCH ADVISORY COMMITTEE (RAC)

Name of Research Scholar : _____

Name of Supervisor : _____

Name of Co-Supervisor (if any) : _____

Date of Registration : _____

Registration No./Enrollment No. : _____

Name of Department : _____

A. Composition of RAC

Sl. No.	Composition	Designation	Names
(i)	Supervisor	Convener	
(ii)	Co-Supervisor (if any)	Member	
(iii)	Any Two Faculty Members with Ph.D. from the related area/discipline	Member	

RAC Composition approved by Chairperson-CRC

ANNEXURE – B



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

WORK PLAN

Sl. No. Stages of Research Work

1	Completion of Coursework
2	Literature Review
3	Topic finalization
4	Research Proposal finalization
5	Instrument Design
6	Data Collection
7	Analysis of Data
8	Results and Discussions
9	Writing the Thesis
10	Thesis Submission

Note: The above plan is to be prepared and submitted for the approval of the Research Advisory Committee (RAC).

ANNEXURE – C



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

**Format of Proposed Research Plan for Approval (Ph.D. Synopsis)
(Six Copies to be submitted)**

Session:

Topic:

.....

Name:

Registration No.:

Department:

1. Introduction
2. Literature Review
3. Problem Statement
4. Objectives of the Study
5. Hypotheses Formulation
6. Research Methodology
7. Expected Contributions of the Study
8. References

Note: The above format is suggestive in nature. The synopsis should normally be 15-20 pages covering all aspects of the proposed research work in detail.

Recommended/Not recommended by RAC: Sign. 1

2

3

4

Approved/Not Approved by DRC:

Signatures of DRC members

Signature of Chairperson-DRC:

ANNEXURE – D



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

FEE STRUCTURE

The fee payable by the research scholar enrolled for the Ph.D. program shall be as under:

Sl. No.	Description	Schedule of Payment	Amount (Rs.)
1	Application-cum-Processing Fee	With application form	6,500.00
2	Entrance Exam Fee	With application form	10,000.00
3	Admission Fee	At the time of registration	40,000.00
4	General Caution Money	At the time of registration	5,000.00
5	Library Fee	At the time of registration	3,000.00
6	Computer Fee	At the time of registration	3,000.00
7	SMART Card Fee	At the time of registration	500.00
8	1 st Installment of Fee	At the time of registration	65,000.00
9	2 nd Installment of Fee	15 days before the expiry of first semester of registration	65,000.00
10	3 rd Installment of Fee	15 days before the expiry of second semester of registration	65,000.00
11	4 th Installment of Fee	15 days before the expiry of third semester of registration	65,000.00
12	5 th Installment of Fee	15 days before the expiry of fourth semester of registration	65,000.00
13	6 th Installment of Fee	15 days before the expiry of fifth semester of registration	65,000.00
14	Laboratory Fee	For Science faculty only	5000.00 (per year)
15	Thesis Evaluation Fee	At the time of thesis submission	25,000.00
16	Course Work Fee	30 days before the date of Course Work Examination	5,000.00
17	DRC Fee	30 days before the date of Course Work Examination	10,000.00
18	University Development Fee	At the time of registration	25,000.00

***An extension fee of Rs. 15,000 per year will be charged after the completion of third year of registration.**

Late Fee of Rs. 2,000/- will be charged if the candidate exceeds the deadline by 15 days and Rs. 1,000/- per 15 days or part thereof for any further delay.

****The above extension fee will not be applicable to women who fall under the purview of Clause 4 of the Ph.D. Ordinance of the University.**

*****If any Research Scholar does not pay the Research Fee even beyond one year, his / her registration shall stand automatically cancelled and this will be intimated to the candidate through the HOD and the Research Supervisor.**

ANNEXURE – E



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

SEMESTER PROGRESS REPORT OF RESEARCH WORK

Assessment No :.....

Assessment Period :.....

Name of Research Scholar:

Name of Supervisor:

Name of Co-Supervisor (if any):

Topic of Research :.....

.....

Date of Registration:

Registration No. / Enrollment No.:

Name of Department:

1. Work Progress Details during the current period

Sl. No.	Work progress	Details	Date
(i)	Workshops/Seminars		
(ii)	Conferences		
(iii)	MOOC		
(iv)	Publications		
(v)	Any other		

2. Next Action for the Pending Work (reference original Work Plan)

(i) _____

(ii) _____

3. Work Progress Assessment by RAC

Sl. No.	Name	RAC Members	Satisfactory/ Non-Satisfactory	Signature
(i)	Dr.	Supervisor		
(ii)	Dr.	Co-Supervisor		
(iii)	Dr.	Member		
(iv)	Dr.	Member		
(v)	Dr.	Member		

4. DRC Remarks/Recommendations

Research Scholar's Signature with date

Signature of the Chairperson DRC

ANNEXURE – F
(Refer Clause 15)

Instructions for preparation of Ph.D. thesis

1. The thesis must adhere to specific formatting guidelines. It should be typed using MS-Word, utilizing Times New Roman font size 12 for the main text, with headings in font size 14 and bold. The text should be set with a line spacing of 1.5, and the document should have left and right margins of 1.5" and 1.0", respectively.
2. Thesis submissions should be on A-4 size paper of good quality. Each page should be typewritten, utilizing both sides of the paper, and maintaining a line spacing of 1.5 throughout.
3. Diagrams rendered in Indian ink should be reproduced accurately. Photographs should be mounted on paper of the same quality as the thesis.
4. References within the thesis should be formatted according to the APA (American Psychological Association) style guidelines.
5. Submission requirements include providing five soft-bound copies of the thesis, along with an additional copy stored on a Pen Drive for archival purposes. These copies should be submitted to the relevant department for evaluation by the examination division. If a research scholar is under the supervision of multiple supervisors, the appropriate number of additional copies must be submitted.
6. The cover and inner cover pages of the thesis should prominently display the following information in block letters:

TITLE OF THE THESIS

BY

NAME OF THE RESEARCH SCHOLAR

UNDER THE SUPERVISION OF

Name of the Supervisor(s)

NAME OF THE DEPARTMENT

Submitted

In partial fulfillment of the requirement of the degree of

Doctor of Philosophy

in the

Faculty of.....



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

Year

1. After the Oral Defence examination, five copies of the thesis in maroon colour hard cover binding must be submitted. The cover should have the material indicated above printed on it. Besides, the following should be printed on the spine of the thesis:
 - i) the year of publication at the top;
 - ii) the author's last name in the middle; and
 - iii) Ph.D. at the bottom.

2. The contents of the thesis should have the following format:
 - i) Inner cover page;
 - ii) Certificate of the Supervisor(s);
 - iii) Declaration by the scholar;
 - iv) Plagiarism check certificate
 - v) Acknowledgements;
 - vi) Abstract;
 - vii) Table of Contents;
 - viii) List of Figures/Tables/Abbreviations
 - ix) Body of the thesis;
 - x) Bibliography;
 - xi) Appendices

ANNEXURE – G

DECLARATION

I solemnly affirm that the thesis entitled " _____," submitted to The Aryavart International University for the partial fulfillment of the requirements for the degree of Doctor of Philosophy, represents original work conducted by me during the course of my study under the supervision and guidance of _____.

I certify that this thesis has not been previously submitted as part of any other academic qualification, including but not limited to degrees, diplomas, associateships, fellowships, or any similar titles awarded by any other institution.

Furthermore, I confirm that the manuscript has undergone a thorough plagiarism check using DrillBit software (Submission ID: _____), and the similarity index has been determined to be within the acceptable norms set forth by the University.

Signature:

Candidate's Name: _____

Registration No.: _____

Place: _____

Date: _____

ANNEXURE –H

CERTIFICATE

This is to certify that the thesis titled " _____," submitted to The Aryavart International University, Tilthai Dharamnagar, North Tripura, for the partial fulfillment of the requirements for the Degree of Doctor of Philosophy, represents the original work carried out by _____ from _____ department, under my/our supervision and guidance during the specified period of study.

I affirm that this thesis has not been utilized as the basis for the award of any other Degree, Diploma, Associateship, Fellowship, or similar title to any candidate by any other university.

Research Supervisor(s)

Chairperson, Doctoral Research Committee

Name of the Department:

.....

The Aryavart International University

ANNEXURE – I

PLAGIARISM VERIFICATION

Date:

This is to certify that the thesis titled as below has undergone a plagiarism check. The details of the report generated are as follows:

Title of the Thesis: _____

Research Scholar Registration No.: _____

Software used for checking plagiarism: _____

Submission ID: _____

Total Number of pages: _____

No. of times submitted: _____

Similarity Index: _____

Total Word Count: _____

Character Count: _____

The thesis may be considered for the evaluation and further proceedings to the award of degree of Doctor of Philosophy.

Checked by:

Verified by:

Controller of Examinations

ANNEXURE – J



THE ARYAVART INTERNATIONAL UNIVERSITY

Established by State Legislature of Government of Tripura by Act No 03 of 2023
Recognised Under Section 2(f) of UGC Act, 1956.
Tilthai, Dharmanagar, North Tripura, India

Ph.D. THESIS EVALUATION REPORT

The thesis examination report proforma is structured into four parts. Part 1 comprises particulars concerning the research scholar and thesis, while Parts 2, 3, and 4 are designated for completion by the examiner. Additional sheets may be utilized as necessary for comprehensive evaluation.

1. PARTICULARS OF RESEARCH SCHOLAR

- (i) Name _____
- (ii) Registration No. _____
- (iii) Department/ Centre _____
- (iv) Title of Thesis _____

2. EVALUATION REPORT

During the evaluation of the research work, it is imperative for the examiner to acknowledge that a Ph.D. represents the pinnacle of academic achievement. Therefore, a thorough and critical assessment of the research work is warranted, accompanied by a detailed report elucidating the rationale for the acceptance, revision, or rejection of the thesis.

**Kindly use additional sheets, if required.*

A. General Comments:

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B. Merits of Thesis:

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C. Limitations (*if any*) of Thesis:

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D. Specific Comments:

I. Is the research problem well-defined?

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II. Does the research problem have theoretical or practical significance?

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.....
.....

III. Are the research objectives well-defined?

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

IV. *Extent of Literature Review coverage:*

- a. Have major works, including recent ones in the field, been covered?

.....
.....

- b. Has the literature review encompassed significant works, including recent contributions to the field?

.....
.....

- c. Has the literature review successfully identified research gaps, thereby justifying the necessity of the current research?

.....
.....

V. *Is the hypothesis accurately formulated?*

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

VI. *Is the research methodology clearly delineated, including experiments/techniques, sampling design, data collection methods, applied analytical tools applied, and the discussion of results?*

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

VII. *Do the inferences drawn from data analysis and hypothesis testing, along with their interpretation, offer solutions to the research problem?*

.....
.....

VIII. *Is the published research paper relevant to the research problem?*

.....
.....

IX. *Kindly rate the quality of thesis in terms of:*

- a. Content organization : Excellent/Very Good/Good/Satisfactory/Poor

- b. Language clarity and coherence : Excellent/Very Good/Good/Satisfactory/Poor

- c. Research methodology : Excellent/Very Good/Good/Satisfactory/Poor
- d. Data analysis and presentation : Excellent/Very Good/Good/Satisfactory/Poor
(viz. use of tables/graphs/etc.)
- e. Bibliography format: As per APA standard?: Yes/No

3. RECOMMENDATION

[Based on the overall assessment, please place the thesis in any one of the three categories (a), (b), or (c) given below striking out the statements that are not applicable. Also give a detailed report on the thesis indicating therein whether the thesis or a part of it can be published in its present form or the thesis may be revised/improved for publication on the indicated lines in the case of recommendation (a); nature and details of revision of thesis in case of recommendation (b); critical points/reasons forming basis for rejection of the thesis in case of recommendation(c) below]

I recommend that the thesis *(please specify only one of the below striking-out the others)*:

- a. accepted for the award of Ph.D. degree.**
OR
- b. accepted for the award of Ph.D. degree with suggested minor corrections to be incorporated in thesis by the Research Scholar.**
OR
- c. referred back to the research scholar for major suggested changes to be incorporated for re-evaluation of the thesis.**
OR
- d. rejected.**

Signature of the Examiner

Date:

Name

NOTE: In case of recommendation (a) and (b) above, please provide a list of at least FIVE questions (in Section 5 of this report) which may be asked from the research scholar at the time of Oral Defense Examination.

4. RECOMMENDATION REPORT

(Please use additional sheets, if required)

(a). In case the examiner recommends that the thesis should be accepted for the award of Ph.D.

Q4.....
.....

Q5.....
.....

Signature of the Examiner

Date : **Place :**

Name

Address.....

.....

.....

ANNEXURE – K



THE ARYAVART INTERNATIONAL UNIVERSITY

Tilthai, Dharmanagar, North Tripura, India

NO DUES CERTIFICATE FOR Ph.D. THESIS SUBMISSION

(To be filled by the Research Scholar)

- 1 Name of Research Scholar : _____
- 2 Registration No. : _____
- 3 Date of Registration : _____
- 4 Discipline : _____
- 5 Department/Centre : _____

.....
(For Office Use)

Verified that Mr./ Ms.....

.....has paid his/her Ph.D. fee
as per the following details:

Fee Description	Amount (Rs.)	Receipt No.	Due Date	Payment Date	Remarks
1 st Installment Fee					
2 nd Installment Fee					
3 rd Installment Fee					
Extension Fee for 4 th Year					
Extension Fee for 5 th Year					
Laboratory Charges 1 st Year					
Laboratory Charges 2 nd Year					
Laboratory Charges 3 rd Year					
Laboratory Charges 4 th Year					
Laboratory Charges 5 th Year					
Course Work Fee					
DRC Fee					
Thesis Evaluation Fee					
Any other charges, if applicable					

Additionally, it is confirmed that Mr./Ms.
..... has settled all outstanding dues, including fines and other charges, up to the present date. There are no pending obligations against him/her at this time. Therefore, he/she is eligible to submit his/her thesis as indicated above.

Place: _____

Date: _____

Signature with seal

(FINANCE OFFICER)

