



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

NAAC Accredited with 'A++' Grade

Ph.: 07104-242919, 242623, 242588

Website : www.ycce.edu E-mail : principal@ycce.edu

## Summary of 3.4.1

The Institution ensures implementation of its Code of Ethics for Research

### Supporting Documents

1. Policy of Code of Ethics for Research – 2018
2. Policy of Code of Ethics for Research – 2020
3. Office order of RAC
4. Office order of Departmental Academic Integrity Panel (Ethics Committee)
5. SOP for publications and citations
6. Turnitin Details
7. RTMNU Direction No 19 of 2022
8. RTMNU Direction No 11 of 2023

Dr. U. P. Waghe

(Principal )



## Index

| <b>Sr. No.</b> | <b>Particular</b>  | <b>Page No.</b> |
|----------------|--|-----------------|
| 1              | Policy of Code of Ethics for Research – 2018                                 | <b>1-8</b>      |
| 2              | Policy of Code of Ethics for Research – 2020                                 | <b>9-17</b>     |
| 3              | Office order of RAC  | <b>18</b>       |
| 4              | Office order of Departmental Academic Integrity Pannel<br>(Ethics Committee) | <b>19-20</b>    |
| 5              | SOP for publications and citations   | <b>21</b>       |
| 6              | Turnitin Details   | <b>22-24</b>    |
| 7              | RTMNU Direction No 19 of 2022  |                 |
| 8              | RTMNU Direction No 11 of 2023  |                 |



# RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.) (Mah. Act No VI of 2017)”

## Examinations and Evaluation Department (Ph.D. Cell)

Examination & Evaluation Building, Laxminarayan Institute of Technology Premises,  
Amravati Road Nagpur-440033

No. RTMNU/Ph.D.Cell./2023/593

Dated : 16/03/2023

To,

Principal,  
Yeshwantrao Chavan College of Engg,  
NAGPUR.

**Subject :- Research Advisory Committee वर सदस्य नामित करण्याबाबत.**

**Reference :- Your application dated 07-02-2023.**

महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक ११/२०२३ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यता प्राप्त असलेल्या पदवी नोदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरू महोदयांनी **Science & Technology** विद्याशाखेतील **Mechanical Engg.** विषयाकरिता खालील सदस्य नामित केलेले आहे.

1. Dr. S.R. Kulkarni, Ramdeobaba College of Engg. & Mgt. Nagpur.
2. Dr. Vinod Bhaiskar, G.H. Rasoni College of Engg., Nagpur.
3. Dr. P.M. Belkhode, L.I.T. R.T.M. Nagpur University, Nagpur
4. Dr. Minhaj Rehman, St.V. Polti College of Engg. & Tech. Nagpur.
5. Dr. Sagar Shelare, Priyadarshini College of Engg., Nagpur.
6. Dr. Lalit Dhole, Govt. College of Engg. Nagpur.

उपकुलसचिव

(आचार्य पदवी कक्ष)

राष्ट्रसंत तुकडोजी महाराज

नागपूर विद्यापीठ



# **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.) (Mah. Act No VI of 2017)”

## **Examinations and Evaluation Department (Ph.D. Cell)**

**Examination & Evaluation Building, Laxminarayan Institute of Technology Premises,  
Amravati Road Nagpur-440033**

No. RTMNU/Ph.D.Cell./2023/ 594

Dated : 16/03/2023

To,

Principal,  
Yeshwantrao Chavan College of Engg,  
NAGPUR.

**Subject :- Research Advisory Committee वर सदस्य नामित करण्याबाबत.**

**Reference :- Your application dated 07-02-2023.**

महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक ११/२०२३ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यता प्राप्त असलेल्या पदवी नोदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरू महोदयांनी **Science & Technology** विद्याशाखेतील **Electrical Engg.** विषयाकरिता खालील सदस्य नामित केलेले आहे.

1. Dr. Nitin Ghaghaws, Govt. Colloege of Engg. Nagpur.
2. Dr. Archana Shribhate, Anjuman College of Engg., Nagpur.
3. Dr. Jyoti P. Rothe, St. V. Poltti College of Engg. & Tech. Nagpur
4. Dr. Shubhangi Ambekar, K.D.K. College of Engg. Nagpur.
5. Dr. S.B. Deshpande, V.N.I.T., Nagpur.
6. Dr. S.B. Bodkhe, Ramdeobaba College of Engg. & Mgt. Nagpur.

उपकुलसचिव

(आचार्य पदवी कक्ष)

राष्ट्रसंत तुकडोजी महाराज

नागपूर विद्यापीठ



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.) (Mah. Act No VI of 2017)"

**Examinations and Evaluation Department  
(Ph.D. Cell)**

**Examination & Evaluation Building, Laxminarayan Institute of Technology Premises,  
Amravati Road Nagpur-440033**

No. RTMNU/Ph.D.Cell./2023/ 595

Dated : 16/03/2023

To,

Principal,  
Yeshwantrao Chavan College of Engg,  
NAGPUR.

**Subject :- Research Advisory Committee वर सदस्य नामित करण्याबाबत.**

**Reference :- Your application dated 07-02-2023.**

महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक ११/२०२३ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यता प्राप्त असलेल्या पदवी नोदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरू महोदयांनी **Science & Technology** विद्याशाखेतील **Electronics Engg.** विषयाकरिता खालील सदस्य नामित केलेले आहे.

1. Dr. V.K. Taksande, Priyadarshini Colloege of Engg. Nagpur.
2. Dr. Khushi Sindhi, S.B. Jain Inst. of Tech. Mgt. Katol Road, Nagpur.
3. Dr. S.L. Haridas, J.D. Inst. of Engg. Nagpur.
4. Dr.(Ms) A.A. Khuarshid, Ramdeobaba College of Engg. & Mgt. Nagpur.
5. Dr. Satish Sharma, Dept. of Electronics, RTM Nagpur Uni., Nagpur.
6. Dr. Ashutosh Verulkar, St. V. Poltti College of Engg. & Tech. Nagpur.

उपकुलसचिव

(आचार्य पदवी कक्ष)

राष्ट्रसंत तुकडोजी महाराज

नागपूर विद्यापीठ



## राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ

(सेटल प्रोव्हिडेस शासन शिक्षण विभागाती अधिसूचना क्रमांक ११३ दिनांक १ ऑगस्ट, १९२३ द्वय स्थापित व महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६, (सन २०१७ वा महाराष्ट्र अधिनियम क्र. ६) द्वारा संचालित विद्यापीठ)

(आचार्य पदवी कक्षा)

परीक्षा भवन, लक्ष्मीनारायण तांत्रिक संस्था परीसर, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ,  
नागपूर - ४४० ०३३

क. आचार्य पदवी कक्षा/२०२३/४२३

दिनांक : २०/०९/२०२३

प्रती

Principal  
Yeshwantrao Chavan College of Engineering  
Hingna Road, Wanadongari  
Nagpur - 441 110

विषय : Research Advisory Committee वर दोन सदस्य नामित करण्याबाबत.

महोदय/महोदया,

आचार्य पदवी नोंदणी संदर्भात निर्देश क्रमांक १७/२०२२ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यताप्राप्त असलेल्या आचार्य पदवी नोंदणी करण्याकरीता संशोधन स्थळात Research Advisory Committee वर दोन सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरु महोदयांनी दिनांक १६.०१.२०२३ अन्वये Science & Technology विद्याशाखेतील Computer Technology & Information Technology विषयाकरीता खालील दोन सदस्य नामित केलेले आहे.

1. Dr. (Mrs.) Latesh Malik, Government College of Engineering, Nagpur
2. Dr. Manoj B. Chandak, Ramdeobaba College of Engineering & Mngt., Nagpur

आपला

उपकुलसचिव

(आचार्य पदवी कक्षा)

xxx

Principal  
  
Director (R&D)  
Dean

|                     |
|---------------------|
| RECEIVED            |
| Y. C. C. E., NAGPUR |
| INWARD NO. 164      |
| DATE 24/01/2023     |
| Signature           |



## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (mah.Act No.VI of 2017)."

### **Board of Examinations & Evaluation Department (Ph.D. Cell)**

Examination Bhawan, Laxminarayan Institute of Technology Premises,  
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur-440033  
E-mail Id : drphdcell@rediffmail.com Phone No.-0712 (2542982, 0712 (2542983)

No. RTMNU/Ph.D. Cell/2021/ 1613

Dated 15/11 / 2021

प्रति,

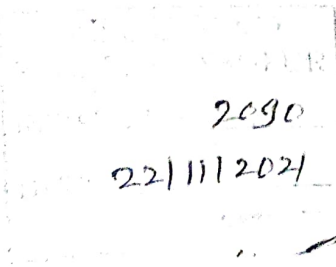
Principal  
Yashwantrao Chavan College of Engineering & Technology  
Nagpur


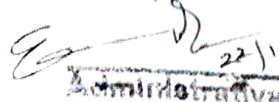
विषय :- **Research Advisory Committee** वर दोन सदस्य नामित करण्याबाबत-


महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक २७/२०२१ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यताप्राप्त असलेल्या आचार्य पदवी नोदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर दोन सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरु महोदयांनी **Science & Technology** विद्याशाखेतील **Civil Engineering** विषयाकरिता खालील दोन सदस्य नामित केलेले आहे.

- 1) Dr. Avinash Shrikhande  
Kavi Kulguru Institute of Technology, Ramtek
- 2) Dr. Pachpore  
Ramdeobaba Kamla Nehru College of Engineering, Nagpur.



  
Principal  
  
Administrative Officer

  
उपकुलसचिव  
( आचार्य पदवी कक्ष )  
रशासंत तुकडोजी महाराज नागपूर विद्यापीठ

### 3.4.1 The Institution Ensures Implementation of its Stated Code of Ethics For Research

Policy of Code of Ethics for Research 2018





## Policy Document – 2018

|  |   |
|--|---|
| <b>Policy Name:</b> Code of ethics for research  | <b>Policy Category :</b> Faculty & Students |
| <b>Initial formulation No.&amp; Date:</b><br>NYSS/CEO/2018-19/--, Dated: 15 Sep 2018   | <b>Revision Date :</b> NIL                  |
| <b>Policy Statement:</b><br>Promotion of code of ethics, Academic Integrity and Prevention of Plagiarism in the institution. |   |

### 1. Policy Description:

The University Grants Commission has issued a Notification on 31st July 2018 stating "University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutes) Regulations, 2018. 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 the Yeshwantrao Chavan College of Engineering Nagpur.

### 2. Definitions-

In this policy, 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 Yeshwantrao Chavan College of Engineering, Nagpur, who claims to be the creator of the work under consideration;
- c. "College" means Yeshwantrao Chavan College of Engineering, Nagpur
- d. "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;

- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty" refers to a person who is teaching and/or guiding students enrolled in the college, in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- h. "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;
- i. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- j. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- k. "Programme" means a programme of study leading to the award of a masters and research level degree;
- l. "Researcher" refers to a person conducting academic / scientific research in the college
- m. "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 the college; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- n. "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

- o. "Staff" refers to all non-teaching staff working in the college, in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- p. "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);
- q. "Year" means the academic session in which a proven offence has been committed.

### **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 the college committing the act of plagiarism.

### **4. Awareness Programs and Trainings:**

- a) The Division of Research Publications 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) The Division of Research Publications 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) The Division of Research Publications shall:
  - I. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the College.

- II. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- III. Establish facility equipped with modern technologies for detection of plagiarism. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

## **5. Curbing Plagiarism**

- a. The Division of Research Publications 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. Every student submitting a thesis, dissertation, or any other such documents to the college 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.
- c. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.
- d. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free, necessary formats shall be made available by the Research Advocacy division.

## **6. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- 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.

## **7. Levels of Plagiarism**

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

- a. Level 0: Similarities upto 20% - Minor similarities, no penalty

- b. Level 1: Similarities above 20% to 40%
- c. Level 2: Similarities above 40% to 60%
- d. Level 3: Similarities above 60%

### **8. 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 college. The authorities of the college can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations.

### **9. Departmental Academic Integrity Panel (DAIP)**

- i. All Departments in the College 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 Principal.
  - 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.

### **10. Institutional Academic Integrity Panel (IAIP)**

- i. Principal of the College shall notify a IAIP whose composition shall be as given below:
  - a. Chairman - Dean/Senior Academician of the Institution.
  - b. Member - Senior Academician other than Chairman, to be nominated by the Principal
  - c. Member - One member nominated by the Principal from outside the Institution
  - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

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 the institution.
- 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 Principal within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person( s) against whom inquiry report is submitted.

## **11. 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 Institution 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.

### **11.1 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 20%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 20% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **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 Principal.

### **11.2 Penalties in case of plagiarism in academic and research publications**

- I. **Level 0: Similarities up to 20%** - Minor similarities, no penalty.
- II. **Level I: Similarities above 20% to 40%**
  - i) Shall be asked to withdraw manuscript and re-submit after carrying out similarity checks.
- III. **Level 2: Similarities above 40% to 60%**
  - i) Shall be asked to withdraw manuscript.
  - ii) Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/ scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
  - i) Shall be asked to withdraw manuscript.

ii) Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/ scholar for a period of three 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.

**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.


**Note 3:** The institution 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 institution is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Principal of the institution, a suitable action, in line with these regulations, shall be taken by the Management of the institution.

**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.



  
Dr. U.P. Waghe  
(Principal, YCCE)

Principal  
Yeshwantrao Chavan  
College of Engineering  
Wanadongri Hingna Road  
NAGPUR-441110



### 3.4.1 The Institution Ensures Implementation of its Stated Code of Ethics For Research

Policy of Code of Ethics for Research 2020



## Policy Document – 2019-20

|  |   |
|--|---|
| <b>Policy Name:</b> Code of ethics for research  | <b>Policy Category :</b> Faculty & Students |
| <b>Initial formulation No.&amp; Date:</b><br>NYSS/CEO/2019-20/-, Dated: 10 <sup>th</sup> Sep 2019                            | <b>Revision Date :</b> <i>NIL</i>           |
| <b>Policy Statement:</b><br>Promotion of code of ethics, Academic Integrity and Prevention of Plagiarism in the institution. |   |

### 1. Policy Description:

The University Grants Commission has issued a Notification on 31st July 2018 stating "University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutes) Regulations, 2018. 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 the Yeshwantrao Chavan College of Engineering Nagpur.

### 2. Definitions-

In this policy, unless the context otherwise requires -

- "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- "Author" includes a student or a faculty or a researcher or staff of Yeshwantrao Chavan College of Engineering, Nagpur, who claims to be the creator of the work under consideration;
- "College" means Yeshwantrao Chavan College of Engineering, Nagpur
- "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;

- e. "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- f. "Faculty" refers to a person who is teaching and/or guiding students enrolled in the college, in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- g. "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- h. "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;
- i. "Notification" means a notification published in the Official Gazette and the expression "notify" with its cognate meanings and grammatical variation shall be construed accordingly;
- j. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.
- k. "Programme" means a programme of study leading to the award of a masters and research level degree;
- l. "Researcher" refers to a person conducting academic / scientific research in the college
- m. "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 the college; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- n. "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

- o. "Staff" refers to all non-teaching staff working in the college, in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- p. "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);
- q. "Year" means the academic session in which a proven offence has been committed.

### **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 the college committing the act of plagiarism.

### **4. Awareness Programs and Trainings:**

- a) The Division of Research Publications 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) The Division of Research Publications 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) The Division of Research Publications shall:
  - I. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the College.

- II. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
- III. Establish facility equipped with modern technologies for detection of plagiarism. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

### **5. Curbing Plagiarism**

- a. The Division of Research Publications 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. Every student submitting a thesis, dissertation, or any other such documents to the college 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.
- c. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.
- d. Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free, necessary formats shall be made available by the Research Advocacy division.

### **6. Similarity checks for exclusion from Plagiarism**

The similarity checks for plagiarism shall exclude the following:

- 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.

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.

## 7. Levels of Plagiarism

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

- a. Level 0: Similarities upto 20% - Minor similarities, no penalty
- b. Level 1: Similarities above 20% to 40%
- c. Level 2: Similarities above 40% to 60%
- d. Level 3: Similarities above 60%

## 8. 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 college. The authorities of the college can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations.

## 9. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in the College 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 Principal.
  - 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.

### **10. Institutional Academic Integrity Panel (IAIP)**

- i. Principal of the College shall notify a IAIP whose composition shall be as given below:
- a. Chairman - Dean/Senior Academician of the Institution.
  - b. Member - Senior Academician other than Chairman, to be nominated by the Principal
  - c. Member - One member nominated by the Principal from outside the Institution
  - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Principal.

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 the institution.
- 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 Principal within a period of 45 days from the date of receipt of recommendation of DAIP/complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person( s) against whom inquiry report is submitted.

### **11. 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 Institution 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.

### **11.1 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 20%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 20% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **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 Principal.

### **11.2 Penalties in case of plagiarism in academic and research publications**

I. **Level 0: Similarities up to 20%** - Minor similarities, no penalty.

II. **Level I: Similarities above 20% to 40%**

- i) Shall be asked to withdraw manuscript and re-submit after carrying out similarity checks.



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

- i) Shall be asked to withdraw manuscript.
- ii) Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/ scholar for a period of two years.

**IV. Level 3: Similarities above 60%**

- i) Shall be asked to withdraw manuscript.
- ii) Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/ scholar for a period of three 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 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the Principal.

**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.

**Note 3:** The institution 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 institution is checked for plagiarism at the time of forwarding/submission.

**Note 4:** If there is any complaint of plagiarism against the Principal of the institution, a suitable action, in line with these regulations, shall be taken by the Management of the institution.

**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.

Nagar Yuwak Shikshan Sanstha's  
Yeshwantrao Chavan College of Engineering  
(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)  
Hingna Road, Wanadongri, Nagpur - 441 110  
Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: www.ycce.edu

---

**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.



Dr. U.P.Waghe  
(Principal, YCCE)



Principal  
Yeshwantrao Chavan  
College of Engineering  
Wanadongri Hingna Road  
NAGPUR-441110

### 3.4.1 The Institution Ensures Implementation of its Stated Code of Ethics For Research

Office order of RAC



## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

"Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (mah.Act No.VI of 2017.)"

### **Board of Examinations & Evaluation Department (Ph.D. Cell)**

Examination Bhawan, Laxminarayan Institute of Technology Premises,  
Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur-440033

E-mail Id : drphdcell@rediffmail.com

Phone No.-0712 (2542982, 0712 (2542983)

No. RTMNU/Ph.D. Cell/2021/ 1613

Dated 15/11 / 2021

प्रति,

Principal  
Yashwantrao Chavan College of Engineering & Technology  
Nagpur

विषय :- **Research Advisory Committee** वर दोन सदस्य नामित करण्याबाबत-

महोदय,

आचार्य पदवी नोंदणी संदर्भात निर्देश क्रमांक २७/२०२१ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यताप्राप्त असलेल्या आचार्य पदवी नोंदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर दोन सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरु महोदयांनी **Science & Technology** विद्याशाखेतील **Civil Engineering** विषयाकरिता खालील दोन सदस्य नामित केलेले आहे.

1. Dr. Avinash Shrikhande  
Kavi Kulguru Institute of Technology, Ramtek
2. Dr. Pachpore  
Ramdeobaba Kamla Nehru College of Engineering, Nagpur.

2090  
22/11/2021

Principal

Administrative Officer

उपकुलसचिव  
( आचार्य पदवी कक्ष )  
रशासत तुकडोजी महाराज नागपूर विद्यापीठ



## राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ

(वेदल प्रोव्हिडेंस शासन शिक्षण विभागाची अधिसूचना क्रमांक ११३ दिनांक १ ऑगस्ट, १९२३ द्वारे स्थापित व महाराष्ट्र राज्य जंजिरी विद्यापीठ अधिनियम, २०१६, (सन २०१७ वा महाराष्ट्र अधिनियम क्र. ६) द्वारा संघटित विद्यापीठ)

(आचार्य पदवी कक्षा)

परीक्षा भवन, लक्ष्मीनारायण तांत्रिक संस्था परीसर, राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ,  
नागपूर - ४४० ०३३

क. आचार्य पदवी कक्षा/२०२३/४२३

दिनांक : २०/०९/२०२३

प्रती

Principal  
Yeshwantrao Chavan College of Engineering  
Hingna Road, Wanadongari  
Nagpur - 441 110

विषय : Research Advisory Committee वर दोन सदस्य नामित करण्याबाबत.

महोदय/महोदया,

आचार्य पदवी नोंदणी संदर्भात निर्देश क्रमांक १९/२०२२ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यताप्राप्त असलेल्या आचार्य पदवी नोंदणी करण्याकरीता संशोधन स्थळात Research Advisory Committee वर दोन सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरु महोदयांनी दिनांक १६.०९.२०२३ अन्वये Science & Technology विद्याशाखेतील Computer Technology & Information Technology विषयाकरीता खालील दोन सदस्य नामित केलेले आहे.

1. Dr. (Mrs.) Latesh Malik, Government College of Engineering, Nagpur
2. Dr. Manoj B. Chandak, Ramdeobaba College of Engineering & Mgnt., Nagpur

आपला

उपकुलसचिव

(आचार्य पदवी कक्षा)

xxx

Principal  
  
Director (R&D)  
Dean

|                     |
|---------------------|
| RECEIVED            |
| Y. C. C. E., NAGPUR |
| INWARD NO. 164      |
| DATE 24/01/2023     |
| Signature           |



# **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.) (Mah. Act No VI of 2017)”

## **Examinations and Evaluation Department (Ph.D. Cell)**

**Examination & Evaluation Building, Laxminarayan Institute of Technology Premises,  
Amravati Road Nagpur-440033**

No. RTMNU/Ph.D.Cell./2023/593

Dated : 16/03/2023

To,

Principal,  
Yeshwantrao Chavan College of Engg,  
NAGPUR.

**Subject :- Research Advisory Committee वर सदस्य नामित करण्याबाबत.**

**Reference :- Your application dated 07-02-2023.**

महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक ११/२०२३ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यता प्राप्त असलेल्या पदवी नोदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरू महोदयांनी **Science & Technology** विद्याशाखेतील **Mechanical Engg.** विषयाकरिता खालील सदस्य नामित केलेले आहे.

1. Dr. S.R. Kulkarni, Ramdeobaba College of Engg. & Mgt. Nagpur.
2. Dr. Vinod Bhaiskar, G.H. Rasoni College of Engg., Nagpur.
3. Dr. P.M. Belkhode, L.I.T. R.T.M. Nagpur University, Nagpur
4. Dr. Minhaj Rehman, St.V. Polti College of Engg. & Tech. Nagpur.
5. Dr. Sagar Shelare, Priyadarshini College of Engg., Nagpur.
6. Dr. Lalit Dhole, Govt. College of Engg. Nagpur.

उपकुलसचिव

(आचार्य पदवी कक्ष)

राष्ट्रसंत तुकडोजी महाराज

नागपूर विद्यापीठ



# **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.) (Mah. Act No VI of 2017)”

Examinations and Evaluation Department  
(Ph.D. Cell)

Examination & Evaluation Building, Laxminarayan Institute of Technology Premises,  
Amravati Road Nagpur-440033

No. RTMNU/Ph.D.Cell./2023/ 594

Dated : 16/03/2023

To,

Principal,  
Yeshwantrao Chavan College of Engg,  
NAGPUR.

**Subject :- Research Advisory Committee वर सदस्य नामित करण्याबाबत.**

**Reference :- Your application dated 07-02-2023.**

महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक ११/२०२३ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यता प्राप्त असलेल्या पदवी नोदणी करण्याकरिता संशोधन स्थळात **Research Advisory Committee** वर सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरू महोदयांनी **Science & Technology** विद्याशाखेतील **Electrical Engg.** विषयाकरिता खालील सदस्य नामित केलेले आहे.

1. Dr. Nitin Ghaghaws, Govt. Colloege of Engg. Nagpur.
2. Dr. Archana Shribhate, Anjuman College of Engg., Nagpur.
3. Dr. Jyoti P. Rothe, St. V. Poltti College of Engg. & Tech. Nagpur
4. Dr. Shubhangi Ambekar, K.D.K. College of Engg. Nagpur.
5. Dr. S.B. Deshpande, V.N.I.T., Nagpur.
6. Dr. S.B. Bodkhe, Ramdeobaba College of Engg. & Mgt. Nagpur.

उपकुलसचिव

(आचार्य पदवी कक्ष)

राष्ट्रसंत तुकडोजी महाराज

नागपूर विद्यापीठ



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**  
"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923  
& presently a State University governed by Maharashtra Public Universities Act, 2016.) (Mah. Act No VI of 2017)"

Examinations and Evaluation Department  
(Ph.D. Cell)  
Examination & Evaluation Building, Laxminarayan Institute of Technology Premises,  
Amravati Road Nagpur-440033

No. RTMNU/Ph.D.Cell./2023/ 595

Dated : 16/03/2023

To,

Principal,  
Yeshwantrao Chavan College of Engg,  
NAGPUR.

**Subject :- Research Advisory Committee वर सदस्य नामित करण्याबाबत.**

**Reference :- Your application dated 07-02-2023.**

महोदय,

आचार्य पदवी नोदणी संदर्भात निर्देश क्रमांक ११/२०२३ मधील तरतूदीनुसार विद्यापीठातर्फे मान्यता प्राप्त असलेल्या पदवी नोदणी करण्याकरिता संशोधन स्थळात Research Advisory Committee वर सदस्य नामित करण्याबाबतची तरतूद आहे. त्यानुसार मा. कुलगुरू महोदयांनी Science & Technology विद्याशाखेतील Electronics Engg. विषयाकरिता खालील सदस्य नामित केलेले आहे.

1. Dr. V.K. Taksande, Priyadarshini Colloege of Engg. Nagpur.
2. Dr. Khushi Sindhi, S.B. Jain Inst. of Tech. Mgt. Katol Road, Nagpur.
3. Dr. S.L. Haridas, J.D. Inst. of Engg. Nagpur.
4. Dr.(Ms) A.A. Khuarshid, Ramdeobaba College of Engg. & Mgt. Nagpur.
5. Dr. Satish Sharma, Dept. of Electronics, RTM Nagpur Uni., Nagpur.
6. Dr. Ashutosh Verulkar, St. V. Poltti College of Engg. & Tech. Nagpur.

उपकुलसचिव

(आचार्य पदवी कक्ष)

राष्ट्रसंत तुकडोजी महाराज

नागपूर विद्यापीठ



### 3.4.1 The Institution Ensures Implementation of its Stated Code of Ethics For Research

Office order of Departmental Academic Integrity Panel



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: [www.ycce.edu](http://www.ycce.edu)

Ref. : YCCE/ Adm./DAIP/2020-21/ 489

1<sup>st</sup> July 2020

## OFFICE ORDER

As per the approved Promotion of code of ethics, Academic Integrity and Prevention of Plagiarism in the institution policy document, the department level Academic Integrity Panels shall be as mentioned in this document.

Constitution, Powers and Duties of the Departmental Academic Integrity Panels shall be as mentioned below:

- i. All Departments in the College 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 Principal.
  - 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.

### Departmental Academic Integrity Panel (DAIP)

| SN                             | Name of the Person      | Nomination as per approved code of ethics   | Responsibility in the Panel |
|--------------------------------|-------------------------|---|-----------------------------|
| <b>Civil Engineering</b>       |                         |   |                             |
| a                              | Dr. V. G. Meshram       | Head of the Department  | Chairman                    |
| b                              | Dr. P.D. Kamble         | Senior academician from outside the department, to be nominated by the Principal.               | Member                      |
| c                              | Prof. Y. P. Kherde      | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member                      |
| <b>Computer Technology</b>     |                         |   |                             |
| a                              | Dr. Mrs. G.M. Dhopavkar | Head of the Department  | Chairperson                 |
| b                              | Dr. S.G. Kadwane        | Senior academician from outside the department, to be nominated by the Principal.               | Member                      |
| c                              | Dr. Mrs. P.A. Deshkar   | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member                      |
| <b>Electronics Engineering</b> |                         |   |                             |
| a                              | Dr. P.T. Karule         | Head of the Department  | Chairman                    |
| b                              | Dr. Mrs. A.D. Belsare   | Senior academician from outside the department, to be nominated by the Principal.               | Member                      |
| c                              | Dr. P.P. Zode           | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member                      |
| <b>Electrical Engineering</b>  |                         |   |                             |
| a                              | Dr. Mrs. S.P. Adhau     | Head of the Department  | Chairperson                 |
| b                              | Dr. Mrs. Kavita Singh   | Senior academician from outside the department, to be nominated by the Principal.               | Member                      |
| c                              | Dr. P.M. Meshram        | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member                      |



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongri, Nagpur - 441 110

Ph.: 07104-237919, 234623, 329249, 329250 Fax: 07104-232376, Website: [www.ycce.edu](http://www.ycce.edu)

| <b>Electronics &amp; Telecommunication Engineering</b> |                          |   |             |
|--|--------------------------|---|-------------|
| a  | Dr. M.S. Narlawar        | Head of the Department  | Chairman    |
| b  | Dr. P.P. Zode            | Senior academician from outside the department, to be nominated by the Principal.               | Member      |
| c  | Dr. Mrs. Y. U. Chitriv   | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member      |
| <b>Information Technology</b>                          |                          |   |             |
| a  | Dr. R.C. Dharmik         | Head of the Department  | Chairman    |
| b  | Dr. Mrs. Yogita Chitriv  | Senior academician from outside the department, to be nominated by the Principal.               | Member      |
| c  | Dr. K.K. Bhoyar          | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member      |
| <b>Mechanical Engineering</b>                          |                          |   |             |
| a  | Dr. S. S. Chaudhari      | Head of the Department  | Chairman    |
| b  | Dr. S.P. Raut            | Senior academician from outside the department, to be nominated by the Principal.               | Member      |
| c  | Dr. J.P. Giri            | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member      |
| <b>Applied Physics</b>                                 |                          |   |             |
| a  | Dr. J.R. Ghulghule       | Head of the Department  | Chairman    |
| b  | Dr. S.P. Gawande         | Senior academician from outside the department, to be nominated by the Principal.               | Member      |
| c  | Dr. S.A. Fartode         | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member      |
| <b>Applied Chemistry</b>                               |                          |   |             |
| a  | Dr. Mrs. P. U. Waghe     | Head of the Department  | Chairperson |
| b  | Dr. Mrs. A.D. Belsare    | Senior academician from outside the department, to be nominated by the Principal.               | Member      |
| c  | Dr. Mrs. M.S. Sawangikar | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member      |
| <b>Mathematics &amp; Humanities</b>                    |                          |   |             |
| a  | Dr. M. P. Gandhi         | Head of the Department  | Chairperson |
| b  | Dr. U.H. Gawande         | Senior academician from outside the department, to be nominated by the Principal.               | Member      |
| c  | Dr. A.J. Meshram         | A person well versed with anti-plagiarism tools, to be nominated by the Head of the Department. | Member      |

All are requested to cooperate in this in this regard.

Principal

To,

- All Member of Coordination Committee
- Registrar / Dean (Acad. Matters) / Director (R&D)
- All HODs : CE / ME / EP / ET / CT / EE / IT / Phy / Chem. / Maths

**Yeshwantrao Chavan College of Engineering, Nagpur**  
**Research Publication Division - 2023**

**STANDARD OPERATING PROCEDURE (SOP)**

**Dr. U. H. Gawande, Dean R and D**

**Dr. Snehal P. Gawande, Assistant Dean, Research Publication Division**

| SN | Activities  | Responsibility                         | Duration   |
|----|---|--|--|
| 1. | Circulation of the list of SCOPUS and WOS indexed active Journals and conference proceedings of current year and the list of journals and conference proceeding which are inactivated in the last year to the department. | Asst Dean, RP                          | Feb of every year                                      |
| 2. | Circulation of the list of co-authors for joint publications with reputed NIRF and interdisciplinary institutions.  | Asst Dean, RP                          | Feb of every year                                      |
| 3. | Distribution of the publication targets to the individual faculty member as per their expertise and experience to be included in Faculty AWL Target Sheet (individual and joined)   | HoD                                    | January-February                                       |
| 4. | Organization of the awareness session for effective paper writing for new faculties and PhD scholars  | Dean, R&D and Asst Dean, RP            | March of every year                                    |
| 5. | Circulation of the call for book chapters and reputed conferences to respective faculties (streamwise)  | Dean, R&D and Asst Dean, RP            | Throughout year  |
| 6. | Providing guidelines for Student publications   | Project Supervisor, HoD, Asst Dean, RP | In the month of March (Before submitting their thesis) |
| 7. | Submission/Acceptance/Presentation of the papers to Identified Journals/Conferences after plagiarism check through turnitin software after validation of indexing   | Dean, R&D and AsstDean, RP             | Till 31 October 2023                                   |
| 8. | Reviews of the faculty publications   | Dean, R&D and Asst Dean, RP            | End of Every month                                     |
| 9. | Details of all the published research work to be submitted at the Department office and Office of Dean R&D for records.   | HoD and respective faculty             | End of Every month                                     |

|     |  |                                |                    |
|-----|--|--------------------------------|--------------------|
| 10. | Validation and Recommendation of the incentives for all those papers published in the peer reviewed journals/Book chapters/Books as per the policy | Dean, R&D and Asst<br>Dean, RP | End of<br>December |
| 11. | Validation and Reimbursement for APC charges to Open access journal as per policy  | Dean, R&D and Asst<br>Dean, RP | End of<br>December |

**Note:**

1. It is mandatory for every faculty member of YCCE to publish his/her individual paper.
2. The paper should be submitted, accepted as well as published in respective journal/conference proceeding (online) **before 31 October 2023.**
3. It is mandatory for all M-Tech students and PhD scholars (Outside YCCE and registered at YCCE center) to publish their individual papers.
4. The papers written by M-Tech students and PhD scholars should also get submitted/accepted/published in respective Journal/Conference proceeding **before their thesis submission.**
5. All the papers must be only published in **SCOPUS or WoS Journal/Conference.**
6. All publications should be published with affiliation "**Yeshwantrao Chavan College of Engineering, Nagpur**"



Principal,  
Yeshwantrao Chavan College of Engineering  
Hingna Road, Wanadongri,  
Nagpur - 441110



### 3.4.1 The Institution Ensures Implementation of its Stated Code of Ethics For Research

SOP for Publication and Citations

**MEGHE GROUP OF INSTITUTIONS, NAGPUR**

**STANDARD OPERATING PROCEDURE (SOP)**

**Publication and Citations**

The aim of the Standard Operating Procedure (SOP) is to set out the standard procedure for improving the quality Publications and increasing the number of citations to faculty publications, in order to improve the departmental/institutional credentials in view of NAAC, NBA, and NIRF.

1. The record of publication related responsibilities, assigned to each faculty member (as per AWL), should be maintained in the department. These records should be updated by the department on quarterly basis for continuous review process. The progress reviews will be taken in the **first week of October, January, April and June.**
2. Looking towards the quality publications and data required for NIRF and the other accreditation agencies, it is the responsibility of department to maintain the publication/citation records provided in Google Scholar, Web of science, Scopus, and Indian Citation Index. **For this, the department should ensure that every faculty member is having Login accounts on Google Scholar, Scopus, Research Gate, Publons (Web of Science) and Indian Citation Index;** so that the data could be accessed easily.
3. It is mandatory for the faculty members to check the plagiarism of every paper through **Turnitin software**, before submitting the paper to any conference/Journal. The paper submitted/published should found in the submission record maintained by the department along with the plagiarism report summary.
4. In order to increase the overall citations of the department/Institution, every author should cite **at least two** related papers published in the past by him/her departmental/institutional faculty, in the paper being submitted to conference/journal.
5. The faculty members should ensure that the **Author Institute Affiliation** mentioned in the submitted/published paper must be **"Yeshwantrao Chavan College of Engineering, Nagpur, India"**
6. If the faculty member is not following the SOP as per the points 3, 4 and 5 above, then the Journal/conference paper published by the faculty members or claimed by the department will not be considered as achieved target in AWL.
7. The journal papers to be published should be preferably from the latest updated UGC journal list [UGC-CARE List Group A, UGC-CARE List Group B, UGC-CARE List Group C, Or UGC-CARE List Group D]. Also, the conference paper published should be available on-line.
8. Please note that only the Accepted or Published papers will be considered in AWL as achieved targets.

Chief Executive Officer, MGI Nagpur  
Date: 5/8/19

Chief Executive Officer, MGI Nagpur  
Date: 7/8/19

YCEE  
RULER  
DBAER  
DMIEER  
DMIMS  
SDMCA

To,  
Dr. S.P. Gawande  
18/11/19

copy to:  
Principal, YCEE + All Academics

May please be approved.  
18/11/19

To,  
The Chief Advisor  
MGI

### 3.4.1 The Institution Ensures Implementation of its Stated Code of Ethics For Research

Turnitin Software Details





Turnitin India Private Limited  
 (formerly known as "TurnitinIndia Education Private Limited")  
 16th & 17th Floor, Max Towers  
 Sector 16B, Noida  
 Uttar Pradesh, 201301  
 India  
 1-510-764-7600  
 GSTIN: 09AAGCT1132P1Z1  
 PAN: AAGCT1132P

Date: Aug 22, 2022  
 Invoice No.: IND12002712  
 Purchase Order No.: 6 7 6 - Y C C E / POHO/22-23/269  
 Sales Order No.: SO981860  
 Due Date: Sep 21, 2022  
 Payment Terms: Net 30  
 Service Start: Aug 20, 2022  
 Service End: Aug 19, 2023

**TAX INVOICE**

| Bill To  | Billing Contact                             | Account Manager   |
|--|---|---|
| GSTIN Not Registered<br>Yeshwantrao Chavan College of Engineering,<br>Hingna Road Wanadongri<br>Nagpur Maharashtra 441110<br>India<br><br>Our Ref:<br>135594 | Dr. S.P. Gawande<br>e: spgawande2@gmail.com | Mohanish Bhadange<br>e: mbhadange@turnitin.com<br>f: 1-510-764-7612 |

| Product Name                   | Product Description   | Amount         |
|--------------------------------|---|----------------|
| Feedback Studio Growth License | Turnitin Feedback Studio: Originality Checking and Feedback for with Submissions benchmark of 4950 submissions 1650 End User Access | INR 469,817.40 |
|                                | Subtotal  | INR 469,817.40 |
|                                | CGST - 0%   | INR 0.00       |
|                                | SGST - 0%   | INR 0.00       |
|                                | IGST - IN 18%   | INR 84,567.13  |
|                                | UTGST - 0%  | INR 0.00       |
|                                | Total   | INR 554,384.53 |

USD\$ : 6,878.22 = INR 554,384.53

Exchange Rate US \$1.00 = INR 80.60

SAC code 998439

Please refer to the quote and/or proforma invoice for details of quantity and descriptions of services provided.

Invoice is system generated and thus does not need a signature

Make your cheque payable to: Turnitin India Private Limited



|                          |   |
|--------------------------|---|
| Remit Cheque Payment to: | Turnitin India Private Limited<br>(formerly known as "TurnitinIndia Education Private Limited")<br>16th & 17th Floor, Max Towers<br>Sector 16B, Noida<br>Uttar Pradesh, 201301<br>India |
|--------------------------|---|



**Turnitin India Private Limited**  
**(formerly known as "TurnitinIndia Education Private Limited")**  
**16th & 17th Floor, Max Towers**  
**Sector 16B, Noida**  
**Uttar Pradesh, 201301**  
**India**  
**1-510-764-7600**  
**GSTIN: 09AAGCT1132P1Z1**

Date: Aug 22, 2022  
Invoice No.: IND12002712  
Purchase Order No.: 6 7 6 - Y C C E / POHO/22-23/269  
Sales Order No.: SO981860  
Due Date: Sep 21, 2022  
Payment Terms: Net 30  
Service Start: Aug 20, 2022  
Service End: Aug 19, 2023

|                    |   |
|--------------------|---|
| Wire Instructions: | <p>1)<br/>BENEFICIARY BANK: Citibank N.A.<br/>BENEFICIARY COMPANY: Turnitin India Private Limited<br/>BENEFICIARY COMPANY'S ACCOUNT #: 0714093002<br/>BENEFICIARY BANK BRANCH IFSC CODE: CITI0000002<br/>BENEFICIARY BANK BRANCH MICR CODE: 110037002<br/>BENEFICIARY BANK SWIFT CODE: CITIINBX</p> <p>2) Request that your originating bank reference your invoice number. If you do not have an invoice number, please request that your originating bank reference the name of your institution and your location.</p> <p>3) Email ar@turnitin.com with the confirmation that the transaction has been completed</p> |
|--------------------|---|

RTMNU Direction No. 19 of 2022



## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)”

---

### **DIRECTION NO. 19 of 2022**

#### **MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF THE DEGREE OF M.PHIL./PH.D., DIRECTION, 2022**

Whereas, the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) (hereinafter the 'Act') has come into force with effect from 1.3.2017 and by virtue of the provisions of Section 3(1) of the said Act, the Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter the "University") is governed by the provisions of the said Act;

AND

Whereas, the University Grants Commission, in supersession of the UGC (Minimum Standards & Procedures for Award of Ph.D. Degree of the Universities) Regulations, 2009, has issued the University Grants Commission (Minimum Standards & Procedure for award of M.Phil./Ph.D. Degree) Regulations, 2016 (the University Grants Commission Regulations, 2016), vide its Notification dated 5th May 2016, published in the Gazette of India No.278, Part III - Section 4, dated 5th July 2016;

AND

Whereas, the Secretary University Grants Commission, New Delhi Vide No. F.No.20-112014(PS) dated 17<sup>th</sup> March 2017 has issued Public Notice explaining the words "Regular Mode" appearing in the University Grants Commission's 'Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the Maintenance of Standards of Higher Education 2010 (4th Amendment)' notified in Gazette of India, dated 11th July 2016;

AND

Whereas, by virtue of Section 73(1) of the Act, an Ordinance is required to be made laying down the conditions under which students shall be admitted to courses of study for awarding various degrees in the University and by virtue of section 73(6) an Ordinance is required to be


made for recognition of teachers and also for recognition of teachers as qualified to give instructions in the University departments/colleges/recognized institutions, including laying down the Minimum Standards and Procedure for award of the Degree of M.Phil/Ph.D., in terms of the UGC Regulations, 2016 but the making of an Ordinance is a time consuming process;

AND

Whereas, Direction No. 32 of 2019 was issued by the University regulating the admission of students to the M.Phil./Ph.D. programmes in the University and other incidental matters, incorporating the provisions of the U.G.C. Regulations (2016) on Minimum Standards and Procedure for award of the Degree of M.Phil. /Ph.D. and also the recommendations of the committee constituted under the Chairmanship of the then Pro Vice-Chancellor of the University, to study and recommend mechanism for pursuing Ph.D. programme in part time mode has lapsed by virtue of the provisions of proviso to section 12(8) of the Act, necessitating issuance of a fresh Direction incorporating the provisions of the said lapsed Direction;

AND

Whereas, the State Government 'in exercise of its powers under section 72( 10) of the Act has issued the Uniform Statute 3 of 2019 titled as "Maharashtra Public Universities (Norms for Grant of Autonomy to Affiliated Colleges, Recognized Institutions and Conducted or Constituent Colleges)", which has bearing upon the offering and conduct of Ph.D. programmes in and by the affiliated, recognized, conducted colleges / institutions/ departments which have been conferred autonomous status in terms of the said uniform statute;

AND

Whereas, even as the lapsed Direction No. 32 of 2019 could not be converted in to a necessary Ordinance one committee under the chairmanship of Dr. Dilip Peshwe was constituted by the Academic Council of the University vide its decision on item no 4 in its meeting held on 8th January 2019 with the mandate to review and suggest modifications Direction 32 of 2019 .and similarly a committee under the chairmanship of Dr. R.G. Bhoyar was constituted by the Senate of the University vide its decision on item no. 31 in its meeting dt 13th January 2019.with a mandate of Whether the present direction no. 32 of 2019 regarding minimum standards and procedure for award of degree of M.Phil / Ph.D. of the university is as per UGC Guidelines and submit report;

AND

Whereas, a committee under the chairmanship of Vice-Chancellor constituted by the Vice Chancellor to study the reports of Dr. D.R. Peshwe committee and also Dr. R G Bhoyar committee prepared a draft Direction, incorporating the provisions of the lapsed Direction 32 of 2019 with suitable modifications in the light of the Uniform Statute 3of2019 and also the recommendations of Dr. D.R. Peshwe and Dr. R.G. Bhoyar committees and the said draft was thoroughly discussed and approved, with some modifications, in the joint meeting of members of Dr. D.R. Peshwe committee, Dr. R G Bhoyar committee, Vice Chancellor's committee and also the members of the Board of Research in the University;

AND

Whereas, Direction no. 6/2021 titled "Minimum Standards and Procedure for Award of the Degree of M.Phil. / Ph.D., Direction, 2021" is issued on 1.2.2021, but soon after its issuance it was observed that some of the provisions of the Direction required minor corrections, more particularly as to the procedure for appointment of referees, hence it was felt necessary to issue amendment Direction with such necessary changes replacing and amending the present Direction no. 6/2021.

AND

Whereas, the University Grants Commission in exercise of its powers under clauses f and g of sub section 1 of Section 26 of UGC ACT, 1956 (3 of 1956) has framed the "University Grants Commission (Minimum Standards and procedure for award of M.Phil/Ph.D. degrees)(1<sup>st</sup> Amendment) Regulations, 2018" Where under vide clause 2 proviso was added to clause 5.4.1 of the "University Grants Commission (Minimum Standards and procedure for award of M.Phil/Ph.D. degrees) Regulations, 2016" for providing relaxation of 5% of marks to the candidates belonging to SC/ST/OBC(Non creamy layers)/Differently abled category in the minimum passing marks in the entrance examination conducted by the University for admission of students in the M.Phil/Ph.D. Programme of the University. The Management Council of the University, in terms of the above mentioned amendment in the U.G.C. Regulations, in its meeting held on Wednesday, 22<sup>nd</sup> September 2021 has decided to extend the benefit of relaxation of 5% marks in the minimum passing marks in the entrance examination conducted by R.T.M. Nagpur University for admitting students in the M.Phil/Ph.D. Programs of the University, in favour of the students belonging to SC/ST/OBC (Non creamy layers)/Differently abled category by amending the provisions of Direction no. 11/2021 and a new Direction was issued with necessary amendments as Direction no. 27/2021

AND

Whereas, by virtue of the provision of proviso to Section 12(8) of the Act, Direction no. 27/2021 is lapsed on the expiry of period of six months from the date of its issuance as the said Direction could not be converted into the necessary Ordinance as required by Section 12(8) of the Act, which in turn necessitating issuance of a fresh Direction, incorporating the provisions of Direction No. 27/2021.

Now, therefore, I, Dr. Subhash R. Chaudhari, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur being satisfied about the exigency to invoke and exercise powers vested in me under the provision of Section 12(8) of the Act, do so invoke my powers and hereby issue the following Direction, incorporating the provisions of Direction No. 27/2021;

1. This Direction shall be called "Minimum Standards and Procedure for Award of the Degree of M.Phil. / Ph.D., Direction, 2022".
2. This Direction shall come into force with effect from the date of its issuance.
3. **Scope**



This Direction shall govern award of the Degrees of M. Phil. and Ph.D. in all the faculties of the University, for the research conducted in the approved/ recognized centers of higher learning and research of the University and also the autonomous colleges/institutions/departments of the University whose M.Phil./Ph.D. programmes are approved by the University.

4. Definitions: -

(a) "Act" means the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).

(b) "Approved Teacher" means Teacher as defined in sub-section 61 of section 2 of the act.

(c) "Autonomous College", "Autonomous Institution" or "Autonomous Department" means a college, institution or department on which autonomy is conferred in terms of the provisions of the Act and the Uniform Statute 3 of 2019.

(d) "Board of Studies" means a Board for a particular subject or a group of subjects constituted as per provisions of Section 40 of the Act.

(e) "Board of Deans" means a Board of Deans constituted by the University as per provisions of subsection(2) of section 36 of the Act.

(f) "College" means a conducted/affiliated college of the university.

(g) "External Supervisor" means any person recognized as Supervisor by the University other than RTM Nagpur University and not residing within the Jurisdiction of RTM Nagpur University.

(h) "Faculty" means a faculty constituted as per the provisions of Section 34 (2) of the Act and the relevant Direction/Ordinance of the University in the University and as per the provisions of the Uniform Statute in the autonomous college/institution/ department.

(i) "Head, Place of Research" means the Head of the Post-Graduate Teaching Department of the University/Principal (or his representative) of the College /Director (or his representative) of the Institute/Head of the Organisation, which is recognized/approved as a place of research and higher learning by the University.

(j) "Place of Research" means all the departments of the University and all other colleges/institutes/organizations which are duly recognized/approved as the places of "Higher Learning and Research" by the University as per the applicable rules from time to time. This also includes the autonomous colleges/ institutions/departments offering M.hil/Ph.D. programme duly approved by the University.

(k) "Ph.D. Entrance Test (PET)" means and includes the entrance test conducted by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in accordance with the applicable rules framed by the University in this regard from time to time for admission to M.Phil./Ph.D. programme.

(l) "PET Committee" means a committee constituted by the Vice-Chancellor.

(m) "Post Graduate Department" means a Department in a college imparting Post Graduate teaching instructions or institution of higher learning and research or specialized studies, recognized to be so by the University and imparting post-graduate instructions or guidance for research and includes the post-graduate teaching department of the University.

(n) "Principal/ Director" means Principal/Director of Autonomous College/Affiliated College/ Institution to which autonomy is granted as per provisions of the act and relevant statutes.

(o) "Research Advisory Committee" means a committee constituted as per the provisions of this Direction.

(p) "Research & Recognition Committee (RRC)" means a committee for the particular Board of Studies constituted by the University as per the provisions of Section 37 (2) of the Act,

(q) "Uniform Statute" means Uniform Statute No.3 of 2019 or any other similar Statute framed by the Government of Maharashtra.

(r) "Supervisor" means a person who is recognized as Ph.D. supervisor by the University as per the provisions of this Direction.

(s) "University" means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

#### 5. **MODES OF Ph.D. PROGRAMMES: -**

There shall be two modes of doing Ph.D. research i.e., Full time and Part time.

(a) Full Time Ph.D. Programme

(i) Candidates under Full Time mode shall undertake research work in University Departments or Autonomous Colleges/Institutions of Higher learning Research center (HLRC) of Institution /HLRC College and shall be available during the working hours for Research activities.

(ii) Candidates in employment, who wishes to pursue Full Time shall be required to submit a No Objection Certificate from his/her employer & should avail leave for the research period.

(iii) Candidates who are sponsored by the AICTE under Quality Improvement Programme (QIP) for teachers of Engineering Colleges and Faculty Improvement Programme (FIP) for teachers of Arts, Commerce & Science colleges and who satisfy the eligibility conditions shall be eligible for Full Time only, in the disciplines as notified in AICTE/ UGC guidelines.

(iv) Candidates who are selected under Fellowship programmes of National or any recognized bodies and who satisfy the eligibility conditions as per the regulations are eligible for Full Time studies in the respective disciplines.



- (v) Foreign Nationals sponsored by Government of India on any exchange programme and who satisfy the eligibility conditions as per the regulations, are eligible for Full Time Programme.

(b) Part Time Ph.D. Programme

The candidates eligible to apply for Part Time mode must be:

Full time teachers of any University/Institutions/college, Candidates working in the projects undertaken from State/Central/semi Government and totally funded through the projects.

The principal coordinator of such projects shall be the supervisor if he/she is recognised. The candidate should be employed in the project for the minimum period of research programme.

Part employments in different spells or in different projects are not permitted.

OR

Candidates working in Industries/ R & D Establishments/ Labs /Units of Government / Semi Government or any other research laboratories/self-employed persons shall be treated as/ Part Time candidates.

(c) Conversion of Full Time to Part Time

The candidate who has registered himself/herself as a full- time candidate may subsequently opt for change of mode. He/she shall submit application duly authenticated by supervisor and head of place of research to the Dy. Registrar, Ph.D. Cell or Principal I Director of Autonomous Colleges I Institutions. The decision in this regard shall be taken by the concerned RRC and communicated to all concerned.

6. **INTER DISCIPLINARY RESEARCH: -**

(a) All the areas of research which will require the contribution of more than one subject areas/experts from different streams will be considered under the Board of Interdisciplinary Studies of the University.

(b) The Research Advisory Committee constituted at the level of the research centre shall form an opinion as whether the proposal received by it is related to research in the inter-disciplinary area and refer the proposal to the Board of Inter-disciplinary Studies of the University, constituted and empowered as per Statute No.10 of2015.

(c) The Board of Inter-disciplinary Studies, for doctoral degree, may, if it considers necessary, nominate/ co-opt any senior teacher with 5 years teaching experience preferably in the subject which is core area of research proposal, such co-opted member shall participate in the deliberation of the Board of Inter-disciplinary Studies with respect to the relevant proposal.

(d) In case certain facilities of research do not exist in the jurisdiction of the University, the candidate may be permitted by the Supervisor and Head of the Place of Research work to carry out his research work at an Institution recognized by any Statutory University or Central/State Government, outside the jurisdiction of the University.

(e) Registration

(i) The registration of the research scholar will be in the faculty where the candidate has completed his post graduation degree. (This is required for the award of Ph.D. degree in the area of specialization of the candidate)

(ii) Any approved supervisor of the university from the relevant/ related area of work can be the guide / supervisor / co-supervisor for the research work.

(iii) Any scientist / expert in the area / retired faculty (teacher) / eminent scholar in the area of research work and who is approved supervisor of the university will be allowed to be the guide. But in that situation the candidate will be required to take co-supervisor from the place of research

(iv) However, if such supervisor is not the approved supervisor of the university then as a special case all such experts/ eminent scholars will be allowed to work as guide with special permission of the Vice- Chancellor on case to case basis.

(f) Place of work for interdisciplinary research

The place of work will be from the following.

(i) University Post Graduate Department/Place of Research in the relevant area of research in the University.

(ii) In the University recognized institutions, CSIR Laboratories, government Departments, etc. where the Inter-Disciplinary research facilities are available for research.

(g) Award of Degree

The Ph.D. Degree will be awarded to such candidate in the faculty/Board of Studies in which he /she has obtained his/her Post Graduate Degree.

7. ELIGIBILITY CRITERIA FOR ADMISSION TO M.Phil. / Ph.D. PROGRAMME:-

(a) For M.Phil. Programme:-

(i) Candidates for admission to the M.Phil. programme shall have passed Post Graduate Degree (Master's Degree) Examinations of the University or an equivalent Degree of any other recognised statutory university; in the concerned subject, with at least 55% marks in aggregate or its equivalent grade "B" in the UGC- 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent Degree 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 any law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions. A relaxation of 5% of marks, from 55 to 50% or an equivalent relaxation of grade, may be allowed for those belonging to S.C./S.T./O.B.C. (Non-Creamy Layer)/V.J.N.T./S.B.C./differently abled and other categories of candidates as per the University Grants Commission's Regulations, 2016, or those who had obtained their Master's Degree prior to 19th September 1991. The eligibility Marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories/class of candidates mentioned above are permissible only on the qualifying marks without including the grace mark procedure.

(ii) M. Phil Programme shall be for a minimum duration of two consecutive semesters/one year. However, the women candidates and persons with disability (more than 40% disability) may be allowed an additional one year in the maximum duration. In addition, the women candidates may be provided maternity leave/child care leave once in the entire duration of M.Phil for up to 240 days.

(iii) Admission for M.Phil. Programme shall be through an entrance test (PET) conducted by the University or an autonomous college/ institution in the department, as per provisions of this Direction.

(iv) While granting admission to candidates for M.Phil programme due attention shall be paid to the State Reservation Policy.

(b) For Ph.D. programme:-

(i) Candidates for admission to the Ph.D. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions. In calculating the 55% marks or its equivalent grade marks awarded by way of grace shall be ignored.

(ii) 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 19<sup>th</sup> September, 1991.

(iii) Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree. 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. A person whose M.Phil. Dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution.

(iv) Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, 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 for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme. The requirement of 55% marks or grade 'B' in UGC's 7-point scale shall also be applicable to such candidates.

#### 8. ENTRANCE TEST FOR M. Phil./Ph.D. PROGRAMMES: -

##### (a) NEED FOR TEST: -

Ph.D. Entrance Test (PET) being essential qualification for admission to the M.Phil. and Ph.D. programmes offered in the University including its autonomous colleges/institutions/departments the University and its autonomous colleges/institutions/ departments shall conduct twice in a year this test at the pre declared centres. It shall be conducted in ONLINE mode. However, University may conduct this examination in an OFFLINE mode for the senior citizens, if the request has been made in this regard.

For Foreign students, University may conduct ONLINE test at the permitted location/s in the country of such students.

##### (b) EXEMPTION FROM PET FOR Ph.D. PROGRAM: -

Candidates who have qualified the UGC-NET (including JRF)/UGC-CSIR NET(including JRF)/SLET/GATE/GPAT/DST-Inspire//SET/teacher fellowship of state/ central Govt. apex bodies holder or have passed M.Phil. programme in the concerned subject from any Statutory University. Foreign INRI candidates who have obtained master's degree with at least 55% marks or equivalent CGPA (6.0) and passed PET examination conducted by the University. Candidate already possessing Ph.D. degree in any discipline from any statutory University shall also be exempted from PET.

##### (c) TENURE OF VALIDITY OF PET RESULT: -

PET being one of the eligibility criteria for applying for M.Phil./Ph.D. admission/registration, the declaration of the candidate to be successful in PET examination shall not confer on the candidate, the right of admission/registration. Once the candidate has cleared the PET, he/she will be eligible for the admission to the Ph.D. programme throughout his/her career. Candidates who have cleared PET examination in the past shall also be considered eligible for admission to Ph.D. Programmes.

##### (d) PATTERN OF EXAMINATION: -

(i) The examination shall have maximum 100 marks and be divided in two sections viz. Section A - Research Methodology and General Aptitude and Section B – Subject Aptitude.

(ii) Each section shall have maximum 50 marks and the test shall have MCQs only carrying 1 mark each.

(iii) The maximum duration of the exam for each section shall be 90 minutes.

(iv) The examination for two sections shall be held on the same day with a time gap of minimum 1 Hour between two examinations and the date and time of examinations shall be intimated well in advance.

(v) The examination shall be conducted in three languages viz. English, Hindi and Marathi

(e) SYLLABUS FOR PET EXAMINATION: -

Section A - Research Methodology & General Aptitude:

This section shall have 40 multiple choice questions from Research Methodology covering (i) Meaning and Types of research, (ii) Principles of Review of Literature (iii) Defining a research problem (iv) Research Designs (v) Preparing a Research Proposal (vi) Sampling Techniques (vii) Types of Data and Data Collection Techniques (viii) Data Analysis Tools and (ix) Referencing styles. Remaining 10 questions in this section shall test the general aptitude of the examinee for which the questions from Analytical Reasoning, Numerical Ability, Data Interpretation, Computer Awareness, and Language Competency may be asked.

The PET Committee shall be responsible for developing a suitable question bank of MCQs for this section.

Section B - Subject Aptitude

This section shall have 50 multiple choice questions based on the curriculum prescribed by the Board of Studies of the concerned subject. However, it is suggested that the BoS shall prescribe the curriculum based on the contents of UG programs of respective subject and the University shall display the same on its website for easy access to students.

The Board of Studies of the concerned subject I PET Committee shall be responsible for developing a suitable question bank of MCQs for this section.

(f) STANDARD OF PASSING: -

In order to be successful in the PET examination an examinee shall score minimum 40% marks in a section but minimum 50% marks in the aggregate.

**Provided, however, that a relaxation of 5% of marks (from minimum aggregate 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non creamy layer)/Differently abled category.**

(g) REDRESSAL OF GRIEVANCES: -

The PET Examination Committee constituted by the University shall be the competent authority to redress grievances of any candidate with respect to the conduct of PET.

## (h) PET CENTRES: -

The Ph.D. Entrance Test (PET) shall be conducted by the university at the centres notified in advance. This information shall also be published in two national newspapers of which one shall be in the regional language.

## (i) PET EXAMINATIONS IN AUTONOMOUS COLLEGES I INSTITUTIONS: -

The autonomous colleges/institutes, which have university approved/recognized place of research and higher learning, shall be free to admit in their M.Phil./Ph.D. programme students who have passed the PET examination conducted by the University. However, such autonomous colleges/institutions/departments offering Ph.D. programme shall have the liberty to conduct their own PET examination for the students desiring to take admission in the Ph.D. programme offered by such colleges I institutions/departments. The standard of this PET examination must conform to the minimum standard prescribed by the University for its own PET examination.

## G) APPLICATION FOR PET: -

The University shall widely circulate a notification inviting applications for admissions to M.Phil./Ph.D. Programs from the eligible candidates. All the application forms shall be filled only ONLINE on the website of designated agency and print outs of the forms along with certificates and prescribed fees in the form of Demand Draft, drawn in favour of "Finance and Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur' payable at Nagpur shall be submitted in the office of the designated agency. On scrutiny of the applications, University shall prepare the statement along with all the particulars of the applicants and publish the list of eligible candidates with their Roll Numbers.

The autonomous colleges/institutions shall notify on their websites/notice boards process for inviting applications for PET examination.

## 9. SCHEDULE OF ADMISSION PROCEDURE AND NUMBER OF SEATS AT RESEARCH CENTERS: -

(a) Number of seats for admission, subject/faculty-wise distribution of available seats, criteria for admission adhering to the National/State level reservation policy:

(b) The process of admission to Ph.D. programmes shall be held twice every year, it shall be completed on 15th January and 15th July every year. The university and approved research center shall complete pre-admission activities before the said dates. In case of emergency or unfavourable situation the date/s may be altered with the permission of the Vice-Chancellor

(c) The University or Autonomous Colleges I Institutions shall decide on an annual basis through their academic bodies a predetermined and manageable number of M.Phil. and/or Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio, laboratory, library and such other facilities and subject to the provisions of prevailing Statute/Ordinance and other relevant directions and regulations issued by the UGC/University from time to time. Initially maximum number of candidates to be registered at every research center will

be 20 per subject/stream; this can be subsequently enhanced depending upon availability of supervisors, facilities for research and other facilities available for research scholars in respective centers on approval of the University.

(d) The maximum number of researchers in the University's post graduate teaching departments and conducted college, which are also recognised as places of research work, shall not exceed fifty and as per UGC regulations for Supervisors.

The increase in this capacity over and above fifty may be done by the Vice Chancellor after reviewing the need.

(e) The University or Autonomous Colleges I Institutions shall maintain the list of all M.Phil./Ph.D. registered students on its website on year wise basis. The list shall include the name of registered candidates, topic of research, names of supervisor/ co-supervisor and the date of registration. The list also shall display the vacancies at each research centres in the University.

(f) RRC shall be, subject-wise University committees, and the candidates are required to discuss their research interest/area through a presentation by way of interview/viva- voce.

(g) In case, the RRC observes some discrepancies in the research proposal/synopsis, it may refer it back to the RAC of the research centre of the candidate with its observations for requisite modifications. The candidate shall be required to submit the modified research proposal/synopsis with endorsement from the RAC in the next meeting of RRC for reconsideration.

#### 10. PROCEDURE OF REGISTRATION FOR Ph.D. PROGRAMME: -

(a) After allotment of supervisor, as per the provisions of this Direction, an eligible applicant seeking registration for the Ph.D. programme shall apply on line for registration to the University, in the prescribed format (Annexure I) as per the schedule notified by the university. The hard copy of the on-line application form along with eight hard copies of the synopsis of the research proposal, as per prescribed guidelines given by the university, duly signed by the allotted supervisor, along with the allotment letter from the research centre, fees (which may be prescribed by the University or Autonomous Colleges/ Colleges I Institutions from time to time), and other supporting documents shall be submitted to the University, through the Head, place of research, on any working day of the University. Date of registration of his/her Ph.D. programme will be considered from the date of the Meeting of the RRC. In case any deficiencies are observed by the Ph.D. section of the University in the application for registration, it would be notified by the University before the date of RRC. The candidate shall remove the deficiencies before the meeting of R.R.C. Where deficiencies/shortcomings in the research proposal of the candidate are pointed out by the R.R.C., the same shall be communicated to the candidate by the Ph.D. cell by notifying on the University Website. If the candidate removes the deficiencies/shortcomings within 30 days from the date of the communication, the date of registration shall be the date of the meeting of the R.R.C. Where, however the candidate removes the deficiencies within a period of six months but after the period of 30 days, the date of registration of Ph.D. programme shall be deemed to be the date on which the deficiencies have been fully removed. On failure of the candidate to remove the deficiencies within six months from the date of above said communication of the University, the

application for registration shall be deemed to have lapsed and the candidate shall be required to apply a fresh for registration. The University shall not be liable to the candidate for the lapse of his application for registration under this clause.

(b) Every application for registration shall be placed for consideration before the RRC of the concerned subject or group of subjects, constituted as per section 37(2)(a) of the Act. The RRC shall take decision either to accept or reject the research topic/title on the basis of the submitted synopsis and also the personal interview /presentation made by the candidate, after following the procedure prescribed under clause 9(g) of this Direction. The decision of the RRC shall be final. After approval of the application by the RRC, the candidate shall be treated as a registered Ph.D. Scholar. The concerned supervisor may be invited during the interview/presentation by the candidate, if deemed fit by the RRC.

(c) After approval of application by the RRC, the particulars of the candidate, topic/title of research work, research supervisor and place of work shall be displayed on the website of the University or Autonomous Colleges/Institutions, within a period of one month.

(d) Once a candidate has been registered for any Ph.D. programme of the University or Autonomous Colleges I College I Institutions, he/she shall not be allowed to be continued or be registered simultaneously for any other degree/diploma/research programme of this or any other University in India or abroad. Similarly, the candidate registered for full time Ph.D. programme shall not accept any full time or part time employment. The breach of this condition shall result in automatic cancellation of his/her registration.

#### 11 . RESEARCH ADVISORY COMMITTEE: -

(a) There shall be Research Advisory Committee (RAC) at every place of research which shall consist of: -

(i) Head, University Teaching Department/ Director of the Institute of the University/Principal of the College/Head of the Organisation which is recognised research centre of the University in the subject or a group of subjects comprised in each Board of studies (Ex-Officio Chairperson), provided he/she is having PhD. degree.

(ii) Two research supervisors from outside the research centre in the subject or a group of subjects comprised in the Board of studies, nominated by the Vice-Chancellor (Members).

(iii) Recognised Research Supervisor of the Ph.D. Scholar. (Member).

(iv) Head of the subject concerned (Member)

(b) If the Chairperson is not able to attend the meeting of the committee on the scheduled date, he/she shall nominate senior research supervisor in the department to chair the meeting of the committee as working chairperson. If no research supervisor is available in the Department/ Institute of the University/ conducted college /affiliated college/ organization which is a recognised research centre of the university in the subject or a group of subjects comprised in each Board of Studies, one senior person out of two research supervisors nominated by the Vice-Chancellor shall preside as Chairperson.



- (c) The Research Advisory Committee shall meet as per the requirements at the place of research.
- (d) Research Supervisor of the Research Scholar shall attend the meeting as a member of the committee as and when candidate(s) under his/her supervision shall be called before the committee meeting for presentation of the research proposal and for periodical review.
- (e) Out of the two research supervisors nominated by the Vice-Chancellor at least one must be present in the meeting for transacting the business.
- (f) The Research Advisory Committee (RAC) shall have following responsibilities: -
- (i) The allocation of the Research Supervisor for an eligible research scholar shall be made by the committee taking into consideration the number of scholars already registered with the research supervisor, the specialization of the supervisors and research interest of the research scholar as indicated by him/her.
- (ii) to review the research proposal and finalize the topic of the research and
- (iii) to periodically review and assist in the progress of research work of the research scholar.
- (g) A research scholar shall appear before the Research Advisory Committee once in every six months to make presentation of the progress of his/her work for guidance.
- (h) If there is any major change in the 'Title of Research', the candidate may apply for the change of title to the University having got his/her application endorsed by the RAC of the concerned research centre within a maximum period of 2 years from the date of registration.
- (i) Where the research topics indicated by the research scholar is of inter disciplinary nature, if the committee is of the opinion that the expertise at the research centre has to be supplemented from outside, then it shall appoint a research supervisor from the centre itself and a co-supervisor belonging to other discipline from other research centre within the jurisdiction of the University on such terms and conditions as may be specified and agreed upon by the two centres of research.
- (j) In case of relocation of a woman scholar due to marriage or otherwise, if no objection certificate is issued by the supervisor and Head, place of research, the research data shall be allowed to be transferred to the University or Autonomous Colleges / colleges/ Institutions to which the scholar intends to relocate, provided all other conditions of this Direction are complied with and the research work does not pertain to the project secured by the parent centre of research/ supervisor from any funding agency. The research scholar, however, will have to give due credit to the parent supervisor and the centre of research for the part of the research already done. Such a proposal needs to be forwarded by the RAC to RRC for final approval.
- (k) Where the allotted supervisor is not able to supervise the research scholar either due to death or disability of the supervisor, for whatever reason, the research scholar may apply to the concerned research centre, for change of the supervisor. The RAC of the said research centre shall, with suggested new research supervisor, forward it to the Director, Board of Examinations and Evaluation, for change of the supervisor. The Director may place the matter before R.R.C. which shall take and appropriate decision on the application. In other circumstances the R.R.C. may allow

change of supervisor on submission of 'No Objection Certificate' from the supervisor and acceptance letter from the new supervisor.

#### 12. RECOGNITION OF Ph.D. SUPERVISOR: -

Following persons shall be eligible to be recognized as Ph.D. Supervisor in the University, if they are working within the territorial jurisdiction of the university:-

Any full time regular Post-Graduate teacher approved by the University, having Ph.D. Degree and having not less than FIVE years of teaching experience and having at least five publication of research papers in refereed journals. out of which minimum two publications should be in SCOPUS/WoS high indexed level Journals. If for a particular subject above mentioned journals are not available then all five research publications should be from the journals from UGC Care List as first author.

A person working at an institute/organization, in the private or public sector, as a scientist /research expert with Ph.D. Degree with not less than ten years of experience or Full time University approved regular teacher with Ph.D. Degree, of the subject having laboratory OR practical work, with not less than ten years experience. In addition, he/she should have published at least five publication of research papers in refereed journals, out of which minimum two publications should be in SCOPUS/WoS high indexed level Journals. If for a particular subject above mentioned journals are not available then all the five research publications should be from the journals from UGC Care List as first author.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals ,the above condition of publication of research papers in refereed journal may be appropriately relaxed by recording reasons in writing by the RRC as per guidelines of UGC and approved by Board of Research constituted as per provision of section 59(2) of the Act.

However, notwithstanding anything to the contrary herein the University approved teachers who are already recognized as Ph.D. supervisors shall continue to be recognized as Ph.D. supervisors of the University or Autonomous Colleges/Institutions. Even after retirement, if they are not working as regular Professors/ Associate Professors/ Assistant Professors of the University/Institution/College or have seized to be working in an organisation recognised as the research centre of the University will continue until last research scholar under him/her submits his/her Ph.D. thesis to the university/Autonomous Colleges/Institutions or the period of registration of research scholar has expired, whichever is earlier.

#### 13. RECOGNITION AS A PLACE FOR HIGHER LEARNING & RESEARCH CENTRE: -

Norms, standards and procedures for recognition as a place for Higher Learning & Research Centre shall be as per the provisions of prevailing Statute/Direction of the University as amended from time to time. Moreover, the regulations of the UGC issued from time to time, in this regard shall so be applicable.

The affiliated colleges/institutes running PG program in the relevant discipline may be considered eligible to offer M.Phil /Ph D program only if they satisfy the availability of eligible Research

supervisors, required infrastructure and supporting administration and research promotion facilities as per the UGC norms. They should have subscribed for at least Five journals(National/International) for at least five years. A college which is not recognized by UGC under 2(f) and 12(b) shall not be eligible and it should have been NAAC accredited with at least grade B+ and above /valid NBA accreditation in relevant discipline.

Post-graduate departments of colleges, Research laboratories of Government of India/State government with at least two Ph.D. qualified teachers/scientists/other academic staff in the department concerned, along with required infrastructures, supporting administrative and research promotion facilities as per the UGC regulations, should additionally apply for the recognition as a Centre of Research for doctoral research provided it possesses at least one approved supervisor.

The autonomous College I Institution can start Ph.D. programme on recognition and approval of the University as per the prevailing Statute/Ordinance/Direction, if any.

#### 14. SUPERVISOR NOT WORKING AT AN APPROVED/RECOGNISED RESEARCH CENTER: -

Where a recognized research supervisor is working in a college/institute which does not have a recognized research centre, such supervisor may apply to the University for his/her registration at an appropriate Post Graduate Teaching Department of the University. Once such recognized supervisor is registered at the department as the supervisor he/she shall be eligible for allotment of research scholar without any discrimination. In case, the University has no Post Graduate Teaching Department for any particular subject for which the recognized supervisor desires to register the University shall ensure his registration at some other recognized/approved research centre of the University affiliated/autonomous college/institution.

#### 15. PERMISSIBLE NUMBER OF Ph.D. SCHOLARS UNDER THE SUPERVISOR: -

The maximum number of Ph.D. scholars who could be registered under a recognised Ph.D. supervisor shall be eight in case of a Professor, Six in case of an Associate Professor and Four in case of an Assistant Professor and other supervisors. While counting the maximum permissible number of Ph.D. scholars who could be registered under a particular supervisor his/her appointment as a co-supervisor shall also be taken into consideration. In addition to above the Ph.D. supervisor may be allotted 3 candidates for M.Phil programme if the supervisor is Professor; two candidates if the supervisor is Associate Professor and one candidate if the supervisor is Assistant professor.

If the recognised Ph.D. supervisor of the University or Autonomous Colleges/Institutions is also a recognised Ph.D. supervisor in other university, the number of Ph.D. scholars registered under him/her in that University shall also be taken into account while allocating Ph.D. scholars to him so that at no point of time he/she has more than the permissible number of Ph.D. scholars registered under him under this Direction.

The candidates fulfilling the qualifications for registration for the degree of Doctor of Philosophy(Ph.D.) in the faculty comprising of his/her subject shall have to apply to the research centre recognized by the University in the subject concerned. On the basis of application received

from the candidate, he/she shall be allotted Supervisor working in that recognized research centre. After allotment of supervisor, the synopsis of the research work shall be prepared in consultation with the supervisor. The said synopsis shall be approved by the Research Advisory Committee in that subject at the recognized research centre. After approval of the synopsis by the Research Advisory Committee, the candidate shall be eligible for making application for registration to the University.

#### 16. TENURE OF REGISTRATION: -

(a) Ph.D. programme shall be for a minimum duration of three years, including course work and Maximum of Six years. Registration for Ph.D. under this Direction shall be valid for a period of six years from the date of registration.

(b) However, a woman candidate and person with disability (more than 40% disability duly certified by competent authority) may be allowed an extension of two years.

(c) In addition, the women candidates may be provided maternity leave/childcare leave once in the entire duration of the Ph.D. Program till up to 240 days.

(d) Under the circumstances of Natural calamity/War and medically unfit due to prolonged illness, the application may be submitted to the University for the approval of the Vice Chancellor or Principal/ Director of Autonomous Colleges / Institutions for maximum period of one year during entire Ph.D. program.

(e) A candidate registered for Ph.D. program shall be allowed to submit his/her thesis on completion of minimum THREE years. For counting the above said period of three years, the time spent for the course work shall also be taken into consideration.

(f) During the complete tenure of registration of full-time candidates, it shall be mandatory for them to reside within the territorial jurisdiction of R.T.M. Nagpur University, Nagpur.

#### 17. PROGRESS REPORT: -

Every registered candidate shall submit to the Director, Board of Examinations and Evaluation of the University or controller of examinations of Autonomous Colleges I Institutions, through supervisor, the progress report of his/her research work after every six months in the prescribed form, (Annexure II). He/she shall appear before the Research Advisory Committee once in every six months after his/her registration for Ph.D. programme to make presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports of each scholar shall then be submitted by the candidate through Head. place of research work to the Director, Board of Examinations and Evaluation of the University or controller of examinations of Autonomous Colleges I Institutions, within a period of one month from the date of presentation of the progress report.

#### 18. CANCELLATION OF REGISTRATION AND ITS CONSEQUENCE:

(a) Cancellation of registration: -

## (i) Voluntary Cancellation: -

The candidate can opt for voluntary cancellation of his Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the supervisor and Head of the Place of Research shall be submitted to the Director of Board of Examinations and Evaluations. The Director of Board of Examinations and Evaluations shall forward the application submitted by the candidate to respective R.R.C. for further necessary action. The registration shall stand cancelled from the date of his/her application.

In case of registrations in the Autonomous Colleges / Institutions, the candidate can opt for voluntary cancellation of his Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the supervisor shall be submitted to the Head of the Place of Research. The Principal / Director shall cancel such registrations after discussions with the concerned scholar. The Principal / Director of Autonomous Colleges I Institutions shall recommend to RRC of the University for cancellation of such registration.

## (ii) Cancellation for misconduct: -

If a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., related to his/here search and/or, at the place of research the registration shall be cancelled by the relevant Research and Recognition Committee by way of punishment on receipt of report from the supervisor and the Head, Place of Research.

Provided that the Head, Place of research before submitting report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary.

In case of registration in the Autonomous Colleges I Institutions, if a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., related to his/her research and/or, at the place of research, the Principal /Director shall constitute a committee to investigate the matter, the committee shall give sufficient chances to the scholar to prove his innocence, if the committee recommends with reasons cancellation of such registration. the Principal / Director of Autonomous Colleges / Institutions shall recommend to RRC of the University for cancellation of such registration.

## (iii) Cancellation for unsatisfactory progress of research work: -

If the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record reasons for the same and suggest corrective measures. If the research scholar fails to implement those corrective measures, the committee may recommend to the Director, Board of Examination and Evaluation, with specific reasons for cancellation of the registration of the research scholar. The Director shall place the matter before the concerned R.R.C. which shall take an appropriate decision on the matter. If the decision of the R.R.C. to cancel registration of the candidate is approved by the Vice-Chancellor, the registration of the research scholar shall be cancelled. In case of registrations in the Autonomous Colleges I Institutions, if the progress of the

research scholar is unsatisfactory, the Research Advisory Committee shall record reasons for the same and suggest corrective measures. If the research scholar fails to implement those corrective measures, the committee may recommend to the Principal / Director of Autonomous Colleges / Institutions, with specific reasons for cancellation of the registration of the research scholar. The Principal / Director of Autonomous Colleges / Institutions shall recommend to RRC of the University for Cancellation of such registration.

(b) Consequence of cancellation of registration: -

Where the candidate whose registration for Ph.D. programme has been cancelled as above has received scholarship/financial assistance from funding agencies like UGC, CSIR, University etc., the amount so received shall be recovered from the candidate and shall be promptly returned by the candidate to the funding agency. Where the funding agency happens to be the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or Autonomous Colleges / Institutions an interest at the rate suggested by the funding agency may be charged by the University from the candidate. On failure to return the amount within a period of 3 months from the date of cancellation of the registration, the University Autonomous Colleges / Institutions may take appropriate steps for recovery of the said amount from the candidate.

(c) Redressal of Grievances:

There shall be Grievance Redressal Committee consisting of the following members to address grievances of the research scholar. supervisors (including Co-Supervisor) and Head, Place of Research: -

I. Pro Vice-Chancellor (Chairperson)

II Dean of the concerned faculty

III. Nominee of the Vice-Chancellor

IV. The Head, Place of Research (If the complaint is by or against the Head or the Dean, he/she shall not participate in the proceedings of the meeting of the committee as a member in such cases additional member/s may be nominated by the Vice-Chancellor)

V. Deputy registrar of Ph.D. Cell - Secretary

The Grievance Redressal Committee shall have the jurisdiction to hear and decide the dispute between the research scholar and his/her supervisor (including Co-supervisor) or between the research scholar and Head, Place of Research pertaining to admission in place of research, allotment of supervisor, demand of fee more than prescribed and any other similar dispute affecting the research of the research scholar.

The Committee after giving adequate opportunity of hearing to the concerned parties shall submit its report to the Vice-Chancellor as soon as possible. The Vice Chancellor shall take decision on the report of the Committee by giving hearing to the concerned parties, if necessary. The decision of the Vice-Chancellor shall be final and binding on the parties.

19. COURSE WORK FOR M.Phil./Ph.D. PROGRAMME: -

(a) All candidates admitted to M. Phil. or Ph. D. programme shall be required to complete prescribed course work within one year after registration for Ph.D. programme and within six months after admission to M.Phil. programme.

(b) The credit assigned to M.Phil. or Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.

(c) The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of 4 credits shall be assigned to one or more courses on Research Methodology, which could cover areas such as quantitative methods, computer applications, research ethics and review of public research in the relevant field, training, field work etc. Other courses shall be of advanced level preparing the students for M.Phil./Ph.D. degree. The details of all courses, syllabus of Research Methodology and other courses, their credits and evaluation methods are mentioned in Annexure III.

(d) M.Phil./ Ph.D. scholar is required to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point system wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation / thesis. However, 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.

Candidates already holding M.Phil. Degree through entrance test and having done the coursework as per UGC prescription shall be exempted from the course work on submission of the certificate of the course work.

(f) Place of the Course Work:

Course Work shall be conducted by the UGC-Human Resource Development Centre of Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur with final examination at the end of the course. It can also be done at NPTEL/Swayam platform for online certification or any other equivalent platform. Similarly, course work may be organized by Post-graduate Teaching Departments of the University. For the completion of course work the candidate must score 55% mark in the examination of concerned course work. The letter certifying the score card must be signed by the supervisor and shall be forwarded along with the attested copy of score card by the Head, place of research to the University.

(g) Course work done by any desiring person before registration to Ph.D. programme shall be treated as equivalent course work done, provide the coursework is in line with the details mentioned in this direction and the person is having certificates of completion of the course work at any of the place of course work mentioned in clause (f) above. After registration the candidate shall forward application through the head of Place of Research along with relevant certificates for exemption of coursework prescribed. The decision of the University to permit or not to permit the said course work in this regard shall be final and binding to concerned scholar.

(h) The Autonomous Colleges/Institutions shall permit the scholar to complete the coursework in online mode through SWAYAM/NPTEL platform. The score card with total credits for the coursework shall be submitted to the University by the Principal/Director of the Autonomous College/Institution.

## 20. PLAGIARISM: -

(a) Before submission of thesis to the University, all the M.Phil/Ph.D. students shall submit the soft copy of their thesis to the Coordinator, University Campus Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or any other person specified by the university for detecting plagiarism. The University Coordinator, University Campus Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur shall issue the certificate of non-plagiarism through Urkund or equivalent system of UGC to the candidate after processing the M.Phil./ Ph.D. thesis. In case of registrations in the Autonomous Colleges I Institutions, before submission of the thesis to the Autonomous Colleges I Institutions, all the Ph.D. students shall submit the soft copy of their thesis to the Chairperson of concerned Board of Studies in the college /I Institution for detecting plagiarism. The Chairperson of concerned Board of Studies in the college / Institution shall issue the certificate of non-plagiarism through Urkund or equivalent system of UGC to the candidate after processing the Ph.D. thesis.

(b) The similarity checks for plagiarism shall exclude the following: -

- i) All quoted work either falling under public domain or reproduced with all necessary permission and/ or attribution.
- (ii) All references, bibliography, table of content, preface and acknowledgements
- (iii) All similarities of minor nature.
- (iv) All generic terms, laws, standard symbols and standard equations.

(c) If the similarity check for plagiarism more than 10% is detected and reported by the University Coordinator, university campus library, the candidate shall resubmit the thesis for plagiarism detection test. The candidate shall submit the thesis to the University only after he/she receives the Non-Plagiarism Certificate as per the report of the Sub-committee mentioned in Permissible plagiarism shall be as specified in UGC guidelines. Annexure IV.

The University Coordinator, University Campus Library, shall issue the requisite non plagiarism certificate, as far as possible, within the period of 30 days from the date of submission of the thesis and the candidate should apply at least 3 months before the expiry of registration.

In case of registrations in the Autonomous Colleges I Institutions, if plagiarism is detected and reported by the Chairperson of concerned Board of Studies in the college / Institution, the candidate shall resubmit the thesis for plagiarism detection test. The candidate shall submit the thesis to the Autonomous Colleges / Institutions only after he/she receives the Non Plagiarism Certificate as specified in UGC guidelines /this direction duly certified by the Head of Place of Research, as far







as possible, within the period of 30 days from the date of submission of the thesis and the candidate should apply at least 3 months before the expiry of registration.

(d) The candidate shall not be entitled to claim extension of time permissible for submission of his/her thesis on the ground that some time was consumed by him/her in obtaining the non plagiarism certificate under this clause.

## 21. SUBMISSION OF THESIS: -

The Submission of thesis shall be on the following terms and conditions: -

(a) Every candidate registered for Ph.D. programme shall be allowed to submit his thesis only Thirty-Six months after the date of his registration. The candidate may submit the summary of his/her thesis thirty-three months after the date of his/her registration.

(b) At the most three months before the date of submission of the summary of the thesis, each candidate shall give a pre-submission presentation. The presentation shall be made before the Research Advisory Committee constituted for the subject or a group of subjects and shall be arranged by the Head of the place of research work, on the request of the candidate duly endorsed by the supervisor. The presentation shall be attended by the Head, place of research work, the supervisor, other research supervisor or teachers in the related subject at the place of research work and other Ph.D. Researchers. The organization of the presentation should be duly certified by Head, place of research work and the research supervisor (Annexure -V).

(c) Every candidate (Full time as well as part time) shall submit the proof of completion of the course work (Annexure-VI), the pre-submission seminar and publication of minimum two research papers (one of them should be in SCOPUS / WoS/ UGC Care listed journal as first author) and two paper presentations at International or National conferences (as first author), relating to the topic of his/her research at the time and along with the summary of the thesis, non-plagiarism certificate.

(d) After suitably incorporating the feedback and comments suggested during the presubmission presentation in the draft thesis, in consultation with the Research Advisory Committee, the candidate shall submit to the Director, Board of Examinations and Evaluations or Principal / Director of the Autonomous Colleges /Institutions five copies of the summary of his/her thesis through his/her supervisor within three months from the date of presentation/ seminar.

(e) The final thesis shall be presented in accordance with the following specifications: -

(i) Five copies of the thesis in compact bound form along with a soft copy (CD/Pendrive), certificate of non- plagiarism issued by University Coordinator, University Campus Library, shall be submitted in the Ph.D. Cell of the University, through his/her supervisor and Head, place of research work.

In case of registrations in the Autonomous Colleges / Institutions, five copies of the thesis in compact bound form along with a soft copy (CD/Pendrive), certificate of non- plagiarism issued

by the Chairperson of concerned Board of Studies in the college /institution through his/her supervisor to the Principal / Director. The Principal/Director of the Autonomous College/Institute shall submit the report of the cases of submitted thesis with details to the Director, Board of Examinations and Evaluations for recommendation of Referees by RRC for evaluation of thesis.

(ii) The paper used for printing shall be of A4 Size

(iii) Printing shall be in a standardized form on both sides of the paper and with minimum of one and half line spacing, maximum number of pages including all should be restricted to 500 pages (i.e., 250 papers).

(iv) A margin of minimum one-and-a half inches shall be on the left-hand side.

(v) The title of the thesis, name of the College/ Autonomous college / Institution, University, name of the concerned subject in which thesis submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of the supervisor and co-supervisor (if any), month and year of the thesis submission shall be printed on the title page and the front cover. (For specimen see an Annexure- VII)

(f) The thesis shall include a Certificate of the supervisor (Annexure - VIII ) and a Declaration by the candidate (Annexure-IX) that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged as well as an undertaking to vouch that there is no plagiarism & that the work has not been submitted for the award of any other degree / diploma of any other university or any other institution.

(g) The thesis shall be written in English/Marathi Hindi, except where it relates to foreign or other Indian Languages. In the discipline of Science, Law, Engineering and Technology, Pharmaceutical Science the thesis shall invariably be written in English only.

## **22. APPOINTMENT OF REFEREES: -**

(a) On receipt of the copies of the summary of the thesis or summary and thesis, the same shall be placed before the relevant Research and Recognition Committee, within three months for recommending panel of referees, comprising not less than six referees, for evaluation of the thesis, in an alphabetical manner with their full addresses, area of expertise, e-mail addresses, telephone numbers, mobile numbers and pin codes for correspondence.

The supervisor, shall propose a panel of referees, for external evaluation of the thesis, comprising of not less than ten referees related to the specialization of the thesis, not below the rank of Associate Professor/Equivalent grade with their full address, expertise area, pin code, e-mail, telephone/cell number, fax number (if any), the names proposed in the list by the supervisor shall not be binding on the RRC, the RRC may recommend different names. The RRC shall recommend two panels of three referees each. First panel shall include the referees from within Maharashtra State (not belonging to the jurisdiction of this University and not associated with the University) and the other panel, from outside the State/India.

Provided firstly, that the RRC shall recommend the panel in such a way so as to include at least two referees within the State but out of the territorial jurisdiction of this University and at least

four referees outside the state or outside the country, if available. Provided secondly, that if the referees within the State are not available the panel shall be recommended so as to have all the referees outside the State of Maharashtra.

Provided thirdly, that if language of thesis is Marathi and referees are not available out of the state or outside the country, the panel shall be recommended so as to have all six referees within the state of Maharashtra.

(b) The panel recommended by the RRC shall be placed before the Vice-Chancellor for his approval in terms of the provisions of section 37(2)(b)(ii) read with section 12(13)(e) of the Act.

(c) The Director Board of Examination and Evaluation of the University shall send the panel of referees approved by the Vice Chancellor with respect to the scholars registered in the autonomous college/institution to the concerned Principal /Director for further actions.

### **23. EVALUATION OF THE THESIS: -**

(a) The Ph.D. thesis submitted by the research scholar shall be evaluated by three examiners (referees), one within the state of Maharashtra but outside the jurisdiction the University and two from outside the State of Maharashtra or the country (wherever available)

(b) After the candidate has submitted copies of thesis and the University has appointed category-wise referees, the Director Board of Examinations and Evaluation or Principal / Director of Autonomous Colleges /Institutions, as the case may be, shall preferably within one week from the date of appointment of referees initiate the process of thesis evaluation by sending the letters along with the copy of the summary of the thesis to the referees. For this the referees shall be communicated through official e-mail and also by surface mail requesting them to communicate their consent for evaluation of thesis within fifteen days. In addition, the University or Autonomous Colleges / Institutions shall take care to remind the referees telephonically. If such consent is not received within thirty days from the date of communication, the Ph.D. Cell of the University or Autonomous Colleges I Institutions shall send the letter for consent to the next referee from the panel. If the referee fails to convey his acceptance within 30 days, the office of the Ph.D. Cell or Principal I Director of Autonomous Colleges / Institutions shall send a reminder to the referee through email to send the acceptance letter immediately. In case, the complete panel is exhausted, the fresh panel shall be requested from the RRC.

(c) Where the referee has accepted to examine the thesis, the office of Ph.D. Cell or Principal /Director of Autonomous Colleges I Institutions shall forward the soft copy of thesis to him/her through email (and parallel a hard copy through surface mail) within one week after receipt of letter of acceptance and shall request the referee to submit the report within 45days through email from the receipt of the thesis.

(d) The referees shall send their reports in the prescribed format to the Office of the Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions within forty five days from the date of receipt of the thesis. If the referee fails to do so, the office of the Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions shall send reminders through email &phone calls immediately after the expiry of the said period and request him/her to submit the report within

thirty days. If the concerned referee fails to comply even within the extended period, office the Ph.D. Cell, Principal/Director of Autonomous Colleges/Institutions shall cancel his/her appointment (the Ph.D. Cell shall forward names of all such referees to the Director Board of Examinations) and invite the next referee from the category of approved list to evaluate the thesis.

(e) The evaluation reports received from all or at least two referees shall be opened simultaneously in presence of the Pro-Vice-Chancellor of the University or Principal/Director of Autonomous Colleges/Institutions for further action within one week. If both the referees recommend acceptance of thesis further process will be initiated without waiting for the report of third referee. If any of the two referees recommend modifications or rejection, process will be initiated after receipt of report from third referee.

(f) The candidate shall be declared eligible for appearing in open viva-voce test if all the three or at least two referees recommend the acceptance of the thesis. If two referees out of the three rejects the thesis the candidate shall be declared to be ineligible for award of the Ph.D. degree.

(g) If more than one of the referees recommend revision of the thesis, then the candidate shall submit revised thesis (five copies) within 12 months from the date of the communication by the office of Ph.D. Section or Principal/Director of Autonomous Colleges/Institutions and the revised thesis shall then be sent to the original examiner/s who suggested revision and be subjected to the process of evaluation and conduct of viva-voce test.

(h) If out of three referees, one recommends the acceptance of thesis, the second recommends rejection and third referee recommends revision then the following procedure shall be followed;

(i) The original thesis shall be sent to the next examiner (fourth) in order of preference of the same category for evaluation.

(ii) The recommendation of referee for revision will be considered and thesis will be sent back to the candidate for revision who shall submit revised thesis (four copies) within 12 months from the date of communication by the office of Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions. The revised thesis shall be sent back to the concerned referee who suggested revision for evaluation.

(iii) If after following the procedure under (a) and (b) above, the thesis is accepted by at least two examiners, and then the candidate shall be declared eligible for appearing in the open viva voce test.

(iv) If the fourth examiner recommends revision, the same procedure stipulated above shall be followed. If, however, the fourth examiner rejects the thesis the candidate shall be declared to be ineligible for the Ph.D. degree.

(v) After ascertaining that reports are favorable, the office of the University shall arrange the viva-voce and the defense of the thesis on the earliest date suitable to the geographically nearer external examiner and the Head, Place of Research work who will act as Chairperson. In case of the autonomous college I Institution the Principal /Director shall arrange the viva-voce and the defense of the thesis. In case the Head of place of research work is not available, he shall nominate another

research supervisor as Chairperson for the defense. The office of the Ph.D. Cell or Principal/Director of Autonomous College/Institution shall make the reports available to the Chairperson a day before the date of the viva-voce. In case of any difficulties in the University systems, the Dean of the concerned faculty shall take appropriate decision.

(vi) The supervisor of the candidate shall be the internal referee only for open viva/ voce and defense.

#### **24. VIVA-VOCE AND OPEN DEFENSE OF THE THESIS: -**

(a) The day, date, time and the place for the viva voce and the open defense of the thesis shall be notified by the Office of the Ph.D. Cell or Principal/Director of Autonomous College/Institution preferably eight days in advance. Normally the viva voce and the open defense of the thesis shall be arranged at a place of research approved by the University.

(b) The open defense of the thesis shall take place in presence of supervisor (internal referee), one external examiner and the Head, place of research work who shall jointly evaluate the performance of the candidate. Such open defense viva voce examination shall be open to be attended by Deans/Dean's nominee, members of Research Advisory Committee. Faculty members, research scholars and other interested experts, researcher and/or the P.G. students.

In case of any difficulty, in the University system Dean of the concerned faculty shall take the appropriate decision. The Head of the University Department/Principal of the place of research work shall act as the Chairman of the Open defense.

(c) If the external referee is unable to be present at the time of the viva-voce and open defense, the Vice-Chancellor, on the recommendation of the supervisor and the Dean of the concerned faculty, shall appoint a senior research supervisor to act as an external referee for the viva-voce and open defense of the thesis. In case the internal referee is not available, the Vice-Chancellor shall appoint one of the senior research supervisors as an internal referee, on the recommendation of the Dean of the concerned faculty and the Head, place of research work.

(d) The referees present for the viva-voce and the open defense of the thesis shall submit to the office of the University their final report in written form duly signed by them, immediately after the viva-voce and open defense is over, along with the copy of the thesis, through the Chairperson of the Viva-voce and open defense, about the award of Ph.D. Degree. The office of the Ph.D. cell shall place the reports of the referees and also the report of the viva-voce and open defense of the thesis before the Pro-vice-chancellor for his/her acceptance and release of notification within 15 days.

In case of the Autonomous Colleges/Institutions, the referees present for the viva-voce and the open defense of the thesis shall submit to the Controller of Examinations in the Autonomous College/Institution their final report in written form duly signed by them, immediately after the viva-voce and open defense is over, along with the copy of the thesis, through the Chairperson of the Viva-voce and open defense, about the award of Ph.D. Degree. The Controller of Examinations in the Autonomous College/Institution shall place the reports of the referees and also the report of the viva-voce and open defense of the thesis before the Principal/Director for his/her acceptance.

The Principal of the Autonomous College/Institution shall forward the report in sealed envelope to the Director Board of Examination and Evaluation of the University, notification of award of Ph.D. degree shall be taken out by the Ph.D. cell of RTM Nagpur University for the release of notification within 15 days.

( e) In case the viva-voce and open defense is not satisfactory the referees may unanimously recommend, with reasons that a fresh viva-voce and open defense of the thesis be organized within a period of not less than one month. If the viva-voce and open defense is still not satisfactory the committee would record the reasons for the same and refer the matter to the Board of Examinations and Evaluation in case of the University and Principal/ Director of Autonomous College / Institution for consideration and appropriate decision.

(f) The result shall be officially declared by the office of the Ph.D. Cell within 15 days from the date of submission of the report to the Ph.D. cell.

#### **25. CERTIFICATION: -**

The University shall issue to the candidate a certificate signed by Dean of the concerned faculty certifying that the Ph.D. research has been done in accordance with the UGC Regulations, 2016, issued by the UGC as per the Notification dated 5th May 2016 and published in Gazette of India on 5th July 2016. This may be included in the notification or may be issued along with the notification.

#### **26. CONFERMENT OF M.Phil. / Ph.D. DEGREE: -**

Ph.D. degree shall be conferred on the candidate in the ensuing convocation of the university under the signature of the Vice-Chancellor.

#### **27. STANDARD OPERATING PROCEDURES: -**

For improving systems in the Ph.D. programmes. standard operating procedures (SoP) as laid down in Annexures -X and formats as given in Annexures- SOP 1 to 4 shall be used by all concerned. Autonomous Colleges / Institutions shall develop standard operating procedures in line with the SoPs detailed in this direction; get them approved by respective statutory bodies before implementation.

#### **28. DEPOSITORY WITH UGC: -**

Following the successful completion of the evaluation process and announcements of the award of Ph.D. Degree, unless the researcher and or the research supervisor has lodged their objection at the time of submission of his/her thesis, the University shall submit an electronic copy of the Ph.D. thesis to the In-charge of Shodhganga, RTM Nagpur University, within a period of thirty days, for hosting the same in INFLIBNET accessible to all Institutions/Universities under UGC norms.

#### **29. CLAIM FOR INTELLECTUAL PROPERTY RIGHTS**

Wherever any intellectual property is acquired by using the outcome of the research, carried out by a research scholar by virtue of his/her registration for research under this Direction, by the research scholar or his/her supervisor either solely or jointly or by any third person through them

the University shall invariably have a proportionate ownership right in such intellectual property in terms of the Research Policy and Intellectual Property Rights of the University, unless the claim is waived explicitly by the University.

**30. SAVING CLAUSE: -**

Notwithstanding anything contained herein, all cases in which registration for M.Phil./Ph.D. has already been granted under earlier Ordinances/Directions, the same shall continue to be governed by the respective Ordinances and Directions, including the procedure for submission of the thesis and its evaluation, notwithstanding their repeal or lapse.



**NAGPUR**

**(Dr. Subhash R. Chaudhari)**  
**Vice-Chancellor**

**DATED: 05-05-2022**





ANNEXURE-I

Faculty of \_\_\_\_\_  
Subject: \_\_\_\_\_

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017))”



**APPLICATION FORM FOR REGISTRATION AS A RESEARCH STUDENT FOR THE  
DEGREE OF DOCTOR OF PHILOSOPHY IN THE FACULTY OF \_\_\_\_\_  
SUBJECT \_\_\_\_\_**

This form must be submitted to the Director, Board of Examinations and Evaluation, Rashtrasant Tukadoji Maharaj Nagpur University, through the Supervisor and Head of Place of Research where proposed research is carried out, so as to reach him on or before 15<sup>th</sup> July/ 15<sup>th</sup> January.

To,  
The Director,  
Board of Examinations and Evaluation  
Rashtrasant Tukadoji Maharaj  
Nagpur University, Nagpur.

Sir/Madam,

I hereby apply for being registered as a research student for the degree of Doctor of Philosophy (Ph.D.) in the Faculty of \_\_\_\_\_ Subject \_\_\_\_\_ of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

The required fee of Rs. \_\_\_\_\_ has been paid in the University account on date \_\_\_\_\_ vide receipt No. \_\_\_\_\_. (A copy of the receipt is enclosed herewith)

1) Name in Full : \_\_\_\_\_  
(In Block Letters) Surname Middle Name First Name



2) Name of Mother : \_\_\_\_\_

3) Name of Father/Husband : \_\_\_\_\_

4) Date of Birth : \_\_\_\_\_

(In words \_\_\_\_\_)

5) Permanent Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) Address for Correspondence : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ (M) \_\_\_\_\_

(E-mail) \_\_\_\_\_

7) Marital Status: (Married/ Single) \_\_\_\_\_

8) Religion : \_\_\_\_\_

9) Nationality : \_\_\_\_\_

10) Caste : \_\_\_\_\_

11) (a) Whether belong to backward class: Yes/ No \_\_\_\_\_

(b) If yes SC/ST/OBC/VJ/NT/SBC Specify category \_\_\_\_\_

12) Mother Tongue : \_\_\_\_\_ Languages Known \_\_\_\_\_

13) Name of the University from where qualifying degree has been obtained: \_\_\_\_\_

\_\_\_\_\_

14) College last attended : \_\_\_\_\_

15) Enrolment Number, if passed from R.T.M. Nagpur University: \_\_\_\_\_

16) Details of Examination passed:

| Examina-tion passed | University | Year | Subject offered | Divisio n | Aggregate Marks | Percentage/ grade |
|---------------------|------------|------|-----------------|-----------|-----------------|-------------------|
|                     |            |      |                 |           |                 |                   |
|                     |            |      |                 |           |                 |                   |
|                     |            |      |                 |           |                 |                   |
|                     |            |      |                 |           |                 |                   |

17) Are you employed? Yes/No : \_\_\_\_\_  
(a) Designation : \_\_\_\_\_  
(b) Address of office : \_\_\_\_\_  
\_\_\_\_\_

18) Subject (Relating to the Board of Studies in the Faculty) : \_\_\_\_\_

19) Topic of Research : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20) Name and address of the Department/ Institution where the proposed research is to be carried out : \_\_\_\_\_  
\_\_\_\_\_

21) Name, designation and address of the allotted Supervisor under whose supervision the proposed research is to be prosecuted  
\_\_\_\_\_  
\_\_\_\_\_

22) Recognition number of Supervisor : \_\_\_\_\_

23) Whether the Ph.D. Entrance Test conducted by this University passed: Yes/No  
If yes please give details :

(a) Roll Number : \_\_\_\_\_

(b) Percentage obtained : \_\_\_\_\_

24) Whether the candidate is exempted from Entrance Examination: Yes/ No  
If yes, please give details :

\_\_\_\_\_

25) List of documents enclosed : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of the Candidate)

(Signature of the Supervisor/Co-Supervisor)

### INSTRUCTIONS:

- 1) True copies of the mark-list/degree (with verification Certification) certificate must be attached
- 2) Candidate who has passed the qualifying examination from any University other than Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur should submit an original eligibility certificate from Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- 3) If the Candidate belonging to the Backward Community, copy of caste/validity certificate must be enclosed. (wherever is essential a copy of Non- creamy layer certificate is also enclosed)
- 4) Incomplete application will be rejected under any circumstances.

## UNDERTAKING

I promise to abide by the provisions of Direction, rules and regulations issued in this regard from time to time and discipline of the University and read the above mentioned instructions carefully.

(Signature of the Research Scholar)

### ENDORSEMENT OF THE SUPERVISOR

- 1) I am willing to supervise the research work of the applicant. The proposed subject of research and the outline enclosed herewith have my approval
- 2) The subject of research refers to the Board of Studies in \_\_\_\_\_ in this Faculty of \_\_\_\_\_
- 3) The number of students already registered to work under my supervision is \_\_\_\_\_
- 4) I have been recognised / not been recognised as a research supervisor by the University vide No. \_\_\_\_\_

(Signature of the Supervisor/ Co-Supervisor)

### ENDORSEMENT OF THE HEAD OF PLACE OF RESEARCH

Forwarded and recommended. Necessary facilities available in this Department/ Institution will be provided to the applicant.

Date:

Head of the Place of Research



ANNEXURE-II

Faculty of \_\_\_\_\_  
Subject: \_\_\_\_\_

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017)”

**PROGRESS REPORT**

To,  
The Director, Board of Examinations and Evaluation  
Rashtrasant Tukadoji Maharaj Nagpur University  
Nagpur. / The Controller of Examinations  
(Name of Autonomous college/ Institute/organization)

Subject: Progress report for the period from \_\_\_\_\_ to \_\_\_\_\_.

Sir/Madam,

I am submitting the progress report of Ph.D. research for the duration cited under the subject above as follows :

- 1) Name of the Research Scholar : \_\_\_\_\_
- 2) Name of Research Supervisor : \_\_\_\_\_
- 3) Date of Registration for Ph.D. Degree : \_\_\_\_\_
- 4) Place of Research Work : \_\_\_\_\_
- 5) Title of Research work : \_\_\_\_\_

6) Details in respect of Research work carried out during above mentioned period :  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Research Scholar

Signature of Supervisor

Forwarded by Head/Principal/Director  
(Place of Research)

**ANNEXURE - III****Pre Ph.D.-Coursework**

| SN | Course title  | Number of Credit | Hours | To be conducted at  | Evaluation  |
|----|---|------------------|-------|---|---|
| 1  | Research methodology (Compulsory for all except Languages, Law and History) | 4                | 60    | UGC-Human Resource Development Centre /SWAYAM /NPTEL/ 3 <sup>rd</sup> party online programmes<br>*For Languages, Law and History at respective University departments | Online Exam<br>100 marks                                      |
| 2  | Research and Publication Ethics (Compulsory for all Faculties)              | 2                | 30    | UGC-Human Resource Development Centre / /SWAYAM /NPTEL/ 3 <sup>rd</sup> party online programmes   | Online Exam<br>50 marks                                       |
| 3  | Subject specific advanced level courses                                     | 3-9              |       | SWAYAM /NPTEL/ 3 <sup>rd</sup> party online programmes  | Certificate to be submitted through Head of place of Research |
| 4  | Seminar (Compulsory for all Faculties)                                      | 2                | 30    | Place of research/research centre   | Presentation<br>20 marks                                      |

\*The syllabus for research methodology for Languages, law and History to be made by the respective Board of Studies or Research Recognition Committee. These courses need to be organised by the respective University departments.

\*\* If the scholar is preferring coursework from Sr. No. 1 to 3 from SWAYAM /NPTEL/ 3<sup>rd</sup> party online programmes, the scholar shall submit an application to the concerned RAC, the RAC shall go through details of syllabus and assigned credits. On satisfaction the RAC shall recommend the course to the scholar as part of Pre-Ph.D. coursework. Such scholar shall forward RAC recommendation to the University through Head of Place of Research.

**Syllabi for courses to be conducted at UGC-Human Resource Development Centre****1. Syllabus for Research Methodology****Number of credits: 4****Duration: 60 Hours****Marks: 100****Unit I: Concept of Research****6 hrs**

Meaning of Research; Motivation and Objectives of Research; Types of research, applied vs fundamental, analytical vs descriptive, quantitative vs quantitative, conceptual vs empirical; Research process.

Research design; Importance of formulation of research problem; Literature review, its importance in problem definition; Developing a theoretical framework, conceptualizing research design, and stages involved in designing.

**Unit II : Development of research proposal** **6**  
**hrs**

Content of research proposal, preamble / Introduction, the problem, objectives of study, hypothesis to be tested etc., Pilot study of the problem; Language of reports, Bibliography, referencing and footnotes

**Unit III: Data Collection and Analysis** **18**  
**hrs**

Primary Data: Designing Questionnaires and Schedules, Checking consistency, reliability and validity of data.

Secondary data: Major sources, journals, monographs, government publications etc. Research problem statements.

Analysis: Classification, presentation, tabulation of data; Graphical and diagrammatical representation of data; Concept of measures of central tendency and dispersion-Mean, mode, median, variance, standard deviation, mean deviation and standard error; various sampling techniques, need for sampling, sample size determination, simple random sampling, cluster sampling, stratified sampling; Hypothesis testing, Type-1 and Type -2 Errors, 'P' Value, Test for mean and variance, Correlation and regression, Chi-square test.

**Unit IV: Computer Applications** **18 hrs**

Introduction to MS Word, Word processing with MS word, Editing, formatting texts, tables, Charts; MS Excel: Data handling in Excel - The Excel worksheet, data entry on worksheet, some important editing features of Excel: Calculations on the worksheet; Editing data using Excel form, Array function; Excel charts: Construction of Column/ Bar charts, Histograms, pie charts, line charts, scatter plots etc. Descriptive statistics using Excel, Statistical analysis with software tools.; Working with MS Power point, , making presentations using slide master, graphics, images, animations, presentation basics; Internet surfing, Search engines, Google apps, google slides, google forms, google docs

**Unit V: Report, thesis and Research paper writing** **12 hrs**

Structure and components of scientific reports, types of reports, Summary, Abstract, thesis writing: Different steps in the design and preparation of thesis, layout, structure and language of typical reports, Illustrations and tables, bibliography, referencing and footnotes, Writing research paper, writing proposals for funding agencies

**2. Syllabus for Research and Publication Ethics**

**Number of credits: 2**

**Duration: 30 Hours**

**Marks: 50**

**Contents of Research and Publications as per the UGC Dec 2019**

**Unit 1: Philosophy and Ethics** **4 hours**

1. Introduction to philosophy: definition, nature and scope, concept, branches
2. Ethics: definition, moral philosophy, nature of moral judgements and reactions

**Unit 3: Publication Ethics:****7 hours**

1. definition, introduction and importance
2. Best practices/standards setting initiatives and guidelines: COPE, WAME etc.
3. Conflict of interest
4. Publication misconduct: definition, concept, problems that lead to unethical behaviour and vice versa, types
5. Violation of publication ethics, authorship and contributorship
6. Identification of publication misconduct, complaints and appeals
7. Predatory publishers and journals

**Unit 4 : Open Access Publishing  
hours****4**

1. Open access publications and initiatives
2. SHERPA RoMEO online resource to check publisher copyright and self- archiving policies
3. Software tool to identify predatory publications developed by SPPU
4. Journal finder/Journal suggestion tools viz., JANE, Elsevier Journal Finder, Springer Journal Suggester etc.

**Unit 5:Publication Misconduct****4 hours**

- A. Group Discussion (2 hrs)
  1. Subject specific ethical issues, FFP, authorship
  2. Conflicts of interest
  3. Complaints and appeals; examples and fraud from India and abroad
- B. Software tools (2 hrs)  
Use of plagiarism software like Turnitin, Urkund and other open source software tools

**Unit 6: Databases and Research metrics****6 hours**

- A. Databases (3hrs)
  1. Indexing databases
  2. Citation databases: Web of Science, Scopus , etc
- B. Research Metrics(3 Hours)
  1. Impact factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Scope
  2. Metrics; h-index, g index, i10index, altmetrics





**ANNEXURE- IV**

**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
Plagiarism Checking/Verification**

1. Name of Ph.D. Student: \_\_\_\_\_

2. Title of the Thesis: \_\_\_\_\_

3. Faculty: \_\_\_\_\_

4. (a) Name of Supervisor: \_\_\_\_\_

(b) Official Designation & Address: \_\_\_\_\_

**5. Declaration by Ph.D. Student**

The above thesis was scanned for similarity detection in the university authorized centre. The report is as follows:

Software used \_\_\_\_\_

Date \_\_\_\_\_

Similarity Index: \_\_\_\_\_

Plagiarism Detection Software Report enclosed? (Yes/No) \_\_\_\_\_

Sign of Ph.D. Student

**6. Declaration by Ph.D. Supervisor**

The plagiarism report of the above thesis has been reviewed by the undersigned  
The similarity index is within acceptable limit as per university's policy/norms.  
The following material of the report is excluded from similarity detection:

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

The thesis may be considered for submission to the University.

Sign of Ph.D. Supervisor

**Certificate regarding Plagiarism Detection**

It is certified that the Ph.D. Thesis submitted by Shri/Smt/Ku \_\_\_\_\_ titled \_\_\_\_\_ and supervised by \_\_\_\_\_ has been checked for plagiarism detection using software provided by INFLIBNET Center and as per the necessary information/declarations submitted thereof by the Ph.D. student and his/her Ph.D. Supervisor, it is found that the similarities reported by the software are within the acceptable limit prescribed by the university.

Sign of University Coordinator



**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
Self-Plagiarism Exclusion Certificate from Supervisor**

The contents of following chapters have been published in below mentioned Journals/Conference Proceedings:

**Chapter No. Journal Name/Conference Proceedings Name (with ISSN/ISBN No.)**

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

The above mentioned published work has been included in the thesis and has not been submitted for any degree to any University/Institute.

Signature of the Research Scholar

Signature of Ph.D. Supervisor



ANNEXURE-V

Faculty of: \_\_\_\_\_  
Subject: \_\_\_\_\_

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of Aug, 1923 & presently a State

University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017)"



**CERTIFICATE OF Ph.D. THESIS PRE-SUBMISSION SEMINAR FOR ALL FACULTIES**

This is to certify that Shri /Smt./ Ku. \_\_\_\_\_  
\_\_\_\_\_ has presented Ph.D. thesis pre-submission seminar on the work of his/her Ph.D. in the  
subject\_\_\_\_\_ Under the faculty of\_\_\_\_\_ on (Day)\_\_\_\_\_ (Date)\_\_\_\_\_  
\_\_\_\_\_ (Time)

\_\_\_\_\_ the \_\_\_\_\_ at \_\_\_\_\_  
at the (Name of the Department/College/Institution) \_\_\_\_\_

Following persons were present in the seminar

| SN | Name                                  | Signature |
|----|---------------------------------------|-----------|
| 1. | Recognised Supervisor (at the centre) |           |
| 2. | Recognised Supervisor (at the centre) |           |
| 3. | Recognised Supervisor (at the centre) |           |
| 4. | (Teacher at the centre)               |           |
| 5. | (Teacher at the centre)               |           |
| 6. | (Ph.D. Student)                       |           |
| 7. | (Ph.D. Student)                       |           |
| 8. | (Ph.D. Student)                       |           |

**Suggestions**

Date:

**RAC Chairman**

**RAC Member**

**RAC Member**

**Supervisor**

**ANNEXURE- VII**

**FRONT /COVER PAGE OF THESIS**

- 1) The colour of the cover of the thesis should be black
  
- 2) The name of the candidate should mention on the top side cover of Ph.D. Thesis
  
- 3) Title of the Thesis (In Block Letters)
  
- 4) Faculty
  
- 5) Subject
  
- 6) Name of Supervisor/Co-Supervisor
  
- 7) Date of thesis submission

Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

## ANNEXURE-VI



Faculty of: \_\_\_\_\_  
Subject: \_\_\_\_\_

## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of Aug. 1923& presently a State

University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017)"



### **COURSE WORK COMPLETION CERTIFICATE**

Details of Coursework completed by the scholar

| SN | Course title  | Credits Earned | Conducted at | Date of certificate issued |
|----|---|----------------|--------------|----------------------------|
| 1  | Research Methodology                                      |                |              |                            |
| 2  | Research and Publication Ethics                           |                |              |                            |
| 3  | Subject specific advanced level courses (Specify Courses) |                |              |                            |
| 4  | Seminar   |                |              |                            |

(Attach copies of certificates received)

I \_\_\_\_\_ hereby certify that the course work specified as per this Direction has been completed satisfactorily by \_\_\_\_\_

Supervisor

Head/Principal/Director of the Place of Research

Date:

CERTIFICATE

This is to certify that the work presented in this thesis entitled :

“ \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ is the own work of Shri /Smt./Ku. \_\_\_\_\_  
conducted in

Department/ Institute/ College of \_\_\_\_\_ under my supervision.

This work has not been submitted earlier to any University/ Institution for any Diploma / degree.

(Name & Designation with Signature of Supervisor)

ANNEXURE- IX

DECLARATION/UNDERTAKING

I hereby declare that the work presented in this thesis entitled

" \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ "was carried out by me under the

supervision of \_\_\_\_\_ at

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This work is based on original research and the same has not been submitted by me to any University/  
Institution in whole or in part, for the award of any degree or diploma.

Date:

(Name with Signature of Research Scholar)

Annexure-X

**SOPs for establishing systems in Doctoral Research.**

**Preamble:** -There is great need to streamline pre-registration, monitoring during doctoral research and post submission activities. Standard operating procedures are essential to streamline the processes and timely declaration of notifications. There is also needed to make interested scholars aware about availability of supervisors, their expertise and facilities in the research centers well in advance. The SOPs shall serve the Ph.D. cell in effective implementation and enhancing confidence of scholars while working on doctoral research in the university.

**Pre-requisites for effective implementation of SOPs**

1. The University must have a fixed schedule for PET and admissions to the Ph.D. Programmes, e.g. PET tests can be conducted in October/March every year and last dates for admissions should be 15<sup>th</sup> January and 15<sup>th</sup> July every year (In unavoidable circumstances the date may be altered with the permission of the Vice-Chancellor).
2. Data base of center-wise vacancies, availability of supervisors (with details) and additional details as suggested below can also be incorporated.

Name of approved research center:

| Name of Supervisor | Area of expertise | Current strength of scholars | Vacancies | Date of Superannuation |
|--------------------|-------------------|------------------------------|-----------|------------------------|
|                    |                   |                              |           |                        |
|                    |                   |                              |           |                        |

3. List of approved supervisors available as Supervisor/co-supervisors in non-approved centers of higher learning and research.

| Name of Faculty | Department & College | Discipline<br>(Chemistry/Physics /Electrical Engg....etc) | No. of scholars guided | Date of Superannuation |
|-----------------|----------------------|---|------------------------|------------------------|
|                 |                      |   |                        |                        |
|                 |                      |   |                        |                        |

**4. Acceptance of Synopsis will be done in two stages:**

- a. For initial scrutiny of applications and understanding quality of synopsis the candidate will present the synopsis before RAC. Knowing weaknesses/ambiguities in the synopsis, RAC will discuss with the supervisor and the candidate during the meeting and suggest them for correction/s or improvement in the synopsis. If synopsis is acceptable in first instance or after correction or improvement, then the synopsis will be forwarded to RRC for further action.



- b. RRC Meeting for presentations of scholars and approval of registrations, discussions with scholars where corrections/modifications are desired and final approval or rejection of synopsis.

### **A] SOP for Pre-Registration Activities**

1. The University shall notify process of admission every year after 30<sup>th</sup> November or 30<sup>th</sup> May.
2. Every Center for higher learning and research shall call for intent for seeking admission to various Ph.D. programmes in respective colleges from 15<sup>th</sup> November and 15<sup>th</sup> June every year through notices on the notice boards as well as website. The details should include vacancies, availability of supervisors (with their expertise and date of superannuation). The scholars may start preparing draft synopsis in line with the expertise areas of supervisors in various colleges.
3. Interested scholars shall submit intents for admission to respective research centers by 20<sup>th</sup> December or 20<sup>th</sup> June, giving preference to supervisors available in respective institutions and possible topics.
4. RAC meetings for Supervisor allocation to interested candidates shall be held in all research centers for higher learning and research by the end of December or June every year.
5. Candidates shall draft the synopsis in consultation with the allocated supervisor and/or co-supervisor and shall present the synopsis in the RAC meeting of concerned center.
6. The RAC shall recommend candidates on the basis of scope for research and quality of the synopsis.
7. Candidates shall complete formalities at college level and submit applications to University as per standard norms.
8. RRC meetings shall be held in the month of February/August to scrutinize the applications, queries and discrepancies if any, shall be noted in format given as **Annexure-SOP-1**. Discrepancies in the applications of candidates shall be informed (instead of rejecting at first instant) to the Head of place of research and the candidates.
9. List of registered candidates shall be displayed by the Ph.D. cell within Fifteen days of the RRC meeting.

### **B] SOP for Registration to Thesis Submission Activities**

1. Every center for higher learning and research shall conduct six monthly progress seminars in RAC meeting with intimation to scholars at least 15 days prior to the seminar.
2. Head of place of research shall forward progress reports of scholars prepared and signed by the supervisor to the Ph.D. Cell in the format specified as **Annexure-II**, within one month of the progress seminar.
3. Every center for higher learning and research shall submit information regarding holding of progress seminar to the Ph.D. cell in the format specified as **Annexure-SOP-2**.
4. The scholar shall apply for Pre-Submission seminar through proforma (**Annexure-SOP-3**) to the Chairperson of the RAC.
5. After reviewing information in the proforma and consulting RAC members, Head of place of research shall decide date and time of the Pre-Submission Seminar.
6. Pre-submission seminar shall be conducted, at the most three months prior to the submission of thesis, in presence of members of RAC and approved supervisors in the

department, presence of supervisor & Co- supervisor shall be mandatory in this seminar. Other research scholars, PG students and faculty shall be invited to attend the seminar.

- 7. Intimation of the seminar shall also be given to other departments in the institution.
- 8. The scholar shall give detailed presentation on the research carried out by him/her. It shall also include draft thesis.
- 9. The RAC shall submit a report of pre-submission seminar in proforma (**Annexure-SOP-4**) to the Head of place of research.
- 10. If minor corrections are suggested by the RAC, the scholar shall carry out these changes and present pre-submission seminar at a suitable date.
- 11. If the RAC rejects submission, the scholar will carry out further research and at a later stage shall re-apply as per above section 4.
- 12. On approval by the RAC, the scholar shall complete research centre level formalities including no dues certificate and plagiarism check of all relevant chapters of the thesis.

**C] SOP for Post Submission Activities**

- 1. Research scholars can submit summary thesis 3 months prior to submission of thesis (but only after pre-submission seminar is delivered).
- 2. At the time of submission of summary thesis, supervisor of the scholar shall forward names of referees, with contact details, to the Ph.D. Cell indicating affiliations and expertise of the referees.
- 3. RRC meetings shall be held at least in every six months of the year, immediately after 31<sup>st</sup> January and 31<sup>st</sup> July.
- 4. RRC shall recommend referees as per norms; considerations may be given to list of referees suggested by the supervisor.
- 5. Ph.D. Cell will forward the panel of referee for the approval of the Vice-Chancellor.
- 6. Ph.D. Cell shall initiate the process of thesis evaluation by sending the letters along with the copy of the summary of the thesis to the referees through **official e-mail and also by surface mail** requesting them to communicate their consent for evaluation of thesis within **fifteen days**.
- 7. The Ph.D. Cell shall take care to remind the referees **telephonically for the consent**.
- 8. If such consent is not received within Thirty days from the date of communication, the Ph.D. Cell shall send the letter for consent to the next referee from the panel.
- 9. If the referee fails to convey his acceptance within 30 days, the office of the Ph.D. Cell shall send a reminder to the referee through email/ phone call to send the acceptance letter immediately.
- 10. In case, the complete panel is exhausted, fresh panel shall be requested from the RRC.
- 11. If the referee has accepted to examine the thesis, the office of Ph.D. Cell shall forward the soft/hard copy of thesis to him /her within one week after receipt of letter of acceptance through official e-mail and also by surface mail. The referee shall be requested to submit the report within 45 days **through email** from the receipt of the thesis
- 12. The referees shall send their reports in the prescribed format to the office of the Ph.D. Cell within forty-five days from the date of receipt of the thesis. If the referee fails to do so, the office shall send reminders through email & phone calls immediately after the expiry of the said period and request him/her to submit the report within thirty days.

13. If the concerned referee fails to comply even within the extended period, the office shall cancel his/her appointment (**the Ph.D. Cell shall forward names of all such referees to the Director, Board of Examinations**) and invite the next referee from the category of approved list to evaluate the thesis.
14. After receipt of reports from all referees in sealed envelopes, the Ph.D. Cell shall intimate the Director of Examination through an office note.
15. Meeting of Pro-Vice Chancellor, Director of BOE and other concerned shall be held once or twice in every month for further processing of reports.
16. All files shall be cleared in single sitting, referee nominated for the open defense/viva voce shall be decided by the Pro-Vice Chancellor in the same meeting.
17. The Ph.D. Cell shall invite supervisor of the candidate at the earliest for arranging open defense /viva voce.
18. The supervisor shall finalise date of open defense/viva voce in consultation with the Ph.D. Cell and Referee nominated.
19. Open defense/viva voce shall be conducted as per the norms specified in the direction.
20. Ph.D. cell shall take out notifications twice every month.

Annexure-SOP-1

**Format for noting discrepancies and queries in RRC meeting 1**

Faculty:

BoS:

**Applications found OK**

| SN | Name of Candidate | Center for higher learning and research | Title of Research | Name of Supervisor | Remarks if any |
|----|-------------------|---|-------------------|--------------------|----------------|
|    |                   |   |                   |                    |                |
|    |                   |   |                   |                    |                |
|    |                   |   |                   |                    |                |

*(to be used in landscape format)*

Names and Signatures of RRC members with date

**Applications with discrepancies**

| SN | Name of Candidate | Center for higher learning and research | Title of Research | Name of Supervisor | Discrepancies |
|----|-------------------|---|-------------------|--------------------|---------------|
|    |                   |   |                   |                    |               |
|    |                   |   |                   |                    |               |
|    |                   |   |                   |                    |               |

*(to be used in landscape format)*

Names and signatures of RRC members with date

**Applications with Queries**

| <b>SN</b> | <b>Name of Candidate</b> | <b>Center for higher learning and research</b> | <b>Title of Research</b> | <b>Name of Supervisor</b> | <b>Cell phone no. of Supervisor</b> | <b>Queries</b> |
|-----------|--------------------------|--|--------------------------|---------------------------|-------------------------------------|----------------|
|           |                          |  |                          |                           |                                     |                |
|           |                          |  |                          |                           |                                     |                |
|           |                          |  |                          |                           |                                     |                |

*(to be used in landscape format)*

**Names and signatures of RRC members with date**

**Annexure-SOP- 2**

**Name of College:**

**Name of Center for higher learning and research:**

**Six- monthly Progress Seminars**

**Term : January 20.. – July 20.. /July 20.. – January 20..**

| S. N. | Name of Scholar | Date of Registration | Seminar No. | Seminar Date | Name of Guide | Signature of Scholar | Signature of Guide/Co-Guide/Faculty Advisor | Progress Satisfactory / Unsatisfactory | Special Instructions to Scholar (If Any) |
|-------|-----------------|----------------------|-------------|--------------|---------------|----------------------|---|--|--|
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |
|       |                 |                      |             |              |               |                      |   |  |  |

*Note: to be used as landscape*

Names and Signs of Members of RAC members

Date:



**Annexure-SOP- 3**

To  
The Chairperson RAC  
Dept. of \_\_\_\_\_  
(Name of Research Center)

**Sub: Pre-submission Seminar of Mr./Ms \_\_\_\_\_**

Dear Sir

I have been working for Research work on

\_\_\_\_\_ (title of  
thesis) in the department of \_\_\_\_\_, (Name of College). The date of  
registration is \_\_\_\_\_.

My supervisor is satisfied with the research output and considers the work to be sufficient  
enough for submission of summary sheet and thesis to the Rashtrasant Tukadoji Maharaj Nagpur  
University. My progress details are given in attached sheet.

I request you to arrange Pre-submission seminar as per the college guidelines.

I will prefer \_\_\_\_\_ dates for the seminar.

Date:

(Name and signature of the scholar)

Consent by the Supervisor, Co-Supervisor

---

Remarks by Chairperson of RAC

**Progress Sheet**

| <b>Publication Details</b><br>(Include title, names of co-authors, Journal/Conference Details, Page nos., attach copies of papers and proof of the SCOPUS/WoS indexing of the journal) |  |
|--|--|
| <b>International Journal</b>   |  |
| <b>National Journal</b>  |  |
| <b>International Conference</b>  |  |
| <b>National Conference</b>   |  |
| <b>Progress Seminars Delivered</b>   |  |
| 1 <sup>st</sup>  |  |
| 2 <sup>nd</sup>  |  |
| 3 <sup>rd</sup>  |  |
| 4 <sup>th</sup>  |  |
| 5 <sup>th</sup>  |  |
| 6 <sup>th</sup>  |  |
|  |  |
|  |  |
| <b>Details of Credit Courses Completed</b><br>(Attach Certificates)  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| <b>Any other information</b>   |  |
|  |  |

(Scholar Name & sign)

(Supervisor Name & Sign)



**Report of Pre-submission Seminar**

Name of Scholar:

Title of Thesis:

Name of Supervisor:

Department:

---

The Research Advisory Committee attended the Pre-Submission seminar delivered by the scholar, reviewed his/her publications and other contributions. The committee unanimously decides

- To permit the scholar submission of Summary Sheet / Thesis
- That minor corrections / additions are necessary before submission

(The RAC is expected to tick in the appropriate box)

*Note: The RAC shall clearly mention minor correction / additions desired; in the event of rejection the RAC should give reasons*

Names and signatures of RAC Members with date

---



## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)”

### **DIRECTION NO. 11 of 2023**

#### **MINIMUM STANDARDS AND PROCEDURE FOR AWARD OF THE DEGREE OF PH.D., DIRECTION, 2023**

Whereas, the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 20 17) (hereinafter the 'Act') has come into force with effect from 1.3.2017 and by virtue of the provisions of Section 3(1) of the said Act, the Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter the "University") is governed by the provisions of the said Act;

AND

Whereas, the University Grants Commission, in supersession of the UGC (Minimum Standards & Procedures for Award of Ph.D. Degree of the Universities) Regulations, 2009, has issued the University Grants Commission (Minimum Standards & Procedure for award of M.Phil./Ph.D. Degree) Regulations, 2016 (the University Grants Commission Regulations, 20 16), vide its Notification dated 5th May 2016, published in the Gazette of India No.278, Part III - Section 4, dated 5th July 2016;

AND

Whereas, the Secretary University Grants Commission, New Delhi Vide No. F.No.20-112014 (PS) dated 17<sup>th</sup> March 2017 has issued Public Notice explaining the words "Regular Mode" appearing in the University Grants Commission's 'Regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the Maintenance of Standards of Higher Education 2010 (4th Amendment)' notified in Gazette of India, dated 11th July 2016;

AND

Whereas, by virtue of Section 73(1) of the Act, an Ordinance is required to be made laying down the conditions under which students shall be admitted to courses of study for awarding various degrees in the University and by virtue of section 73(6) an Ordinance is required to be made for recognition of teachers and also for recognition of teachers as qualified to

give instructions in the University departments/colleges/recognized institutions, including laying down the Minimum Standards and Procedure for award of the Degree of M.Phil./Ph.D., in terms of the UGC Regulations, 2016 but the making of an Ordinance is a time consuming process:

AND

Whereas, Direction No. 32 of 2019 was issued by the University regulating the admission of students to the M.Phil./Ph.D. programmes in the University and other incidental matters, incorporating the provisions of the U.G.C. Regulations (2016) on Minimum Standards and Procedure for award of the Degree of M.Phil. /Ph.D. and also the recommendations of the committee constituted under the Chairmanship of the then Pro Vice-Chancellor of the University, to study and recommend mechanism for pursuing Ph.D. programme in part time mode has lapsed by virtue of the provisions of proviso to section 12(8) of the Act, necessitating issuance of a fresh Direction incorporating the provisions of the said lapsed Direction;

AND

Whereas, the State Government in exercise of its powers under section 72(10) of the Act has issued the Uniform Statute 3 of 2019 titled as "Maharashtra Public Universities (Norms for Grant of Autonomy to Affiliated Colleges, Recognized Institutions and Conducted or Constituent Colleges)", which has bearing upon the offering and conduct of Ph.D. programs in and by the affiliated, recognized, conducted colleges / institutions/ departments which have been conferred autonomous status in terms of the said uniform statute;

AND

Whereas, even as the lapsed Direction No. 32 of 2019 could not be converted in to a necessary Ordinance one committee under the chairmanship of Dr. Dilip Peshwe was constituted by the Academic Council of the University vide its decision on item no 4 in its meeting held on 8th January 2019 with the mandate to review and suggest modifications Direction 32 of 2019 and similarly a committee under the chairmanship of Dr. R.G. Bhojar was constituted by the Senate of the University vide its decision on item no. 31 in its meeting dt 13th January 2019. with a mandate of Whether the present direction no.32 of 2019 regarding minimum standards and procedure for award of degree of M.Phil / Ph.D. of the university is as per UGC Guidelines and submit report;

AND

Whereas, a committee under the Chairmanship of Vice-Chancellor constituted by the Vice Chancellor to study the reports of Dr. D.R. Peshwe committee and also Dr. R G Bhojar committee prepared a draft Direction, incorporating the provisions of the lapsed Direction 32 of 2019 with suitable modifications in the light of the Uniform Statute 3 of 2019 and also the recommendations of Dr. D.R. Peshwe and Dr. R.G. Bhojar committees and the said draft was thoroughly discussed and approved, with some modifications, in the joint meeting of members of Dr. D.R. Peshwe committee, Dr. R G Bhojar committee, Vice Chancellor's committee and also the members of the Board of Research in the University;

AND

Whereas, Direction no. 6/2021 titled "Minimum Standards and Procedure for Award of the Degree of M.Phil. / Ph.D., Direction, 2021 is issued on 1.2.2021, but soon after its issuance it was observed that some of the provisions of the Direction required minor corrections, more particularly as to the procedure for appointment of referees, hence it was felt necessary to issue amendment Direction with such necessary changes replacing and amending the present Direction no. 6/2021.

AND

Whereas, the University Grants Commission in exercise of its powers under clauses f and g of sub section 1 of Section 26 of UGC ACT, 1956 (3 of 1956) has framed the "University Grants Commission (Minimum Standards and procedure for award of M.Phil/Ph.D. degrees)(1<sup>st</sup> Amendment) Regulations, 2018" Whereunder vide clause 2 proviso was added to clause 5.4.1 of the "University Grants Commission (Minimum Standards and procedure for award of M.Phil/Ph.D. degrees) Regulations, 2016" for providing relaxation of 5% of marks to the candidates belonging to SC/ST/OBC(Non creamy layers)/Differently abled category in the minimum passing marks in the entrance examination conducted by the University for admission of students in the M.Phil/Ph.D. Programme of the University. The Management Council of the University, interms of the above mentioned amendment in the U.G.C. Regulations. in its meeting held on Wednesday, 22<sup>nd</sup> September 2021 has decided to extend the benefit of relaxation of 5% marks in the minimum passing marks in the entrance examination conducted by R.T.M. Nagpur University for admitting students in the M.Phil/Ph.D. Programs of the University, in favour of the students belonging to SC/ST/OBC (Non creamy layers)/Differently abled category by amending the provisions of Direction no.11/2021 and a new Direction was issued with necessary amendments as Direction no. 27/2021

AND

Whereas, by virtue of the provision of proviso to Section 12(8) of the Act, Direction no. 27/2021 lapsed on the expiry of period of six months from the date of its issuance as the said Direction could not be converted into the necessary Ordinance as required by Section 12(8) of the Act, which in turn necessitated issuance of a fresh Direction, incorporating the provisions of Direction No. 27/2021, Direction No. 19 of 2022 was issued.

AND

Whereas the University Grants Commission in exercise of its powers under Clauses (f) and (g) of sub section (1) of Section 26 of the UGC 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 has issued 'University Grants Commission (Minimum standards and procedures for Award of Ph.D. Degree) Regulations-2022'.

Now, therefore, I, Dr. Subhash R. Chaudhari, Vice-Chancellor, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur being satisfied about the exigency to invoke and exercise powers vested in me under the provision of Section 12(8) of the Act, do so invoke my powers and hereby issue the following Direction,

1. This Direction shall be called "Minimum Standards and Procedures for Award of Ph.D. Degree, Direction- 2022".

2. This Direction shall come into force with effect from the date of its issuance.

3. **Scope**

This Direction shall govern award of the Degree of Ph.D. in all the faculties of the University, for the research conducted in the approved/ recognized centers of higher learning and research of the University and the autonomous colleges/institutions/ departments of the University whose Ph.D. programs are approved by the University.

4. **Definitions: -**

(a) "Act" means the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).

(b) "Approved Teacher" means Teacher as defined in sub-section 61 of section 2 of the act.

(c) "Autonomous College", "Autonomous Institution" or "Autonomous Department" means a college, institution or department on which autonomy is conferred in terms of the provisions of the Act and the Uniform Statute 3 of 2019.

(d) "Board of Studies" means a Board for a particular subject or a group of subjects constituted as per provisions of Section 40 of the Act.

(e) "Board of Deans" means a Board of Deans constituted by the University as per provisions of subsection (2) of section 36 of the Act.

(f) "College" means a conducted/affiliated college of the university.

(g) "Faculty" means a faculty constituted as per the provisions of Section 34(2) of the Act and the relevant Direction/Ordinance of the University in the University and as per the provisions of the Uniform Statute in the autonomous college/institution/ department.

(h) "Head, Place of Research" means the Head of the Post-Graduate Teaching Department of the University/Principal (or his representative) of the College /Director (or his representative) of the Institute/Head of the Organization, which is recognized/ approved as a place of research and higher learning by the University.

(i) "Place of Research" means all the departments of the University and all other colleges/ institutes/organizations which are duly recognized/approved as the places of "Higher Learning and Research" by the University as per the applicable rules from time to time.

This also includes the autonomous colleges/ institutions/departments offering Ph.D. program duly approved by the University.

(j) "Ph.D. Entrance Test (PET)" means and includes the entrance test conducted by the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur in accordance with the applicable rules framed by the University in this regard from time to time for admission to Ph.D. programme.

(k) "PET Committee" means a committee constituted by the Vice-Chancellor.

(l) "Post Graduate Department" means a Department in a college imparting Post Graduate teaching instructions or institution of higher learning and research or specialized studies, recognized to be so by the University and imparting post-graduate instructions or guidance for research and includes the post-graduate teaching department of the University.

(m) "Principal/Director" means Principal/Director of Affiliated College/Conducted colleges/ Recognised Institutions/ Autonomous College/Institution to which autonomy is granted as per provisions of the act and relevant statutes.

(n) "Research Advisory Committee" means a committee constituted as per the provisions of this Direction.

(o) "Research & Recognition Committee (RRC)" means a committee for the particular Board of Studies constituted by the University as per the provisions of Section 37(2) of the Act,

(p) "Uniform Statute" means Uniform Statute No.3 of 2019 or any other similar Statute framed by the Government of Maharashtra.

(q) "Supervisor" means a person who is recognized as Ph.D. supervisor by the University as per the provisions of this Direction.

(r) "University" means Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

#### 5. **MODES OF Ph.D. PROGRAM: -**

There shall be two modes of doing Ph.D. research i.e., Full time and Part time.

##### (a) **Full Time Ph.D. Program**

(i) Candidates under Full Time mode shall undertake research work in University Departments or Colleges/Autonomous Colleges/ Conducted Colleges / Place of Higher learning and Research (HLR) and shall be available during the working hours for Research activities.

(ii) Candidates in employment, who wishes to pursue Full Time shall be required to submit a No Objection Certificate from his/her employer & should avail leave for the research period.

- (iii) Candidates who are sponsored by the AICTE under Quality Improvement Programme (QIP) for teachers of Engineering Colleges and Faculty Improvement Programme (FIP) for teachers of Arts, Commerce & Science colleges and who satisfy the eligibility conditions shall be eligible for Full Time only, in the disciplines as notified in AICTE/ UGC guidelines.
- (iv) Candidates who are selected under Fellowship programs of National or any recognized bodies and who satisfy the eligibility conditions as per the regulations are eligible for Full Time studies in the respective disciplines.
- (v) Foreign Nationals sponsored by Government of India on any exchange program and who satisfy the eligibility conditions as per the regulations, are eligible for Full Time Program.

(b) **Part Time Ph.D. Program**

- (1) Ph.D. programs through part-time mode will be permitted, provided all the conditions stipulated in this Direction are fulfilled.
- (2) The Higher Educational Institution concerned shall obtain a "No Objection Certificate" through the candidate for a part-time Ph.D. program 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 office will 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 this Direction 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. programs through distance and /or online mode.

(c) **Conversion of Full Time to Part Time**

The candidate who has registered himself/herself as a full-time candidate may subsequently opt for change of mode. He/she shall submit application duly authenticated by supervisor and head of place of research to the Dy. Registrar, Ph.D. Cell or Principal/ Director of Colleges /Autonomous Colleges/ Institutions. The decision in this regard shall be taken by the concerned RRC and communicated to all concerned.

6. **INTER-DISCIPLINARY RESEARCH: -**

- (a) All the areas of research which will require the contribution of more than one subject areas/experts from different streams will be considered under the Board of Inter-disciplinary Studies of the University.
- (b) The Research Advisory Committee constituted at the level of the research center shall form an opinion as whether the proposal received by it is related to research in the inter-

disciplinary area and refer the proposal to the Board of Inter-disciplinary Studies of the University, constituted and empowered as per Statute No.10 of 2015.

(c) The Board of Inter-disciplinary Studies, for doctoral degree, may, if it considers necessary, nominate/ co-opt any senior teacher with 5 years teaching experience preferably in the subject which is core area of research proposal, such co-opted member shall participate in the deliberation of the Board of Inter-disciplinary Studies with respect to the relevant proposal.

(d) In case certain facilities of research do not exist in the jurisdiction of the University, the candidate may be permitted by the Supervisor and Head of the Place of Research work to carry out his research work at an Institution recognized by any Statutory University or Central/State Government, outside the jurisdiction of the University.

(e) Registration

(i) The registration of the research scholar will be in the faculty where the candidate has completed his post graduation degree. (This is required for the award of Ph.D. degree in the area of specialization of the candidate)

(ii) Any approved supervisor of the university from the relevant/ related area of work can be the guide / supervisor / co-supervisor for the research work.

(iii) Any scientist / expert in the area / eminent scholar in the area of research work from the place of research and who is approved supervisor of the university will be allowed to be the co-supervisor.

(iv) However, if such supervisor is not the approved supervisor of the university then as a special case all such experts/ eminent scholars will be allowed to work as co-supervisor with special permission of the Vice- Chancellor on case to case basis.

(f) Place of work for interdisciplinary research

The place of work will be from the following.

(i) University Post Graduate Department/Place of Research in the relevant area of research in the University.

(ii) In the University recognized institutions, CSIR Laboratories, government Departments, etc. where the Inter-Disciplinary research facilities are available.

(g) Award of Degree

The Ph.D. Degree will be awarded to such candidate in the faculty/Board of Studies in which he/she has obtained his/her Post Graduate Degree.



**7. ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D.PROGRAM: -**

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

Candidates who have completed:

- (1) A 1-year/2-semester master's degree program after a 4-year/8-semester bachelor's degree program or a 2-year/4-semester master's degree program after a 3-year bachelor's program or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with a 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, 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 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 program 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)/Different-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. program 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. program. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Different-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

**8. ENTRANCE TEST FOR Ph.D. PROGRAM: -**

(a) NEED FOR TEST: -

Ph.D. Entrance Test (PET) being essential qualification for admission to the Ph.D.programs offered in the University including its colleges/autonomous colleges/ conducted colleges/ institutions/University's PGTD, the University and its autonomous colleges shall conduct

such a test once in a year at the pre-declared centers. It shall be conducted in ONLINE mode. However, University may conduct this examination in an OFFLINE mode for the senior citizens, if the request has been made in this regard.

For Foreign students, University may conduct ONLINE test at the permitted location/s in the country of such students.

(b) DATES OF PET EXAMINATION: -

The University shall conduct a Ph.D. Entrance Test (PET) once in a year. The test shall be conducted in the Last week of May every year. However, in case of any adverse situation, there may be change in date of PET with the permission of Vice-Chancellor.

(c) EXEMPTION FROM PET FOR Ph.D. PROGRAM: -

Candidates who have qualified the UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/ SLET/GATE/GPAT/DST-Inspire/SET/teacher fellowship of state/ central Govt. apex bodies holder or have passed M.Phil. programme in the concerned subject from any Statutory University. Foreign/NRI candidates who have obtained master's degree with at least 55% marks or equivalent CGPA (6.0) and passed PET examination conducted by the University. Candidate already possessing Ph.D.degree in any discipline from any statutory University shall also be exempted from PET.

(d) TENURE OF VALIDITY OF PET RESULT: -

PET being one of the eligibility criteria for applying for Ph.D. admission/registration, the declaration of the candidate to be successful in PET examination shall not confer on the candidate the right of admission/registration. Once the candidate has cleared the PET, he/she will be eligible for the admission to the Ph.D. programme through out his/her career. Candidates who have cleared PET examination in the past shall also be considered eligible for admission to Ph.D. Program.

(e) PATTERN OF EXAMINATION: -

- (i) The examination shall have maximum 100 marks and be divided in two sections viz. Section A - Research Methodology and General Aptitude and Section B – Subject Aptitude.
- (ii) Each section shall have maximum 50 marks and the test shall have MCQs only carrying 1 mark each.
- (iii) The maximum duration of the exam for each section shall be 90 minutes.
- (iv) The examination for two sections shall be held on the same day with a time gap of minimum one Hour between two examinations and the date and time of examination shall be intimated well in advance.
- (v) The examination shall be conducted in three languages viz. English, Hindi and Marathi

## (f) SYLLABUS FOR PET EXAMINATION: -

## Section A - Research Methodology &amp; General Aptitude:

This section shall have 40 multiple choice questions from Research Methodology covering (i) Meaning and Types of research, (ii) Principles of Review of Literature (iii) Defining a research problem (iv) Research Designs (v) Preparing a Research Proposal (vi) Sampling Techniques (vii) Types of Data and Data Collection Techniques (viii) Data Analysis Tools and (ix) Referencing styles. Remaining 10 questions in this section shall test the general aptitude of the examinee for which the questions from Analytical Reasoning, Numerical Ability, Data Interpretation, Computer Awareness, and Language Competency may be asked.

The PET Committee shall be responsible for developing a suitable question bank of MCQs for this section.

## Section B - Subject Aptitude

This section shall have 50 multiple choice questions based on the curriculum prescribed by the Board of Studies of the concerned subject. However, it is suggested that the BoS shall prescribe the curriculum based on the contents of UG programs of respective subject and the University shall display the same on its website for easy access to students.

The Board of Studies of the concerned subject/PET Committee shall be responsible for developing a suitable question bank of MCQs for this section.

## (g) STANDARD OF PASSING: -

In order to be successful in the PET examination an examinee shall score minimum 40% marks in a section and minimum 50% marks in the aggregate (including Both sections).

**Provided, however, that a relaxation of 5% of marks (from minimum aggregate 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non creamy layer)/ Differently abled category.**

## (h) REDRESSAL OF GRIEVANCES: -

The PET Examination Committee constituted by the University shall be the competent authority to redress grievances of any candidate with respect to the conduct of PET.

## (i) PET CENTRES: -

The Ph.D. Entrance Test (PET) shall be conducted by the university at the centers notified in advance. This information shall also be published in two national newspapers of which one shall be in the regional language.

## (j) PET EXAMINATIONS IN AUTONOMOUS COLLEGES I INSTITUTIONS: -

The autonomous colleges/institutes, which have university approved/recognized place of research and higher learning, shall be free to admit the students in their Ph.D. program who

have passed the PET examination conducted by the University. However, such autonomous colleges/institutions/departments offering Ph.D. programme shall have the liberty to conduct their own PET examination for the students desiring to take admission in the Ph.D. programme offered by such colleges Institutions/departments. The standard of this PET examination must be in conformity with the minimum standard prescribed by the University for its own PET examination.

(k) APPLICATION FOR PET: -

The University shall widely circulate a notification inviting applications for Ph.D. Entrance Test (PET) from the eligible candidates. All the application forms shall be filled only ONLINE on the website, link of which will be provided by the University, and print outs of the forms along with certificates and prescribed fees in the form of Demand Draft, drawn in favour of "Finance and Accounts Officer, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur" payable at Nagpur shall be submitted in the office of the designated authority. On scrutiny of the applications, University shall prepare the statement along with all the particulars of the applicants and publish the list of eligible candidates with their Roll Numbers.

The autonomous colleges/institutions shall notify on their websites/notice boards process for inviting applications for PET examination.

9. PROCEDURE FOR ADMISSION TO Ph.D. PROGRAM AND REGISTRATION OF RESEARCH TOPIC: -

A) Admission to Ph.D. Program:

After declaration of PET results, the University shall notify the schedule of admissions to Ph.D. program. The notification shall communicate the start and end date of applications, time line for admitting students at recognized Centers of Higher Learning and Research. All such centers shall strictly follow the schedule notified by the University.

- 1) The Recognized Center of Higher Learning and Research shall display the total intake of students per subject, details of available supervisors, details of students enrolled and number of vacant seats on its website.
- 2) After scrutiny of the applications received, the Centers shall schedule the **personal interview** of eligible applicants to assess the research acumen and competence of applicants on qualitative parameters. Such interviews shall be conducted by the RAC of the concerned center.
- 3) The Center for Higher Learning and Research shall then display the merit list which shall be prepared by computing the composite score of the applicant (70% weightage for PET Score and 30% weightage for Personal Interview) and list of the candidates selected for admission with reference to the number of vacant seats at a particular center.
- 4) Centers are required to strictly adhere to the reservation policy of the Government of Maharashtra while displaying vacant seats and selecting candidates for admission. The number of seats reserved for different categories shall be calculated on the basis of total intake of the center.

- 5) The candidate shall complete the procedure of provisional admission by paying requisite fees (as notified by the University from time to time) and relevant documents at the center.

**B) Allotment of Supervisors:**

The Center for Higher Learning and Research shall convene a meeting of the Research Advisory Committee (RAC) for allotment of supervisors to the students admitted for Ph.D. program. Following guidelines shall be strictly followed by the center:

- 1) Student should be allotted to only a teacher recognized as a supervisor by the University and is currently employed with the concerned center in case of a college and employed/empaneled in case of the University PGTD/Conducted College.
- 2) The maximum number of students to be registered under a particular recognized supervisor at any given point of time shall not exceed –
  - a. Professor – 8 students
  - b. Associate Professor – 6 students
  - c. Assistant Professor – 4 students
- 3) In case of interdisciplinary/multidisciplinary research work, if required, a Co-Supervisor from outside the Department/School/Center/College/University may be appointed.
- 4) If needed by the student, depending upon the research area and expertise required for research, a co-supervisor can also be allotted subject to approval of the Research Recognition Committee of the University. However, the allotment of co-supervisor need not be done in the beginning and a student can make request for the same within one year of admission to the Ph.D. program.
- 5) In case of relocation of a woman scholar due to marriage or otherwise, if no objection certificate is issued by the supervisor and Head, place of research, the research data shall be allowed to be transferred to the University or Autonomous Colleges / colleges/ conducted colleges/ Institutions to which the scholar intends to relocate, provided all other conditions of this Direction are complied with and the research work does not pertain to the project secured by the parent center of research/ supervisor from any funding agency. The research scholar, however, will have to give due credit to the parent supervisor and the center of research for the part of the research already done. Such a proposal needs to be forwarded by the RAC to RRC for final approval.
- 6) Where the allotted supervisor is not able to supervise the research scholar either due to death or disability of the supervisor, for whatever reason, the research scholar may apply to the concerned research center, for change of the supervisor. The RAC of the said research center shall, with suggested new research supervisor, forward it to the Director, Board of Examinations and Evaluation, for change of the supervisor. The Director may place the matter before R.R.C. which shall take and appropriate decision on the application. In other circumstances the R.R.C. may allow change of supervisor on submission of 'No Objection Certificate' from the supervisor and acceptance letter from the new supervisor.
- 7) Supervisors 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.

### C) Pre-Ph.D. Coursework:

Every research scholar who has taken a provisional admission is required to successfully complete a Pre-Ph.D. Coursework of minimum 12 credits with minimum 55% marks or its equivalent grade in the UGC 10-point scale in the course work.

- 1) A research scholar has to complete the said coursework within 1 year of his/her date of admission to Ph.D. program which will be within the tenure of her/his registration. However, 6 months extension can be granted for the same subject to approval of the Head of concerned Research Center.
- 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. Full time 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) Please refer to **Annexure - III** for detailed guidelines of Pre-Ph.D. Coursework.

### D) Registration of Research Topic:

- 1) The process of registration of research scholars shall be held twice every year, it shall be completed on 15<sup>th</sup> June and 15<sup>th</sup> December every year. The university and approved research center shall complete pre-admission activities before the said dates. In case of emergency or unfavorable situation the date/s may be altered with the permission of the Vice-Chancellor.
- 2) A research scholar, on successful completion of Pre-Ph.D. Coursework shall submit a synopsis approved by his supervisor to the Research Center.
- 3) The research center shall convene a meeting of the Research Advisory Committee (RAC) to evaluate the synopsis. The supervisor of the research scholar shall mandatorily attend this meeting.
- 4) The RAC, if finds suitable shall recommend the synopsis to Research Recognition Committee (RRC) of the University for final approval and registration of the research topic.
- 5) If RAC deems fit, it may suggest modifications, alterations or corrections and ask the research scholar to revise the synopsis and present it before RAC again.
- 6) The Center for Higher Learning and Research shall submit details of all recommended proposals to the University on its online portal or as notified by the University within the time specified by the University from time to time. The proposal/s shall be complete in all respects such as mentioning –
  - a. Name and other personal details of the Research Scholar,
  - b. Date of Admission to Ph.D. program,
  - c. Title of the Research Proposal (Synopsis),
  - d. Name of the Supervisor along with her/his approval letter and date of superannuation,

- e. Certificate of the Head mentioning that the Research Scholar has completed the Pre-Ph.D. Coursework as per the norms mentioned under this Direction along with attested copies of certificate/s from competent authorities.
  - f. Attested copies of mark list/degree of qualifying examination,
  - g. Attested copy of PET Score Card,
  - h. Attested copy of alternate examination Score Card, in case the candidate is exempted from PET, etc.
- 7) The Ph.D. Cell of the University shall carry out a scrutiny of all such proposals within 15 days from the last date of submission of proposals by Research Centers and communicate the discrepancies, if any to the concerned Research Center by giving them 15 days' time to remove discrepancies.
  - 8) The Ph.D. Cell of the University shall convene a meeting of the RRC for evaluation of synopsis recommended by the RAC of Research Center/s within 45 days from the last date of submission of proposals by Research Centers.
  - 9) The RRC, if finds suitable shall approve the synopsis with or without any modifications/alterations and grant registration of the research scholar for the topic mentioned in the synopsis. However, the tenure of registration of a research scholar shall be counted from date of her/his admission to the Research Center.
  - 10) If RRC deems fit, it may refer back the proposal to RAC for revision/modifications. After modifications, the research scholar shall present it before RAC again and through RAC it should be recommended to RRC in its ensuing meeting. In case, RRC does not find the synopsis worth registration after modifications, it may reject the research proposal.
  - 11) After approval by the RRC, the particulars of the candidate, topic/title of research work, research supervisor and place of work shall be displayed on the website of the University or Autonomous Colleges/Institutions/Conducted Colleges, within a period of one month.
  - 12) Once a candidate has been registered for any Ph.D. program of the University or Autonomous Colleges/College/Institutions/Conducted Colleges, he/she shall not be allowed to be continued or be registered simultaneously for any other degree/diploma/ research program of this or any other University in India or abroad. Similarly, the candidate registered for full time Ph.D. program shall not accept any full time or part time employment. The breach of this condition shall result in automatic cancellation of his/her registration.

**10. ADMISSION OF INTERNATIONAL STUDENTS TO PH.D. PROGRAM: -**

- (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 9(B)(2) above.
- (2) The admission and registration procedure for international students shall be the same as mentioned in clause 9 above. Provided, the conduct of PET for international students shall be according to clause 8(a) above.

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 9(B)(2) and clause 10(1) above.

**11. NUMBER OF SEATS ATRESEARCH CENTERS: -**

Each recognized Center of Higher Learning and Research at affiliated college, autonomous college/institution, recognized institution and University's PGTD and conducted college is allowed to admit the students for Ph.D. program within the allowable limit of research scholars of the research supervisors employed with it. In case of University's PGTD and Conducted College, such a limit shall be calculated on the basis of research supervisors employed and empaneled with it. Such a limit to be calculated in the beginning of the academic session.

Example: If a recognized center has 2 Professors, 1 Associate Professor and 3 Assistant Professors as recognized supervisors, then the total intake capacity of the center shall be –

Professor –  $2 \times 8 = 16$

Associate Professor –  $1 \times 6 = 6$

Assistant Professor –  $3 \times 4 = 12$

**Total Intake = 34**

The University or Autonomous Colleges/Colleges/Institutions/Conducted Colleges shall maintain the list of all Ph.D. registered students on its website on year wise basis. The list shall include the name of registered candidates, topic of research, names of supervisor/ co-supervisor and the date of registration. The list also shall display the vacancies at each research centers in the University.

**12. RESEARCH ADVISORY COMMITTEE: -**

(a) There shall be Research Advisory Committee (RAC) at every Recognized Center for Higher Learning and Research which shall consist of: -

(i) Director/Principal of the Conducted College/Principal of the College/Head of the Organization which is recognized research center of the University in the subject or a group of subjects comprised in each Board of studies (Ex-Officio Chairperson), provided he/she is having Ph.D. degree.

In case of University's PGTD, the Dean of the concerned faculty will be the Ex-Officio Chairperson of the Research Advisory Committee.

(ii) Two research supervisors from outside the research center in the subject or a group of subjects comprised in the Board of studies from amongst a panel of six persons, nominated by the Vice-Chancellor (Members).

(iii) Recognised Research Supervisor of the Ph.D. Scholar. (Member). – Not in case of initial meeting/s convened for allocation of supervisors

(iv) Head of the Department / subject concerned (Member)



- (b) If the Chairperson is not able to attend the meeting of the committee on the scheduled date, he/she shall nominate senior research supervisor in the department to chair the meeting of the committee as working chairperson. If no research supervisor is available in the Department/ Institute of the University/conducted college/affiliated college/organization which is a recognized research Centre of the university in the subject or a group of subjects comprised in each Board of Studies, one senior person out of two research supervisors nominated by the Vice-Chancellor shall preside as Chairperson.
- (c) The Research Advisory Committee shall meet as per the requirements at the place of research.
- (d) Research Supervisor of the Research Scholar shall attend the meeting as a member of the committee as and when candidate(s) under his/her supervision shall be called before the committee meeting for presentation of the research proposal and for periodical review.
- (e) Out of the two research supervisors nominated by the Vice-Chancellor at least one must be present in the meeting for transacting the business.
- (f) The Research Advisory Committee (RAC) shall have following responsibilities: -
- (i) The allocation of the Research Supervisor for an eligible research scholar shall be made by the committee taking into consideration the number of scholars already registered with the research supervisor, the specialization of the supervisors and research area of the research scholar as indicated by him/her;
  - (ii) To review the research proposal and finalize the topic of the research;
  - (iii) To guide the Ph.D. scholar in developing the study design and methodology of research and identify the courses(s) she/he may have to do
  - (iv) To periodically review (every six months) and assist in the progress of research work of the research scholar.
- (g) 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.
- (h) 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.
- (i) If there is any major change in the 'Title of Research', the candidate may apply for the change of title to the University having got his/her application endorsed by the RAC of

the concerned research center within a maximum period of 2 years from the date of registration.

### 13. RECOGNITION OF Ph.D. SUPERVISOR: -

Following persons shall be eligible to be recognized as Ph.D. Supervisor in the University, if they are working within the territorial jurisdiction of the university: -

- a) Any full time regular Post-Graduate Professor/Associate Professor approved by the University, having a Ph.D. Degree and having not less than FIVE years of teaching experience and having publication of at least FIVE research papers in SCOPUS/WoS and/or Peer Reviewed and Refereed Journals mentioned in UGC-CARE List.
- b) Any full time regular Post-Graduate Assistant Professor approved by the University, having a Ph.D. Degree and having not less than FIVE years of teaching experience and having publication of at least THREE research papers in SCOPUS/WoS and/or Peer Reviewed and Refereed Journals mentioned in UGC-CARE List
- c) Such recognized research supervisors of a particular recognized research center 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.
- d) 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.
- e) A Full Time approved teacher of 4 Year UG Program with minimum TEN years of experience with Ph.D. Degree. In addition, he/she should have published at least FIVE research papers in SCOPUS/WoS and/or Peer Reviewed and Refereed Journals mentioned in UGC-CARE List.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the above condition of publication of research papers in refereed journal may be appropriately relaxed by recording reasons in writing by the RRC as per guidelines of UGC and approved by Board of Research constituted as per provision of section 59(2) of the Act.

However, notwithstanding anything to the contrary herein the University approved teachers who are already recognized as Ph.D. supervisors shall continue to be recognized as Ph.D. supervisors of the University or Autonomous Colleges/Institutions. Even after retirement, if they are not working as regular Professors/Associate Professors/Assistant Professors of the University/Institution/College or have ceased to be working in an organization recognized as the research center of the University will continue to guide until last research scholar under him/her submits his/her Ph.D. thesis to the university/Autonomous Colleges/Institutions or the period of registration of research scholar has expired, whichever is earlier.

#### **14. RECOGNITION AS A PLACE FOR HIGHER LEARNING & RESEARCH CENTRE:**

Norms, standards, and procedures for recognition as a place for Higher Learning & Research Centre shall be as per the provisions of prevailing Statute/Direction of the University as amended from time to time. Moreover, the regulations of the UGC issued from time to time, in this regard shall also be applicable.

The affiliated colleges/institutes running PG program in the relevant discipline may be considered eligible to offer Ph.D. program only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administration and research promotion facilities as per the UGC norms stipulated from time to time. They should have subscribed for at least Five journals (National/International) for at least five years. In addition to above, a college should have a valid NAAC accreditation with minimum B+ grade or a valid NBA accreditation for at least three programs offered by the college on the date of application.

Research laboratories of Government of India/State government with at least two Ph.D. qualified teachers/scientists/other academic staff in the department concerned, along with required infrastructures, supporting administrative and research promotion facilities as per the UGC regulations, should additionally apply for the recognition as a Centre of Research for doctoral research provided it possesses at least one recognized supervisor.

The autonomous College / Institution can start Ph.D. programme on recognition and approval of the University as per the prevailing Statute/Ordinance/Direction, if any.

#### **15. SUPERVISOR NOT WORKING AT AN APPROVED/RECOGNISED RESEARCH CENTER: -**

Where a recognized research supervisor is working in a college/institute which does not have a recognized research center, such a supervisor may apply to the University for his/her registration at an appropriate Post Graduate Teaching Department of the University / Conducted College. Once such recognized supervisor is registered at the department/conducted college as the supervisor he/she shall be eligible for allotment of research scholar without any discrimination. In case, the University has no Post Graduate Teaching Department for any particular subject for which the recognized supervisor desires to register, the University shall ensure his/her registration at some other recognized research center of the University Department / affiliated/autonomous college/institution.

#### **16. DURATION OF THE PROGRAM: -**

- (a) Ph.D. programme shall be for a minimum duration of three years, including course work and Maximum of Six years. Registration for Ph.D. under this Direction shall be valid for a period of six years from the date of admission to the Research Center.
- (b) A research scholar can be allowed to submit his thesis on completion of minimum THREE years from date of admission to the program.

- (c) The validity of registration of a research scholar will expire on completion of SIX years from the date of admission to the program. However, such a research scholar may apply for re-registration with valid reasons through her/his Research Center. The Research Center along with its No Objection Certificate shall forward the application to the University which shall be placed before the RRC in its ensuing meeting. The RRC, if deems it fit, may allow the re-registration for a period of maximum TWO years. Notwithstanding to the contrary, the tenure of program beyond EIGHT years from the date of admission is not permissible.
- (d) However, a woman candidate and person with disability (more than 40% disability duly certified by competent authority) may be allowed an extension of two years.
- (e) In addition, the women candidates may be provided maternity leave/childcare leave once in the entire duration of the Ph.D. Program up to 240 days.
- (f) Under the circumstances of Natural calamity/War and medically unfit due to prolonged illness, the application may be submitted to the University for the approval of the Vice Chancellor or Principal/ Director of Autonomous Colleges / Institutions for maximum period of one year during entire Ph.D. program.
- (g) During the complete tenure of registration of full-time candidates, it shall be mandatory for them to reside within the territorial jurisdiction of R.T.M. Nagpur University, Nagpur.

**17. PROGRESS REPORT: -**

Every registered candidate shall submit to the Director, Board of Examinations and Evaluation of the University or controller of examinations of Autonomous Colleges / Institutions, through supervisor, the progress report of his/her research work after every six months in the prescribed form, (Annexure II). He/she shall appear before the Research Advisory Committee once in every six months after his/her registration for Ph.D. programme to make presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports of each scholar shall then be submitted by the candidate through Head, place of research work to the Director, Board of Examinations and Evaluation of the University or controller of examinations of Autonomous Colleges I Institutions, within a period of one month from the date of presentation of the progress report.

**18. CANCELLATION OF REGISTRATION AND ITS CONSEQUENCE: -**

(a) Cancellation of registration: -

(i) Voluntary Cancellation: -

The candidate can opt for voluntary cancellation of her/his Ph.D. registration. In such event, the application duly signed by the candidate and duly endorsed by the supervisor and Head of the Place of Research shall be submitted to the Director, Board of Examinations and Evaluations. The Director of Board of Examinations and Evaluations shall forward the application submitted by the candidate to respective R.R.C. for further necessary action. The registration shall stand cancelled from the date of her/his application.

In case of registrations in the Autonomous Colleges / Institutions, the candidate cannot for voluntary cancellation of his Ph.D. registration. In such event the application duly signed by the candidate and duly endorsed by the supervisor shall be submitted to the Head of the Place of Research. The Principal / Director shall cancel such registrations after discussions with the concerned scholar. The Principal / Director of Autonomous Colleges / Institutions shall recommend to RRC of the University for cancellation of such registration.

(ii) Cancellation for misconduct: -

If a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., related to her/his research and/or, at the place of research the registration shall be cancelled by the relevant Research and Recognition Committee by way of punishment on receipt of report from the supervisor and the Head, Place of Research.

Provided that the Head, Place of research before submitting report to the University shall grant an opportunity to the candidate for submitting his explanation and shall conduct such enquiry as deemed necessary.

In case of registration in the Autonomous Colleges / Institutions, if a candidate after registration, during the course of research work, is found to be guilty of commissions and omissions amounting to misconduct like indiscipline, dereliction of duties, unbecoming behavior, insubordination etc., related to his/her research and/or, at the place of research, the Principal/ Director shall constitute a committee to investigate the matter, the committee shall give sufficient chances to the scholar to prove his innocence, if the committee recommends with reasons cancellation of such registration, the Principal/Director of Autonomous Colleges/ Institutions shall recommend to RRC of the University for cancellation of such registration.

(b) Consequence of cancellation of registration: -

Where the candidate whose registration for Ph.D. program has been cancelled as above has received scholarship/financial assistance from funding agencies like UGC, CSIR, University etc., the amount so received shall be recovered from the candidate and shall be promptly returned by the candidate to the funding agency. Where the funding agency happens to be the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or Autonomous Colleges / Institutions an interest at the rate suggested by the funding agency may be charged by the University from the candidate. On failure to return the amount within a period of 3 months from the date of cancellation of the registration, the University Autonomous Colleges / Institutions may take appropriate steps for recovery of the said amount from the candidate.

**19. REDRESSAL OF GRIEVANCES: -**

There shall be a Grievance Redressal Committee consisting of the following members to address grievances of the research scholar, supervisors (including Co-Supervisor) and Head, Place of Research: -

- a) Pro Vice-Chancellor (Chairperson)

- b) Dean of the concerned faculty
- c) Nominee of the Vice-Chancellor
- d) The Head, Place of Research (If the complaint is by or against the Head or the Dean, he/she shall not participate in the proceedings of the meeting of the committee as a member in such cases additional member/s may be nominated by the Vice-Chancellor)
- e) Deputy registrar of Ph.D. Cell - Secretary

The Grievance Redressal Committee shall have the jurisdiction to hear and decide the dispute between the research scholar and his/her supervisor (including Co-supervisor) or between the research scholar and Head, Place of Research pertaining to admission in place of research, allotment of supervisor, demand of fee more than prescribed and any other similar dispute affecting the research of the research scholar.

The Committee after giving adequate opportunity of hearing to the concerned parties shall submit its report to the Vice-Chancellor as soon as possible. The Vice Chancellor shall take decision on report of the Committee by giving hearing to the concerned parties, if necessary. The decision of the Vice-Chancellor shall be final and binding on all the parties.

## 20. PLAGIARISM CHECK: -

(a) Before submission of thesis to the University, all the Ph.D. students shall submit the soft copy of their thesis to the Coordinator, University Campus Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur or any other person specified by the university for detecting plagiarism. The University Coordinator, University Campus Library, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur shall issue the certificate of non-plagiarism through the authentic software specified by the University from time to time the candidate after processing the Ph.D. thesis. In case of registrations in the Autonomous Colleges / Institutions, before submission of thesis to the Autonomous Colleges / Institutions, all the Ph.D. students shall obtain a non-plagiarism certificate from the University in the similar manner.

(b) The similarity checks for plagiarism shall exclude the following: -

- i) All quoted work either falling under public domain or reproduced with all necessary permission and/ or attribution.
- (ii) All references, bibliography, table of content, preface and acknowledgements
- (iii) All similarities of minor nature.
- (iv) All generic terms, laws, standard symbols and standard equations.

(c) If the similarity check for plagiarism more than 10% is detected and reported by the University Coordinator, university campus library, the candidate shall resubmit the thesis for plagiarism detection test. The candidate shall submit the thesis to the University only after he/she receives the Non-Plagiarism Certificate as per the report of the Sub-committee mentioned in Permissible plagiarism shall be as specified in UGC guidelines. **Annexure IV.**

The University Coordinator, University Campus Library, shall issue the requisite nonplagiarism certificate, as far as possible, within the period of 30 days from the date of submission of the thesis and the candidate should apply at least 3 months before the expiry of registration.

In case of registrations in the Autonomous Colleges / Institutions, if plagiarism is detected and reported by the University, resubmit the thesis for plagiarism detection test. The candidate shall submit the thesis to the Autonomous Colleges / Institutions only after he/she receives the Non-Plagiarism Certificate as specified in UGC guidelines/this direction duly certified by the Head of Place of Research, as far as possible, within the period of 30 days from the date of submission of the thesis and the candidate should apply at least 3 months before the expiry of registration.

(d) The candidate shall not be entitled to claim extension of time permissible for submission of his/her thesis on the ground that some time was consumed by him/her in obtaining the non-plagiarism certificate under this clause.

## 21. SUBMISSION OF THESIS: -

The Submission of thesis shall be on the following terms and conditions: -

(a) Every candidate registered for Ph.D. programme shall be allowed to submit his thesis only Thirty-Six months after the date of admission. The candidate may submit the summary of his/her thesis thirty-three months after the date of his/her registration.

(b) At the most three months before the date of submission of the summary of the thesis, each candidate shall give a pre-submission presentation. The presentation shall be made before the Research Advisory Committee constituted for the subject or a group of subjects and shall be arranged by the Head of the place of research work, on the request of the candidate duly endorsed by the supervisor. The presentation shall be attended by the Head, place of research work, the supervisor, other research supervisor or teachers in the related subject at the place of research work and other Ph.D. Researchers. The organization of the presentation should be duly certified by Head, place of research work and the research supervisor (**Annexure –V**).

(c) Every candidate (Full time as well as part time) shall submit the proof pre-submission seminar and publication of minimum two research papers (one of them should be in SCOPUS / WoS/ UGC Care listed journal as first author) relating to the topic of his/her research and a non-plagiarism certificate along with the summary.

(d) After suitably incorporating the feedback and comments suggested during the pre-submission presentation in the draft thesis, in consultation with the Research Advisory Committee, the candidate shall submit to the Director, Board of Examinations and Evaluations or Principal / Director of the Autonomous Colleges/Institutions five copies of the summary of his/her thesis through his/her supervisor within three months from the date of presentation/ seminar.

(e) The final thesis shall be presented in accordance with the following specifications: -

(i) Five copies of the thesis in compact bound form along with a soft copy (CD/Pen Drive), certificate of non- plagiarism issued by University Coordinator, University Campus Library, shall

be submitted in the Ph.D. Cell of the University, through his/her supervisor and Head, place of research work.

In case of registrations in the Autonomous Colleges/Institutions, five copies of the thesis in compact bound form along with a soft copy (CD/Pendrive), certificate of non- plagiarism issued by the Chairperson of concerned Board of Studies in the college/institution through his/her supervisor to the Principal/Director. The Principal/Director of the Autonomous College/Institute shall submit the report of the cases of submitted thesis with details to the Director, Board of Examinations and Evaluations for recommendation of Referees by RRC for evaluation of thesis.

(ii) The paper used for printing shall be of A4 Size

(iii) Printing shall be in a standardized form on both sides of the paper and with minimum of one and half line spacing, maximum number of pages including all should be restricted to 500 pages (i.e., 250 papers).

(iv) A margin of minimum one-and-a half inches shall be on the left-hand side.

(v) The title of the thesis, name of the College/Autonomous college/Institution, University, name of the concerned subject in which thesis submitted (like Economics, Political Science, Physics, chemistry etc.) name of the concerned faculty, name of the candidate, name of the supervisor and co-supervisor (if any), month and year of the thesis submission shall be printed on the title page and the front cover. (For specimen see an **Annexure- VI**)

(f) The thesis shall include a Certificate of the supervisor (**Annexure - VII**) and a Declaration by the candidate (**Annexure-VIII**) that the work reported in the thesis has been carried out by the candidate himself/herself and that the material from other sources, if any, is duly acknowledged as well as an undertaking to vouch that there is no plagiarism & that the work has not been submitted for the award of any other degree / diploma of any other university or any other institution.

(g) The thesis shall be written in English/Marathi Hindi, except where it relates to foreign or other Indian Languages. In the discipline of Science, Law, Engineering and Technology, Pharmaceutical Science the thesis shall invariably be written in English only.

## 22. APPOINTMENT OF REFEREES: -

(a) On receipt of the copies of the summary of the thesis or summary and thesis, the same shall be placed before the relevant Research and Recognition Committee, within a month for recommending panel of referees. The panel of referees shall comprise of –

- a. The Supervisor of Research Scholar (Internal Examiner for Open Defense only); and
- b. THREE external examiners who are experts in the field and not in employment of the University of any of its affiliated colleges/recognized institutions

The Research and Recognition Committee shall provide a panel of SIX external examiners among which TWO shall be from the state of Maharashtra and FOUR from other state or from abroad. The panel shall be prepared in alphabetical manner with their full addresses, area of



expertise, e-mail addresses, telephone numbers, mobile numbers, and pin codes for correspondence.

The supervisor, shall propose a panel of referees, for external evaluation of the thesis, comprising of not less than ten referees related to the specialization of the thesis, not below the rank of Associate Professor/Equivalent grade with their full address, expertise area, pin code, email, telephone/cell number, fax number (if any), the names proposed in the list by the supervisor shall not be binding on the RRC, the RRC may recommend different names.

Provided firstly, that the RRC shall recommend the panel in such a way so as to include at least two referees within the State but out of the territorial jurisdiction of this University and at least four referees outside the state or outside the country, if available. Provided secondly, that if the referees within the State are not available the panel shall be recommended so as to have all the referees outside the State of Maharashtra.

Provided thirdly, that if language of thesis is Marathi and referees are not available out of the state or outside the country, the panel shall be recommended so as to have all six referees within the state of Maharashtra.

(b) The panel recommended by the RRC shall be placed before the Vice-Chancellor for his approval in terms of the provisions of section 37(2)(b)(ii) read with section 12(13)(e) of the Act.

(c) The Director Board of Examination and Evaluation of the University shall send the panel of referees approved by the Vice Chancellor with respect to the scholars registered in the autonomous college/institution to the concerned Principal /Director for further actions.

### **23. EVALUATION OF THE THESIS: -**

(a) The Ph.D. thesis submitted by the research scholar shall be evaluated by three external examiners (referees), one within the state of Maharashtra but outside the jurisdiction of the University and two from outside the State of Maharashtra or the country (wherever available)

(b) After the candidate has submitted copies of thesis and the University has appointed category-wise referees, the Director, Board of Examinations and Evaluation or Principal / Director of Autonomous Colleges / Institutions, as the case may be, shall preferably, within one week from the date of appointment of referees, initiate the process of thesis evaluation by sending the letters (through email) along with the copy of the summary of the thesis (soft-copy) to the referees. For this, the referees shall be communicated through official e-mail and by surface mail requesting them to communicate their consent (through e-mail to the official mail ID of Ph.D. Cell) for evaluation of thesis within fifteen days. In addition, the University or Autonomous Colleges / Institutions shall take care to remind the referees telephonically. If such consent is not received within thirty days from the date of communication, the Ph.D. Cell of the University or Autonomous Colleges / Institutions shall send the letter for consent to the next referee from the panel. If the referee fails to convey his acceptance within 30 days, the office of the Ph.D. Cell or Principal / Director of Autonomous Colleges / Institutions shall send a reminder to the referee

through email to send the acceptance letter immediately. In case, the complete panel is exhausted, the fresh panel shall be requested from the RRC.

(c) Where the referee has accepted to examine the thesis, the office of Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions shall forward the soft copy of thesis to him/her through email (and parallel a hard copy through surface mail) within one week after receipt of letter of acceptance and shall request the referee to submit the report within 30 days through email from the receipt of the thesis.

(d) The referees shall send their reports in the prescribed format to the Office of the Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions within THIRTY days from the date of receipt of the thesis. If the referee fails to do so, the office of the Ph.D. Cell or Principal/Director of Autonomous Colleges/Institutions shall send reminders through email & phone calls immediately after the expiry of the said period and request him/her to submit the report within thirty days. If the concerned referee fails to comply even within the extended period, office the Ph.D. Cell, Principal/Director of Autonomous Colleges/Institutions shall cancel his/her appointment (the Ph.D. Cell shall forward names of all such referees to the Director Board of Examinations) and invite the next referee from the category of approved list to evaluate the thesis.

(e) On receipt of the evaluation reports from at least TWO external examiners, the evaluation reports shall be opened simultaneously in presence of the Pro-Vice-Chancellor of the University or Principal/Director of Autonomous Colleges/Institutions for further action within one week. If all the referees recommend acceptance of thesis, then the process for conducting Open Viva-Voce will be initiated. If any of the two referees recommend modifications or rejection, process will be initiated after receipt of report from third referee.

(f) The candidate shall be declared eligible for appearing in open viva-voce test if all the three or at least two referees recommend the acceptance of the thesis. If two referees out of the three rejects the thesis the candidate shall be declared to be ineligible for award of the Ph.D. degree.

(g) If more than one of the referees recommend revision of the thesis, then the candidate shall submit revised thesis (five copies) within 12 months from the date of the communication by the office of Ph.D. Section or Principal/Director of Autonomous Colleges/Institutions and the revised thesis shall then be sent to the original examiner/s who suggested revision and be subjected to the process of evaluation and conduct of viva-voce test.

(h) If out of three referees, one recommends the acceptance of thesis, the second recommends rejection and third referee recommends revision then the following procedure shall be followed;

(i) The original thesis shall be sent to the next examiner (fourth) in order of preference of the same category for evaluation.

(ii) The recommendation of referee for revision will be considered and thesis will be sent back to the candidate for revision who shall submit revised thesis (four copies) within 12 months from the date of communication by the office of Ph.D. Cell or Principal/Director of Autonomous



Colleges/Institutions. The revised thesis shall be sent back to the concerned referee who suggested revision for evaluation.

(iii) If after following the procedure under (a) and (b) above, the thesis is accepted by at least two examiners, and then the candidate shall be declared eligible for appearing in the open viva voce test.

(iv) If the fourth examiner recommends revision, the same procedure stipulated above shall be followed. However, in case, the fourth examiner rejects the thesis the candidate shall be declared to be ineligible for the Ph.D. degree.

(v) After ascertaining that reports are favorable, the office of the University shall arrange the viva-voce and the Open Defense of the thesis on the earliest date suitable to the geographically nearer external examiner and the Head, Place of Research work who will act as Chairperson. In case of the autonomous college/Institution the Principal /Director shall arrange the viva-voce and the defense of the thesis. In case the Head of place of research work is not available, he shall nominate another research supervisor as Chairperson for the defense. The office of the Ph.D. Cell or Principal/Director of Autonomous College/Institution shall make the reports available to the Chairperson a day before the date of the viva-voce. In case of any difficulties in the University systems, the Dean of the concerned faculty shall take appropriate decision.

(vi) The supervisor of the candidate shall be the internal referee only for open viva/ voce and defense.

#### **24. VIVA-VOCE AND OPEN DEFENSE OF THE THESIS: -**

(a) The day, date, time and the place for the viva voce and the open defense of the thesis shall be notified by the Office of the Ph.D. Cell or Principal/Director of Autonomous College/Institution preferably eight days in advance. Normally the viva voce and the open defense of the thesis shall be arranged at a place of research approved by the University in online mode. In case of an exceptional situation, the offline viva-voce can be conducted with the approval of Vice-Chancellor.

(b) The open defense of the thesis shall take place in presence of supervisor (internal referee), one external examiner and the Head, place of research work who shall jointly evaluate the performance of the candidate. Such open defense viva voce examination shall be open to be attended by Deans/Dean's nominee, members of Research Advisory Committee, Faculty members, research scholars and other interested experts, researcher and/or the P.G. students.

In case of any difficulty in the University system, Dean of the concerned faculty shall take the appropriate decision. The Head of the University Department/Principal of the place of research work shall act as the Chairman of the Open defense.

(c) If the external referee is unable to be present at the time of the viva-voce and open defense, the Vice-Chancellor, on the recommendation of the supervisor and the Dean of the concerned faculty, shall appoint a senior research supervisor to act as an external referee for the viva-voce and open defense of the thesis. In case the internal referee is not available, the Vice-Chancellor

shall appoint one of the senior research supervisors as an internal referee, on the recommendation of the Dean of the concerned faculty and the Head, place of research work.

(d) The referees present for the viva-voce and the open defense of the thesis shall submit to the office of the University their final report in written form duly signed by them, immediately after the viva-voce and open defense is over, along with the copy of the thesis, through the Chairperson of the Viva-voce and open defense, about the award of Ph.D. Degree. The office of the Ph.D. cell shall place the reports of the referees and also the report of the viva-voce and open defense of the thesis before the Pro-vice-chancellor for his/her acceptance and release of notification within 15 days.

In case of the Autonomous Colleges/Institutions, the referees present for the viva-voce and the open defense of the thesis shall submit to the Controller of Examinations in the Autonomous College/Institution their final report in written form duly signed by them, immediately after the viva-voce and open defense is over, along with the copy of the thesis, through the Chairperson of the Viva-voce and open defense, about the award of Ph.D. Degree. The Controller of Examinations in the Autonomous College/Institution shall place the reports of the referees and also the report of the viva-voce and open defense of the thesis before the Principal/Director for his/her acceptance. The Principal of the Autonomous College/Institution shall forward the report in sealed envelope to the Director Board of Examination and Evaluation of the University, notification of award of Ph.D. degree shall be taken out by the Ph.D. cell of RTM Nagpur University for the release of notification within 15 days.

(e) In case, the viva-voce and open defense is not satisfactory the referees may unanimously recommend, with reasons that a fresh viva-voce and open defense of the thesis be organized within a period of not less than one month. If the viva-voce and open defense is still not satisfactory the committee would record the reasons for the same and refer the matter to the Board of Examinations and Evaluation in case of the University and Principal/Director of Autonomous College / Institution for consideration and appropriate decision.

(f) The result shall be officially declared by the office of the Ph.D. Cell within 15 days from the date of submission of the report to the Ph.D. cell.

## **25. CERTIFICATION: -**

The University shall issue to the candidate a certificate signed by Dean of the concerned faculty certifying that the Ph.D. research has been done in accordance with the UGC Regulations, 2022, issued by the UGC as per the Notification and published in Gazette of India on 7<sup>th</sup> November 2022. This may be included in the notification or may be issued along with the notification.

## **26. CONFERMENT OF Ph.D. DEGREE: -**

Ph.D. degree shall be conferred on the candidate in the ensuing convocation of the University under the signature of the Vice-Chancellor.

**27. DEPOSITORY WITH UGC: -**

Following the successful completion of the evaluation process and announcements of the award of Ph.D. Degree, unless the researcher and or the research supervisor has lodged their objection at the time of submission of his/her thesis, the University shall submit an electronic copy of the Ph.D. thesis to the In-charge of Shodhganga, RTM Nagpur University, within a period of thirty days, for hosting the same in INFLIBNET accessible to all Institutions/Universities under UGC norms.

**28. CLAIM FOR INTELLECTUAL PROPERTY RIGHTS: -**

Wherever any intellectual property is acquired by using the outcome of the research, carried out by a research scholar by virtue of his/her registration for research under this Direction, by the research scholar or his/her supervisor either solely or jointly or by any third person through them the University shall invariably have a proportionate ownership right in such intellectual property in terms of the Research Policy and Intellectual Property Rights of the University, unless the claim is waived explicitly by the University.

**29. SAVING CLAUSE: -**

Notwithstanding anything contained herein, all cases in which registration for Ph.D. has already been granted under earlier Ordinances/Directions, the same shall continue to be governed by the respective Ordinances and Directions, including the procedure for submission of the thesis and its evaluation, notwithstanding their repeal or lapse.

**NAGPUR****DATED: 24-2-2023**

**(Dr. Subhash R. Chaudhari)**  
**Vice-Chancellor**



ANNEXURE-I

Faculty of \_\_\_\_\_

Subject: \_\_\_\_\_

## **RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017)”

Passport size  
photo

### **APPLICATION FORM FOR REGISTRATION AS A RESEARCH STUDENT FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN THE FACULTY OF \_\_\_\_\_ SUBJECT \_\_\_\_\_**

This form must be submitted to the Director, Board of Examinations and Evaluation, Rashtrasant Tukadoji Maharaj Nagpur University, through the Supervisor and Head of Place of Research where proposed research is carried out, so as to reach him on or before 15<sup>th</sup> July/ 15<sup>th</sup> January.

To,  
The Director,  
Board of Examinations and Evaluation  
Rashtrasant Tukadoji Maharaj  
Nagpur University, Nagpur.

Sir/Madam,

I hereby apply for being registered as a research student for the degree of Doctor of Philosophy (Ph.D.) in the Faculty of \_\_\_\_\_ Subject \_\_\_\_\_ of the Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.

The required fee of Rs. \_\_\_\_\_ has been paid in the University account on date \_\_\_\_\_ vide receipt No. \_\_\_\_\_. (A copy of the receipt is enclosed herewith)

1) Name in Full : \_\_\_\_\_  
(In Block Letters) Surname Middle Name First Name

- 2) Name of Mother : \_\_\_\_\_
- 3) Name of Father/Husband : \_\_\_\_\_
- 4) Date of Birth : \_\_\_\_\_  
(In words \_\_\_\_\_)
- 5) Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) Address for Correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. : \_\_\_\_\_ (M) \_\_\_\_\_  
(E-mail) \_\_\_\_\_
- 7) Marital Status: (Married/ Single) \_\_\_\_\_
- 8) Religion : \_\_\_\_\_
- 9) Nationality : \_\_\_\_\_
- 10) Caste : \_\_\_\_\_
- 11) (a) Whether belong to backward class: Yes/ No \_\_\_\_\_  
(b) If yes SC/ST/OBC/VJ/NT/SBC Specify category \_\_\_\_\_
- 12) Mother Tongue : \_\_\_\_\_ Languages Known \_\_\_\_\_
- 13) Name of the University from where qualifying degree has been obtained: \_\_\_\_\_  
\_\_\_\_\_
- 14) College last attended : \_\_\_\_\_
- 15) Enrolment Number, if passed from R.T.M. Nagpur University: \_\_\_\_\_

16) Details of Examination passed:

| Examina-tion passed | University | Year | Subject offered | Divisio n | Aggregate Marks | Percentage/ grade |
|---------------------|------------|------|-----------------|-----------|-----------------|-------------------|
|                     |            |      |                 |           |                 |                   |
|                     |            |      |                 |           |                 |                   |
|                     |            |      |                 |           |                 |                   |
|                     |            |      |                 |           |                 |                   |

17) Are you employed? Yes/No : \_\_\_\_\_  
(a) Designation : \_\_\_\_\_  
(b) Address of office : \_\_\_\_\_

18) Subject (Relating to the Board of Studies in the Faculty) : \_\_\_\_\_

19) Topic of Research : \_\_\_\_\_  
\_\_\_\_\_

20) Name and address of the Department/ Institution where the proposed research is to be carried out : \_\_\_\_\_  
\_\_\_\_\_

21) Name, designation and address of the allotted Supervisor under whose supervision the proposed research is to be prosecuted  
\_\_\_\_\_  
\_\_\_\_\_



22) Recognition number of Supervisor : \_\_\_\_\_

23) Whether the Ph.D. Entrance Test conducted by this University passed: Yes/No  
If yes please give details :

(a) Roll Number : \_\_\_\_\_

(b) Percentage obtained : \_\_\_\_\_

24) Whether the candidate is exempted from Entrance Examination: Yes/ No  
If yes, please give details :

\_\_\_\_\_

25) List of documents enclosed : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

(Signature of the Candidate)

(Signature of the Supervisor/Co-Supervisor)

**INSTRUCTIONS:**

- 1) True copies of the mark-list/degree (with verification Certification) certificate must be attached
- 2) Candidate who has passed the qualifying examination from any University other than Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur should submit an original eligibility certificate from Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.
- 3) If the Candidate belonging to the Backward Community, copy of caste/validity certificate must be enclosed. (wherever is essential a copy of Non- creamy layer certificate is also enclosed)
- 4) Incomplete application will be rejected under any circumstances.



**ANNEXURE-II**

Faculty of \_\_\_\_\_  
Subject: \_\_\_\_\_

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

**"(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017)"**

**PROGRESS REPORT**

To,  
The Director, Board of Examinations and Evaluation  
Rashtrasant Tukadoji Maharaj Nagpur University  
Nagpur. / The Controller of Examinations  
(Name of Autonomous college/ Institute/organization)

Subject: Progress report for the period from \_\_\_\_\_ to \_\_\_\_\_.

Sir/Madam,

I am submitting the progress report of Ph.D. research for the duration cited under the subject above as follows :

- 1) Name of the Research Scholar : \_\_\_\_\_
  - 2) Name of Research Supervisor : \_\_\_\_\_
  - 3) Date of Registration for Ph.D. Degree : \_\_\_\_\_
  - 4) Place of Research Work : \_\_\_\_\_
  - 5) Title of Research work : \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 6) Details in respect of Research work carried out during above mentioned period : \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Signature of Research Scholar

Signature of Supervisor

Forwarded by Head/Principal/Director  
(Place of Research)

**UNDERTAKING**

I promise to abide by the provisions of Direction, rules and regulations issued in this regard from time to time and discipline of the University and read the above mentioned instructions carefully.

(Signature of the Research Scholar)

**ENDORSEMENT OF THE SUPERVISOR**

- 1) I am willing to supervise the research work of the applicant. The proposed subject of research and the outline enclosed herewith have my approval
- 2) The subject of research refers to the Board of Studies in \_\_\_\_\_ in this Faculty of \_\_\_\_\_
- 3) The number of students already registered to work under my supervision is \_\_\_\_\_
- 4) I have been recognised / not been recognised as a research supervisor by the University vide No. \_\_\_\_\_

(Signature of the Supervisor/ Co-Supervisor)

**ENDORSEMENT OF THE HEAD OF PLACE OF RESEARCH**

Forwarded and recommended. Necessary facilities available in this Department/ Institution will be provided to the applicant.

Date:

Head of the Place of Research

## Annexure - III

### RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR GUIDELINES FOR PRE - Ph.D. COURSE WORK (12 Credits)

Every research scholar admitted to Ph.D. program irrespective of his/her subject and Research Center must complete a Pre-Ph.D. Coursework of minimum 12 credits in order to become eligible for registration of her/his research topic. The minimum marks/grades to be secured by a research scholar shall remain as mentioned in the Direction. Following are the detailed guidelines for completing such a coursework.

The Place of Research are expected to make students aware of these guidelines and abide by the same. Pre Ph.D. – Course Work will be of 12 credits, divided into three parts as stated below:

#### A. Research Methodology Course Work (6 Credits)

1. A research scholar must undergo and successfully complete the course work/s of minimum 6 credits offered on SWAYAM/NPTEL or similar other portals provided they are registered on Academic Bank of Credits. This course work worth 6 credits is completely in online mode.
2. The Scheme of Examination and Teaching in case of online courses shall be as prescribed by the SWAYAM/NPTEL or concerned host institution. One needs to register on the portal for the courses.
3. Annexure-I prescribes faculty wise list of courses with internal choice (s). However, the list is not exhaustive and a research scholar may opt for any other relevant course available on these portals at that point of time subject to the approval of Head, Center for Higher Learning and Research.

#### B. Seminar (2 Credits)

1. Candidates are expected to deliver a presentation based on the literature survey/proposed research topic. This presentation will be of 100 marks.
2. The presentation is to be made before the Research Advisory Committee (RAC)
3. Minimum 20 research papers related to the proposed research area from refereed journals must be elaborated in the presentation on literature survey.
4. Such a seminar shall be arranged by the Research Centre within 8 months from the last date of admission of that academic session.
5. Following Rubrics table shall be used for the evaluation of candidate:

| Name of Place of Research: |                   |                  |                |                       |                     |              |
|----------------------------|-------------------|------------------|----------------|-----------------------|---------------------|--------------|
| Department/Branch:         |                   |                  |                |                       |                     |              |
| SN                         | Name of Candidate | Registration no. | Parameters     |                       |                     |              |
|                            |                   |                  | Contents<br>30 | Quality of References | Communication<br>20 | Total<br>100 |

|  |  |  |  |    |  |  |
|--|--|--|--|----|--|--|
|  |  |  |  | 50 |  |  |
|  |  |  |  |    |  |  |

**C. Program/Deptt. Specific Courses (4 Credits)**

1. Every research scholar must undergo and successfully complete minimum 4 credit courses dealing with the subject/discipline specific research methods. E.g. Business Research Methods, Research Methods for Social Sciences, Research Methods for Material Sciences, etc.
2. These courses can also be offered by the Recognized Center for Higher Learning and Research or UGC-HRDC of the University. The curriculum content and scheme of examination of such courses are required to be approved by the Dean of the concerned faculty.
3. A research scholar has a freedom to opt these courses from SWAYAM/NPTEL or any other recognized portal offering such courses subject to the approval of the Head, Research Center.
4. These courses worth 4 credits are to be offered by Head, Place of Research in consultation with the supervisor(s). Courses may be online or offline.
5. Single course of 4 credits (60 hrs) or two courses each of 2 credits (30 hrs) may be offered.
6. If offered offline; curriculum, scheme of examination and teaching, assessment instrument (s), evaluation methodology, time-table be prescribed before the course starts by the respective Place of Research.
7. If offline, paper must be of 100 marks (including CIE & SEE).
8. Place of Research shall prepare hand-outs/material and distribute to the participants at the end of course work (in case of offline).

**General Guidelines:**

1. The entire Pre Ph.D.- Course Work will be carried out under the guidance and monitoring of Head, Place of Research & Supervisors.
2. Head, Place of Research shall appoint a coordinator to look after day-to-day activities.
3. The Place of Research Work shall provide necessary infrastructure for conducting course work viz. the well-equipped classroom, computing facility, library, etc.
4. The Pre Ph.D. - Course Work Certificate (final)<sup>@</sup> should be obtained within one year from the date of admission to Ph.D. program. However, an extension of 6 months can be granted subject to the approval of Head, Research Center.
5. The attendance record (offline courses) of the candidates shall be maintained by the Place of Research. If the candidate fails to attend requisite contact hours in a course work, he/she may be permitted to make up for the backlog hours in similar course work organised by the Place of Research.
6. For the completion of course work candidate must score 55% marks or equivalent grade (see Annexure-II) in the examination of concerned course work.
7. The letter certifying the final score card must be signed by the supervisor & co-supervisor (if any) and shall be forwarded along with the attested copies of score cards obtained online (SWAYAM/NPTEL) and offline, by the Head, Place of Research to the PhD Cell of University. Refer Annexure-III for the format of final certificate.
8. Place of research shall maintain all the records of Pre PhD – Course Work for future reference.

*@ The term "final" is used because the candidate is going to receive course wise certificates (online), taking all such certificates into consideration, final certificate worth 12 credits will be issued by Head, Place of Research.*

## Annexure-III (A)

### Course Detail – Faculty Wise

#### A. Faculty of Science and Technology

| Type | SN | Course Code | Course Name   | SME Name  | Institute      | Course Duration | Credits | To be conducted by |
|------|----|-------------|---|---|----------------|-----------------|---------|--------------------|
| A    | 1  | PDCWST1A    | Research Methodology <i>OR</i>                                  | Dr. Soumitro Banerjee                                 | IISER Kolkatta | 12 Week         | 3       | NPTEL              |
|      |    | PDCWST1B    | Qualitative Research Methods                                    | Dr. A. Malik  | IIT Kharagpur  | 12 Week         | 3       | NPTEL              |
|      | 2  | PDCWST2A    | Introduction to Research <i>OR</i>                              | Dr. Pratap Haridosa                                   | IIT Madras     | 08 Week         | 2       | NPTEL              |
|      |    | PDCWST2B    | Roadmap for Patent Creation                                     | Dr. Gauri Garghate                                    | IIT Khargpur   | 08 Week         | 2       | NPTEL              |
|      | 3  | PDCWST3A    | Introduction to Professional Scientific Communication <i>OR</i> | Dr. Ganesh  | IIT Kanpur     | 04 Week         | 1       | NPTEL              |
|      |    | PDCWST3B    | Patent Drafting for Beginners <i>OR</i>                         | Dr. Firoz Ali   | IIT Madras     | 04 Week         | 1       | NPTEL              |
|      |    | PDCWST3C    | Effective Writing   | Dr. Binod Mishra                                      | IIT Roorkee    | 04 Week         | 1       | NPTEL              |
| B    | 4  | PDCWST4     | Seminar   | Based on Literature Search/Research Topic             |                |                 | 2       | Place of research  |
| C    | 5  | PDCWST5     | Program Specific Course(s)                                      | To be decided by Head Place of Research (on/off line) |                |                 | 4       | Place of research  |

[www.nptel.ac.in](http://www.nptel.ac.in)      [www.swayam.gov.in](http://www.swayam.gov.in)

#### B. Faculty of Commerce and Management

| Type | SN | Course Code | Course Name   | SME Name  | Institute                     | Course Duration | Credits | To be conducted by |
|------|----|-------------|---|---|-------------------------------|-----------------|---------|--------------------|
| A    | 1  | PDCWCM1A    | Research Methodology <i>OR</i>                          | Dr. Soumitro Banerjee                                 | IISER Kolkatta                | 12 Week         | 3       | NPTEL              |
|      |    | PDCWCM1B    | Research Methodology                                    | Dr. G. S. Bajpai                                      | NLU Delhi                     | 15 Week         | 3       | SWAYAM             |
|      | 2  | PDCWCM2A    | Business Research Methods <i>OR</i>                     | Dr. G. Parmeshwari                                    | PES College                   | 12 Week         | 3       | SWAYAM             |
|      |    | PDCWCM2B    | Research Methodology and Statistical Analysis <i>OR</i> | Dr. Subodh Kesharwani                                 | IGNOU                         | 16 Week         | 3       | SWAYAM             |
|      |    | PDCWCM2C    | Data Analysis for Social Sciences                       | Dr. B. Rajashekhar                                    | HRDC, University of Hyderabad | 16 Week         | 3       | SWAYAM             |
| B    | 3  | PDCWCM3     | Seminar   | Based on Literature Search                            |                               |                 | 2       | Place of research  |
| C    | 4  | PDCWCM4     | Program Specific Course(s)                              | To be decided by Head Place of Research (on/off line) |                               |                 | 4       | Place of research  |

### C. Faculty of Humanities

| Type     | SN | Course Code                | Course Name   | SME Name  | Institute      | Course Duration | Credits | To be conducted by |
|----------|----|----------------------------|---|---|----------------|-----------------|---------|--------------------|
| A        | 1  | PDCWHU1A                   | Research Methodology <i>OR</i>                        | Dr. Soumitro Banerjee                                 | IISER Kolkatta | 12 Week         | 3       | NPTEL              |
|          |    | PDCWHU1B                   | Qualitative Research Methods                          | Dr. A Malik   | IIT Khargpur   | 12 Week         | 3       | NPTEL              |
|          | 2  | PDCWHU2A                   | Introduction to Research <i>OR</i>                    | Dr. Pratap Haridosa                                   | IIT Madras     | 08 Week         | 2       | NPTEL              |
|          |    | PDCWHU2B                   | Philosophical Foundation of Social Research <i>OR</i> | Dr. S. Mallick  | IIT Guwahati   | 08 Week         | 2       | NPTEL              |
|          |    | PDCWHU2C                   | Development Research Methods                          | Dr. R. Bedamatta                                      | IIT Guwahati   | 08 Week         | 2       | NPTEL              |
|          | 3  | PDCWHU3A                   | Effective Writing <i>OR</i>                           | Dr. Binod Mishra                                      | IIT Roorkee    | 04 Week         | 1       | NPTEL              |
| PDCWHU3B |    | Research Writing (General) | Dr. Dr. Anuradha Malick                               | IIT Kharagpur   | 04 Week        | 1               | NPTEL   |                    |
| B        | 4  | PDCWHU4                    | Seminar   | Based on Literature Search                            |                |                 | 2       | Place of research  |
| C        | 5  | PDCWHU5                    | Program Specific Course(s)                            | To be decided by Head Place of Research (on/off line) |                |                 | 4       | Place of research  |

### D. Faculty of Interdisciplinary Studies

| Type     | SN | Course Code                | Course Name   | SME Name  | Institute      | Course Duration | Credits | To be conducted by |
|----------|----|----------------------------|---|---|----------------|-----------------|---------|--------------------|
| A        | 1  | PDCWIS1A                   | Research Methodology <i>OR</i>                        | Dr. Soumitro Banerjee                                 | IISER Kolkatta | 12 Week         | 3       | NPTEL              |
|          |    | PDCWIS1B                   | Qualitative Research Methods                          | Dr. A Malik   | IIT Khargpur   | 12 Week         | 3       | NPTEL              |
|          | 2  | PDCWIS2A                   | Introduction to Research <i>OR</i>                    | Dr. Pratap Haridosa                                   | IIT Madras     | 08 Week         | 2       |                    |
|          |    | PDCWIS2B                   | Philosophical Foundation of Social Research <i>OR</i> | Dr. S. Mallick  | IIT Guwahati   | 08 Week         | 2       | NPTEL              |
|          |    | PDCWIS2C                   | Development Research Methods                          | Dr. R. Bedamatta                                      | IIT Guwahati   | 08 Week         | 2       | NPTEL              |
|          | 3  | PDCWIS3A                   | Effective Writing <i>OR</i>                           | Dr. Binod Mishra                                      | IIT Roorkee    | 04 Week         | 1       | NPTEL              |
| PDCWIS3B |    | Research Writing (General) | Dr. Dr. Anuradha Malick                               | IIT Kharagpur   | 04 Week        | 1               | NPTEL   |                    |
| B        | 4  | PDCWIS4                    | Seminar   | Based on Literature Search                            |                |                 | 2       | Place of research  |
| C        | 5  | PDCWIS5                    | Program Specific Course(s)                            | To be decided by Head Place of Research (on/off line) |                |                 | 4       | Place of research  |



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR**

**Statement of Marks**

(Pre – Ph.D. Course Work – Academic Session \_\_\_\_\_)

Name of Candidate: -----

Roll Number: -----

| SN           | Course Name             | Course Code | Total Marks | Marks Obtained | Percentage | Credits   | Remarks   |
|--------------|-------------------------|-------------|-------------|----------------|------------|-----------|-----------|
| A            | Research Methodology    | PDCWST1     | 100         |                |            | 3         | PASS/FAIL |
|              |                         | PDCWST2     | 100         |                |            | 2         |           |
|              |                         | PDCWST3     | 100         |                |            | 1         |           |
| B            | Seminar                 | PDCWST4     | 100         |                |            | 2         |           |
| C            | Program Specific Course | PDCWST5     | 100         |                |            | 2         |           |
|              |                         | PDCWST6     | 100         |                |            | 2         |           |
| <b>Total</b> |                         |             | <b>600</b>  |                |            | <b>12</b> |           |

Aggregate Percentage: -----

Supervisor

Co-Supervisor

Head, Place of Research

Annexure – III (C)

**Grade Conversion Table**

| Sr. No. | Letter Grade | Grade Point | Mark Range        | Performance |
|---------|--------------|-------------|-------------------|-------------|
| 1       | O            | 10          | Above 90 upto 100 | Outstanding |
| 2       | A+           | 9           | Above 80 upto 90  | Excellent   |
| 3       | A            | 8           | Above 70 upto 80  | Very Good   |
| 4       | B+           | 7           | Above 60 upto 70  | Good        |
| 5       | B            | 6           | 55 to 60          | Pass        |
| 6       | F            | 0           | Below 55          | Fail        |
| 7       | AB           | 0           | Absent            | Absent      |





**ANNEXURE- IV**

**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
Plagiarism Checking/Verification**

1. Name of Ph.D. Student: \_\_\_\_\_

2. Title of the Thesis: \_\_\_\_\_

3. Faculty: \_\_\_\_\_

4. (a) Name of Supervisor: \_\_\_\_\_

(b) Official Designation & Address: \_\_\_\_\_

**5. Declaration by Ph.D. Student**

The above thesis was scanned for similarity detection in the university authorized centre. The report is as follows:

Software used \_\_\_\_\_

Date \_\_\_\_\_

Similarity Index: \_\_\_\_\_

Plagiarism Detection Software Report enclosed? (Yes/No) \_\_\_\_\_

Sign of Ph.D. Student

**6. Declaration by Ph.D. Supervisor**

The plagiarism report of the above thesis has been reviewed by the undersigned  
The similarity index is within acceptable limit as per university's policy/norms.  
The following material of the report is excluded from similarity detection:

(i) \_\_\_\_\_

(ii) \_\_\_\_\_

(iii) \_\_\_\_\_

The thesis may be considered for submission to the University.

Sign of Ph.D. Supervisor

**Certificate regarding Plagiarism Detection**

It is certified that the Ph.D. Thesis submitted by Shri/Smt/Ku \_\_\_\_\_ titled \_\_\_\_\_ and supervised by \_\_\_\_\_ has been checked for plagiarism detection using software provided by INFLIBNET Center and as per the necessary information/declarations submitted thereof by the Ph.D. student and his/her Ph.D. Supervisor, it is found that the similarities reported by the software are within the acceptable limit prescribed by the university.

Sign of University Coordinator



**Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur  
Self-Plagiarism Exclusion Certificate from Supervisor**

The contents of following chapters have been published in below mentioned Journals/Conference Proceedings:

**Chapter No. Journal Name/Conference Proceedings Name (with ISSN/ISBN No.)**

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

The above mentioned published work has been included in the thesis and has not been submitted for any degree to any University/Institute.

Signature of the Research Scholar

Signature of Ph.D. Supervisor



Faculty of: \_\_\_\_\_  
Subject: \_\_\_\_\_

**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

*(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1st of Aug. 1923& presently a State*

*University governed by Maharashtra Public Universities Act, 2016.(Mah. Act. No. VI of 2017)*



**CERTIFICATE OF Ph.D. THESIS PRE-SUBMISSION SEMINAR FOR ALL FACULTIES**

This is to certify that Shri /Smt./ Ku. \_\_\_\_\_  
\_\_\_\_\_ has presented Ph.D. thesis pre-submission seminar on the work of his/her Ph.D. in the  
subject \_\_\_\_\_ Under the faculty of \_\_\_\_\_  
\_\_\_\_\_ on (Day) \_\_\_\_\_ (Date) \_\_\_\_\_  
\_\_\_\_\_ (Time)

\_\_\_\_\_ the \_\_\_\_\_ at \_\_\_\_\_  
at the (Name of the Department/College/Institution) \_\_\_\_\_

Following persons were present in the seminar

| SN | Name                                  | Signature |
|----|---------------------------------------|-----------|
| 1. | Recognised Supervisor (at the centre) |           |
| 2. | Recognised Supervisor (at the centre) |           |
| 3. | Recognised Supervisor (at the centre) |           |
| 4. | (Teacher at the centre)               |           |
| 5. | (Teacher at the centre)               |           |
| 6. | (Ph.D. Student)                       |           |
| 7. | (Ph.D. Student)                       |           |
| 8. | (Ph.D. Student)                       |           |

Suggestions

Date:

RAC Chairman

RAC Member

RAC Member

Supervisor

**ANNEXURE- VI.**

**FRONT /COVER PAGE OF THESIS**

- 1) **The colour of the cover of the thesis should be black**
- 2) **The name of the candidate should mention on the top side cover of Ph.D. Thesis**
- 3) **Title of the Thesis (In Block Letters)**
- 4) **Faculty**
- 5) **Subject**
- 6) **Name of Supervisor/Co-Supervisor**
- 7) **Date of thesis submission**

**Date** \_\_\_\_\_ **Month** \_\_\_\_\_ **Year** \_\_\_\_\_

**CERTIFICATE**

This is to certify that the work presented in this thesis entitled :

“ \_\_\_\_\_  
\_\_\_\_\_”

\_\_\_\_\_ is the own work of Shri /Smt./Ku. \_\_\_\_\_  
conducted in \_\_\_\_\_

Department/ Institute/ College of \_\_\_\_\_ under my supervision.

This work has not been submitted earlier to any University/ Institution for any Diploma / degree.

(Name & Designation with Signature of Supervisor)

**DECLARATION/UNDERTAKING**

I hereby declare that the work presented in this thesis entitled

" \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ "was carried out by me under the  
supervision of \_\_\_\_\_ at

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This work is based on original research and the same has not been submitted by me to any University/  
Institution in whole or in part, for the award of any degree or diploma.

Date:

(Name with Signature of Research Scholar)



Nagar Yuwak Shikshan Sanstha's

# Yeshwantrao Chavan College of Engineering

(An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Hingna Road, Wanadongari, Nagpur-441110

NAAC Accredited with 'A++' Grade

Ph. : 07104- 295083, 295085

Website : www.ycce.edu , Email : principal@ycce.edu

## Declaration by the Head of the Institution

I hereby declare that the data, information and support documents attached herewith are genuine and correct to my knowledge.

Dr. U.P. Waghe

Principal

Principal

Yeshwantrao Chavan  
College of Engineering  
Wanadongri Hingna Road,  
NAGPUR-441110

