

ORDINANCE NO: 42

MEDIUM OF INSTRUCTION, EXAMINATION, EVALUATION AND GRADING SYSTEM FOR THE AWARD OF DOCTOR OF PHILOSOPHY

(Under Section 28(1)(b), 28 (1)(c) and 28(1)(g) of the Central Universities Act 2009)

(Approved by the _____ Academic Council held on _____ and _____th Executive Council held on _____)

Applicability: These guidelines shall be applicable to all candidates who seek admission to and are enrolled/registered for the PhD. Programmes from the Academic Session 2026–27 onwards.

However, the candidates who have been enrolled/registered prior to 23 July 2026 shall continue to be governed by the Ordinance/Rules/Guidelines applicable at the time of their registration in the PhD. Programme.

1. Admission to PhD Programme:

- 1.1 The University shall notify well in advance the number of seats available for admission to the PhD programme in various subjects/disciplines. The admission notification for the PhD programme shall be issued once in an academic year by the office of the Controller of Examinations (CoE).
- 1.2 Applications for admission to the PhD programme shall be received through an advertisement on the university website.

2. Minimum Eligibility Criteria:

The following candidates shall be eligible to seek admission to the PhD programme:

Candidates who have completed:

- 2.1 A 1-year/2-semester master's degree programme after a 4-year/8-semester bachelor's degree programme or a 2-year/4-semester master's degree programme after a 3-year bachelor's degree programme or qualifications declared equivalent to the master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country to assess, accredit or assure quality and standards of the educational institution.

Or

A 4-year/8-semester bachelor's degree programme with a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled, Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time.

- 2.2 Candidates who have completed the M.Phil. programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification from a foreign educational institution accredited by an assessment and accreditation agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that

country to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the PhD programme.

A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently Abled/Economically Weaker Section (EWS) and other categories of candidates, as per the decision of the Commission from time to time.

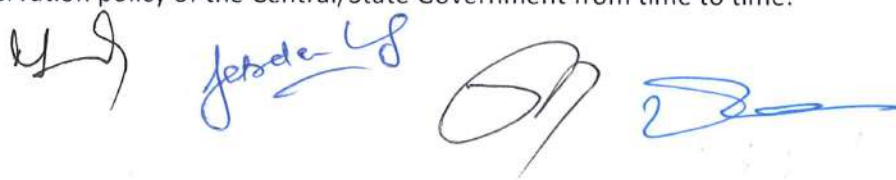
- 2.3 An employee of any University/Institution/College/Government Department/Public Sector Undertaking (PSU)/Research and Development (R&D) organisation/industry/private industry or any other organisation, fulfilling all the prescribed eligibility conditions, may apply for admission to the PhD degree programme in the concerned subject. However, a No Objection Certificate (NOC) issued by the employer/appointing authority shall be mandatory and shall be submitted at the time of payment of the PhD admission fee. Failure to submit the NOC shall render the candidate ineligible for admission to the PhD degree programme. In addition, such candidates shall be required to submit, before the commencement of the PhD course work, a sanction order granting study leave or leave of the kind due for a minimum continuous period of six months, issued by the employer/appointing authority. Failure to submit the same within the stipulated time shall result in the cancellation of the candidate's admission to the PhD degree programme.
- 2.4 The international students may be admitted by the University by a procedure as per the guidelines/norms in this regard issued by statutory/regulatory bodies concerned from time to time.

3. Duration of PhD Programme:

- 3.1 PhD Programme shall be for a minimum duration of three (3) years, including coursework, and a maximum duration of six (6) years from the date of admission to the PhD Programme.
- 3.2 A maximum of an additional two (2) years can be granted on genuine grounds by the Vice Chancellor through a process as per the University norms; provided, however, that the total period for completion of a PhD programme should not exceed eight (8) years from the date of admission to the PhD programme.
- 3.3 Provided further that female PhD scholars and Persons with Disabilities (having more than 40% disability) may be allowed an additional relaxation of two (2) years; however, the total period for completion of a PhD programme in such cases should not exceed ten (10) years from the date of admission to the PhD programme.
- 3.4 Female PhD Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the PhD programme.
- 3.5 The minimum residency period for each candidate admitted to Ph.D. programme shall be one year (including course work duration). No relaxation shall be permissible in any case in this regard. Except residency period of six months during course work (in a continuous stretch), remaining required residency period can be completed by the research scholar in parts also.

4. Admission Procedure:

- 4.1 The admission shall be made as per the following criteria, as per the guidelines/norms issued by the UGC and other statutory/regulatory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.



4.2 The admission to the PhD Programme shall be made in two stages as per the following method:

(i) First Stage

In Stage 1, the Office of the Controller of Examinations shall invite online applications from eligible candidates possessing a valid score in UGC-NET, UGC-CSIR NET, GATE, CEED, or any other equivalent National-level eligibility/entrance examination recognised by the University Grants Commission (UGC) or any other competent statutory authority.

- (a) Candidates who have qualified UGC-NET under Category-I (Junior Research Fellowship - JRF) or are holding a valid fellowship/scholarship under UGC-CSIR NET, GATE, CEED, or any other equivalent National-level examination recognised by the UGC or any other competent statutory authority shall be eligible to appear directly for the Interview/Viva-Voce. Such candidates shall be awarded full marks (70 marks) towards the test component of the composite score.
- (b) Candidates who have qualified UGC-NET/CSIR-NET under Categories II and III or possess a valid score in GATE, CEED, or any other equivalent National-level eligibility/entrance examination recognised by the UGC or any other competent statutory authority shall be considered for admission by assigning 70% weightage to the score obtained in the respective National-level examination. The validity of the score shall be governed by the rules of the concerned examining/statutory authority.
- (c) Candidates who qualified UGC-NET prior to the UGC notification dated 27.03.2024, bearing File No. F.4-1(UGC-NET Review Committee)/2024(NET)/140648, shall be awarded 50 marks for the NET qualification. The remaining 20 marks shall be awarded on the basis of the percentage of marks obtained in the Master's degree.
- (d) The Office of the Controller of Examinations shall forward the data received under the above categories to the concerned Department/Centre for scrutiny, verification of eligibility, and further admission process.
- (e) All eligible applicants under both the above categories shall be required to appear for an Interview/Viva-Voce to be conducted by the concerned Department/Centre. The Interview/Viva-Voce score shall carry 30% weightage.
- (f) The selection of candidates shall be made on the basis of a composite score of 100 marks obtained by adding marks in the test portion (70% weightage) and the interview (30% weightage).

(ii) Second Stage

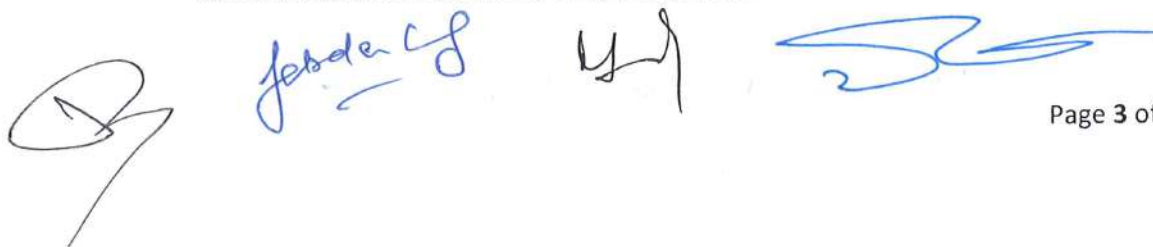
For PhD admission in the Programmes where **UGC-CSIR NET, GATE, CEED**, or any other similar National-level test is not conducted.

and/or

in case the seats remain vacant in some other Departments/Centre after the first stage.

The admission to these Programmes/Vacant Seats will be made through an entrance test conducted by the University, as per the procedure prescribed below: -

- (a) The concerned Department/Centre will forward the category-wise status of vacant seats to the Director (Research), who will consolidate the information and forward it to the office of the Controller of Examinations.



- (b) The office of the Controller of Examinations will invite applications for admission to these seats through an advertisement/notification published on the University website.
- (c) All formalities relating to the conduct of the entrance examination, wherever applicable, shall be carried out by the office of the Controller of Examinations.
- (d) The Entrance Test syllabus shall consist of 50% research methodology and 50% subject-specific content.
- (e) Students who have secured 50% marks in the entrance test will be eligible to be called for the interview.
- (f) A relaxation of 5% marks will be allowed in the entrance examination for the candidates belonging to SC/ST/OBC/differently-abled category, Economically Weaker Section (EWS), and other categories of candidates as per the decision of the UGC from time to time.
- (g) The candidates who qualify the entrance test will be called for an Interview/Viva-Voce to be conducted by the concerned Department/Centre. The number of eligible students to be called for an interview shall be decided based on the number of PhD seats available in the concerned department/centre.
- (h) The test score will have a weightage of 70%, and 30% weightage will be given to the marks obtained by the candidate in the Interview/Viva-Voce.
- (i) The selection of candidates shall be made on the basis of a composite score of 100 marks obtained by adding marks in the test portion (70% weightage) and the interview (30% weightage).

4.3 Admission shall be offered strictly in order of merit, subject to the availability of seats, fulfilment of eligibility conditions, reservation policy of the Government of India/UGC/University, and the approval of the competent authority.

5. Departmental Standing Committee (DSC)

5.1 For making admissions to the PhD programme of study, a Departmental Standing Committee (DSC) shall be constituted by each Department which shall have the following composition:

- i. Head/Director of the Department/Centre – Chairman
- ii. VC Nominee (only for the interview)
- iii. All Professors of the Department/Centre – Members
- iv. One Associate Professor of Department/Centre (by rotation, on seniority basis) - Member
- v. One Assistant Professor of Department/Centre (by rotation, on seniority basis) - Member Representative/s of SC/ST/OBC/ Women/ PWD, if none of the above members (i) to (iv) belong to these categories, who may be Professor/ Associate Professor/Assistant Professor from other departments/centres, if required (to be nominated by the Vice Chancellor).

6. Registration for PhD Programme:

6.1 After admission to the PhD programme, the candidate shall apply for registration on a prescribed proforma as per P-2. The Controller of Examinations (CoE) shall notify the registration of the PhD scholar after admission upon the request of the Head/ Director of the concerned Department/ Centre on the recommendations of the Departmental Standing Committee (DSC). The PhD scholar shall be deemed registered from the date of submission of

admission fee and other fees, and the candidate's registration shall be notified by the CoE office.

- 6.2 The University shall maintain the list of all the PhD registered students on its website on a year-wise basis. The list shall include the name of the registered candidate, name of her/his supervisor/co-supervisor, date of registration, etc.

7. Allocation of Supervisor & Eligibility Criteria to be a Research Supervisor, Co-Supervisor, Number of PhD scholars Permissible per Supervisor, etc.

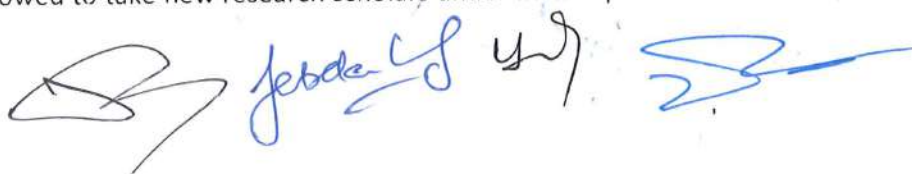
- 7.1 Permanent faculty members working as Professor/Associate Professor of the University with a PhD, and at least five research publications in peer-reviewed or refereed journals and permanent faculty members working as Assistant Professors in the University with a PhD, and at least three research publications in peer-reviewed or refereed journals may be recognised as a Research Supervisor in the University. Such recognised research supervisors cannot supervise research scholars in other institutions, where they can only act as co-supervisors. A PhD awarded by a university under the supervision of a Supervisor/Co-Supervisor who is not an employee of the university would be in violation of these Regulations.

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

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

Adjunct Faculty members and Officers of the University who fulfil the prescribed eligibility conditions and possess adequate teaching/research experience may also be permitted to serve as Co-Supervisors for PhD scholars, subject to the approval of the Vice-Chancellor.

- 7.2 In case of interdisciplinary/multidisciplinary research work, if required, a co-Supervisor from outside the Department/School/Centre/College/University may be appointed.
- 7.3 An eligible Professor/Associate Professor/Assistant Professor can guide up to eight (8) / six (6) / four (4) PhD scholars, respectively, at any given time. If a teacher is supervising any Ph.D. candidate (other than a candidate of CUHP) of any university/institute in any capacity either as supervisor or co-supervisor, then this candidate shall be counted under his/her earmarked limit of number of candidates.
- 7.4 In case of relocation of a female PhD scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the Higher Educational Institution to which the scholar intends to relocate, provided all the other conditions in these Regulations are followed, and the research work does not pertain to a project sanctioned to the parent Institution/Supervisor by any funding agency. Such scholar shall, however, give due credit to the parent institution and the supervisor for the part of research already undertaken.
- 7.5 However, such female research scholars have to seek NOC/permission from both the concerned Universities/Institutions, subject to the availability of seats in the concerned Department/Centre. Such permission/NOC has to be obtained prior to the commencement of the formalities required for the relocation/admission of the female research scholar.
- 7.6 Faculty members with less than three years of service before superannuation shall not be allowed to take new research scholars under their supervision. However, such faculty members



can continue to supervise PhD scholars who are already registered until superannuation and as a co-supervisor after superannuation, but not after attaining the age of 70 years.

- 7.7 The Supervisor/Co-Supervisor who resigns, but maintains his/her lien with the University, can continue to supervise the students already registered under them, subject to the approval of the Vice-Chancellor on the recommendation of the Department Standing Committee (DSC).

Such a teacher is required to give an undertaking regarding the supervision of PhD research work up to its completion at the time of relieving due to retirement/acceptance of resignation/granting of lien.

Notwithstanding the institutional affiliation of such Supervisor/Co-Supervisor, the official affiliation reflected in the PhD thesis and in all publications, patents, intellectual property rights (IPRs), and other research outputs arising from the doctoral research shall be the Central University of Himachal Pradesh.

- 7.8 Each supervisor can guide up to two international research scholars on a supernumerary basis over and above the permitted number of PhD scholars as specified in clause 7.3 above.

- 7.9 At any point, the total number of PhD scholars under a faculty member, either as a supervisor or a co-supervisor, shall not exceed the number prescribed in clause 7.3 and clause 7.8.

- 7.10 The DSC shall be responsible for ensuring compliance with the above provisions

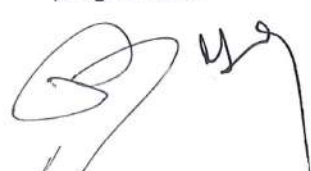
8. Ph.D. Coursework:

- 8.1 The PhD degree shall be of a minimum of 120 credits and a maximum of 124 credits (including a minimum of 18 and a maximum of 22 credits of coursework). The allocation of credits for different tasks/activities under the PhD programme shall be as under. This is the minimum credit requirement for each candidate for being eligible for the award of a PhD degree.

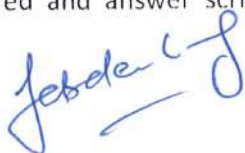
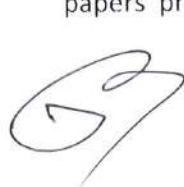
Sr. No.	Particular of Task / Activity	Credits Allocated
1	PhD Coursework	18 - 22 Credits
2	Participation in Academic / Examination /Co-Academic / Administrative Tasks assigned by Department/School	10 Credits
3	Publication of Research papers in at least peer-reviewed journals	12 Credits
4	Presentations in at least national level Seminars/ Conferences / Workshops	10 Credits
5	Pre-Synopsis Submission and Pre-PhD Thesis Submission Presentation in Open Seminar before DRC	10 Credits
6	PhD Thesis	60 Credits
Total Credits		120 – 124 Credits

Note: The candidates admitted during the year 2019 or before 2019 shall be required to earn 120 credits as per the previously notified credit distribution which was applicable during that period (notified vide Notification No. 3-3/ CUHP/GA/2010/Vol.IV/6744-59 dated 18.10.2021). However, the candidates admitted during the year 2020 and afterwards shall have to complete/earn the course credits as per the distribution given in the above table under Clause 8.1.

- 8.2 The successful completion of the coursework shall be a prerequisite for pursuing the PhD programme.



- 8.3 The coursework in the PhD programme shall be mandatory for all candidates (including those who have done M.Phil. earlier or completed coursework earlier from some other university or CUHP). There shall be no exemption to any candidate from PhD coursework on any ground whatsoever. The duration of coursework shall be six months, and each candidate has to complete the coursework within a maximum duration of one year. Any further extension (but not more than 3 months) in this regard shall only be given by the Vice-Chancellor, in highly exceptional circumstances.
- 8.4 All courses prescribed for PhD coursework shall be in conformity with the credit hour instructional requirement of CUHP and shall specify content, instructional and assessment methods duly approved by the Board of Studies and other statutory bodies.
- 8.5 The courses shall be offered by the department in accordance with programme requirements and expert availability.
- 8.6 Each candidate is required to earn a minimum of 18 and a maximum of 22 credits during his/her coursework. The following three courses of two credits each shall be mandatory for all newly admitted candidates from session 2021-2022 onwards (irrespective of their discipline/subject):
- Research and Publication Ethics (RPE) - 2 credits
 - Pedagogy of Teaching-Learning Process (PTLP) - 2 credits
 - Indian Traditional Knowledge and Practices (in Concerned Discipline/Subject) (ITKP) - 2 credits
- 8.7 The course contents of RPE (Research and Publication Ethics) course shall be finalised by the concerned department at its own level by keeping into consideration the UGC guidelines. The course content of PTLP (Pedagogy of Teaching-Learning Process) shall be finalised by the School of Education and be circulated to all the departments of the university. The course content of this course shall be transacted jointly by the School of Education and the concerned department. The course content of ITKP (Indian Traditional Knowledge and Practices) shall be finalised by the concerned department keeping in view the recommendations of NEP-2020. The contents of this course shall be specific to the concerned discipline/subject.
- 8.8 Remaining minimum 12 or maximum 16 credits of the course work shall be earned by the candidate by studying 3 or 4 courses of 2/4 credits each, as the case may be. A minimum of four credits shall be compulsorily assigned to at least one course on Research Methodology in the concerned subject/discipline, which could cover areas such as quantitative methods, qualitative methods, computer applications and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced-level courses on research or relevant discipline-specific areas for preparing the students for a PhD degree. The remaining courses of 4 credits shall be decided / finalized by the concerned department (on the recommendations of DRC) in accordance with their academic requirements, expertise available and research facilities present in the department.
- 8.9 Both end-term and mid-term examinations in PhD coursework shall be internal in nature. The whole process of coursework examinations, including paper setting, evaluation, etc., in case of both end-term and mid-term examinations, shall be undertaken by the office of the Controller of Examinations. The CoE office, through the respective department, shall get the question papers prepared and answer scripts evaluated from the concerned course teacher of the



department. A candidate is required to attain a minimum of 50% marks in each course undertaken in coursework and a minimum of 55% marks in aggregate to successfully complete the coursework.

- 8.10 In case of a 4-credit course on Research Methodology in each department, the marks distribution for the end-term examination shall be as follows:

- 100 marks for the theory examination
- 20 marks for viva-voce examination (External)

The question paper pattern for 100 marks in the theory examination (End term) in the above Research Methodology course shall be as follows:

- 20 questions x 1 mark (objective type questions) = 20 Marks
- 10 questions x 5 marks (with internal choice) = 50 Marks
- 2 questions x 15 marks (with internal choice) = 30 Marks
- Total = 100 Marks for theory

- 8.11 In case of a mid-term examination in this course on Research Methodology, the marks for the theory paper shall be 30 (excluding 10 marks for viva voce), and the question paper pattern shall be as follows:

- 30 marks for the theory examination
- 10 marks for viva-voce examination (Internal)

The question paper pattern for 30 marks in the theory examination (Mid-term) in the Research Methodology course shall be as follows:

- 5 objective type questions = 5 Marks
- 10 x 1 questions (with internal choice) = 10 Marks
- 15 x 1 question (with internal choice) = 15 Marks
- Total = 30 Marks for theory

- 8.12 The tables shown as **Appendix-I** shall be followed.

- 8.13 **Internal Assessment:** The internal assessment shall be awarded in the following manner in all courses:

For 4 Credit Course: 40 Marks

Presentation of Report based on field activity/field work = 10 Marks

Participation level in classroom and other activities = 10 Marks

Two Assignments (10 Marks each) of analytical nature = 20 Marks

For 2 Credit Course: 20 Marks

Presentation of Report based on field activity/field work = 05 Marks

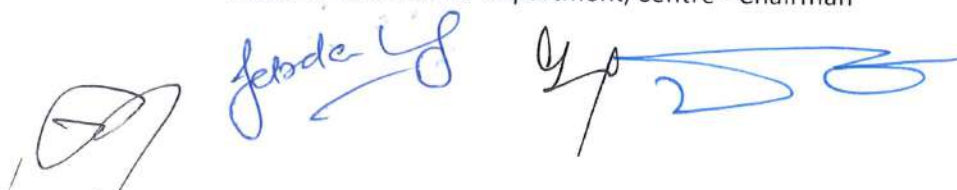
Participation level in classroom and other activities = 05 Marks

One assignment of analytical nature = 10 Marks

9. Departmental Research Committee (DRC): Preparation / Submission of Synopsis and Review/Monitoring of Research Progress by Departmental Research Committee (DRC)

- 9.1 The Departmental Research Committee (DRC) shall be constituted and notified by each department for a period of three years after the approval of the Vice-Chancellor and shall have the following composition:

- i. Head/Director of the Department/Centre - Chairman



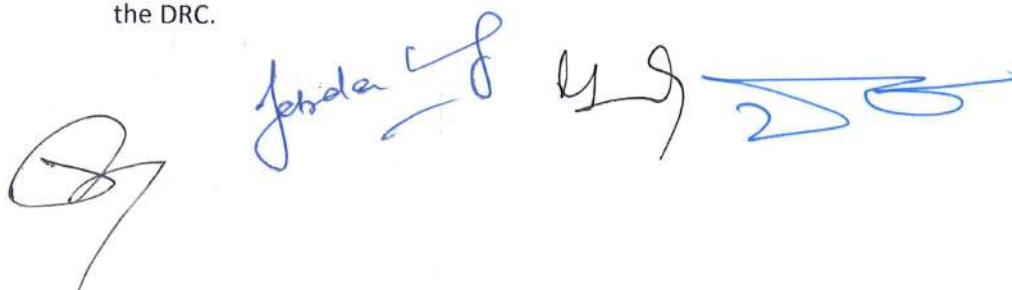
- ii. Director (Research) or Nominee - Member
- iii. Dean of Concerned School or Nominee - Member
- iv. All Faculty Members of the concerned Department/Centre - Members

9.2 Half of the total members of DRC shall form the quorum. The nominee must not be below the rank of associate professor and may be from any relevant discipline as considered appropriate by the Director (Research)/concerned Dean.

9.3 The main functions of the Departmental Research Committee (DRC) shall be as follows:

- i. This committee shall play the role of an advisory committee and shall monitor/ review the progress of research work of the candidate.
- ii. Each candidate is required to present his/her research proposal /synopsis in this committee so as to finalise the research topic and research proposal at an initial and internal level. This presentation shall be an open presentation where all RD scholars and PG students of the concerned department/Centre can participate to share their opinions and suggestions to bring improvements in the draft research proposal.
- iii. To guide the research scholar to develop the study design and methodology of research.
- iv. Only those research topics and research proposals recommended by this committee (DRC) shall be permitted for submission to the Research Degree Committee (RDC) in the next stage for final approval.
- v. To periodically review and assist in the progress of the research work of the research scholar, the DRC shall monitor the progress of the PhD scholar on the basis of the following general guidelines:
 - Participated in at least one Seminar/Conference/Workshop preferably every year.
 - Review of different books, articles, research papers, project reports, thesis, etc.
 - Surveyed field/ libraries/ institutions for identification of literature and other primary sources-based data.
 - Undertaken laboratory/practical work/field work relevant to her/his area of study.
 - Made efforts to prepare and publish at least a research paper/ book chapter/ edited chapter/ book review/ monograph etc.
 - Actively participated in various academic / examination-related / co-academic / administrative tasks assigned from time to time by the department/school.
 - Once a synopsis has been approved by the Research Degree Committee (RDC) and subsequently approved/ratified by the Board of Studies (BoS), the DRC shall not have any authority to discuss/ revise upon the title, objectives, or research questions of the approved synopsis. Any final remark about the research progress of the candidate by the DRC shall be made after consultation with the concerned research supervisor.
- vi. The RD scholars are required to submit only six-monthly (Half-yearly) progress reports of their PhD research work, and the DRC shall only monitor/review and approve such six-monthly progress reports. There shall be no submission of monthly or quarterly progress reports of PhD research work by the RD scholars to the supervisor/Department/DRC.

- 9.4 The DRC shall ensure that the above guidelines are only general in nature and these should not be taken as mandatory while reviewing and monitoring the research progress of the RD scholars.
- 9.5 A research scholar shall appear before the departmental research committee (DRC) once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress report shall be recorded in the DRC minutes, and comments/suggestions shall be provided to the concerned research scholar.
- 9.6 In case the progress of the research scholar is unsatisfactory in three consecutive progress reports, the DRC shall record in writing and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Departmental Research Committee (DRC) may recommend to the DSC, RDC and Board of Studies (BoS) with specific reasons for cancellation of registration.
- 9.7 A PhD scholar shall have to prepare a synopsis in consultation with the supervisor on her/his topic of research. For its finalisation, s/he shall have to defend it before the Departmental Research Committee (DRC). During synopsis presentation, the RD Scholars & PG Students of the concerned department may participate in the DRC meeting. The synopsis shall be finally approved by the Research Degree Committee (RDC) later on and shall be further placed for ratification in the Board of Studies (BoS) and the School Board of the concerned Department/Centre and School respectively.
- 9.8 A PhD scholar shall get one chance to request for modifications in any part of his/her synopsis six months prior to the actual submission of the thesis. On the recommendations of the concerned supervisor, the PhD student shall have to defend the modifications in synopsis before her/his Departmental Research Committee (DRC). Afterwards, these modifications in the synopsis are required to be approved by the Research Degree Committee (RDC) and ratified in subsequent statutory bodies, i.e., (BoS) and the School Board of the concerned Centre/Department/School, before the thesis is finally submitted for evaluation.
- 9.9 There shall be no specific time limit for submission of Synopsis/ Research Proposal either to DRC or RDC. The candidate is only required to complete the entire PhD programme within the prescribed duration mentioned under Clause 3 of these guidelines. There shall be a minimum of two meetings of the Departmental Research Committee (DRC) in a year for initial finalisation of the research topic/ synopsis and to review/monitor the research progress of the candidate. At the time of presentation of research synopsis by the candidate as well as during the review/monitoring of the research progress of the candidate, the concerned research supervisor of the respective candidate shall act as the convener of the committee under overall chairmanship of the head of the department.
- 9.10 The pre-PhD thesis submission presentation in an open seminar shall also be carried out in the Departmental Research Committee (DRC). Prior to the submission of the thesis, the scholar shall make a presentation (pre-PhD thesis Submission Seminar) before the Departmental Research Committee (DRC) which shall be open to faculty members and research scholars of all departments of the university. The feedback and comments obtained from them may be suitably incorporated into the draft thesis in consultation with the DRC.

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10. Research Degree Committee (RDC) :

- 10.1 The Research Degree Committee (RDC) shall be constituted and notified at departmental level for a period of three years after the approval of the Vice-Chancellor. The RDC shall have the following composition:
- Dean of Concerned School - Chairperson
 - Head/Director of Concerned Department/Centre - Member
 - All Professors of Concerned Department/Centre - Member
 - Concerned Research Supervisor - Member
 - Three External Experts of Professor level to be appointed by Vice-Chancellor from a Pool of Experts (already available with the Vice Chancellor) or Panel of Experts submitted by Dean of concerned School on the recommendations of concerned Head of the Department/Director of Centre - Members
- 10.2 Half of total members (including at least two external experts) shall form the quorum of RDC. This committee shall meet twice in a year with a gap of at least six months between two meetings.
- 10.3 The RDC shall have the following mandate and functions:
- To review the research proposal and finalise the topic of research.
 - To make a decision with regard to final approval/modification/revision of research synopsis/proposal submitted by RD scholar after recommendation accorded by Departmental Research Committee (DRC).
 - To make recommendations for upgradation of JRF candidates to SRF after reviewing their research progress.
 - To recommend a panel of examiners for evaluation of PhD thesis.
 - To approve the allotment of research supervisors to the candidates by DSC.
- 10.4 The decisions of RDC shall be further submitted to BoS (Board of Studies) and subsequent statutory bodies for approval/ratification.
- 10.5 After approval of synopsis by RDC, a formal letter regarding approval of research title and research synopsis (separate mention about approval of two aspects) shall be issued to the concerned research scholar by the head of the department with intimation to the office of Controller of Examinations.

11. Modification of the Title of the Thesis/Research:

- 11.1 If there is a need for modification of the title of the thesis, the candidate shall submit an application to the Departmental Research Committee (DRC) through the supervisor at least six months before the date of submission of the thesis for approval. But the final approval for this purpose shall be accorded by Research Degree Committee (RDC). The same is required to be ratified in the BoS and School Board.

12. Change of Supervisor:

- 12.1 A candidate confirmed for PhD programme shall be allowed to change her/his supervisor in case of an eventuality like death or extremely serious illness of supervisor or in highly exceptional-cum-unavoidable circumstances to be recorded in writing. Under the above-stated circumstances only, the Vice-Chancellor may grant permission for the change of research supervisor, subject to the availability of seats under any faculty member of the concerned department/center. After the approval from the Vice-Chancellor, the Head of Department/ Director of Centre shall place such request before the Departmental Standing Committee (DSC) and a new supervisor shall be allotted to the research scholar. This

decision shall be placed for ratification before RDC and further to BoS and School Board of the concerned department/center for ratification.

13. Submission of Thesis:

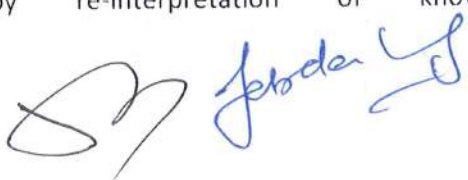
- 13.1 A PhD scholar shall be permitted to submit her/his PhD thesis for evaluation subject to the condition that s/he has:
- a) completed course work successfully and satisfactorily.
 - b) completed a three-year period after registration.
 - c) published two papers in refereed journals (at least national-level journals which may be registered in Scopus index/ Web of Science/UGC-CARE list/Peer reviewed).
 - d) made at least two presentations in national/international level seminars/conferences/workshops.
 - e) made pre-PhD submission before the DRC in a seminar open for all.
 - f) produced a certificate to the effect that the research work is original and has not been plagiarised.
 - g) fulfilled any other condition required for the evaluation of the thesis.
- 13.2 After fulfilling all the above conditions as per Clause 13.1 above, the candidate shall be permitted to submit the thesis. The thesis shall contain a detailed account of research work carried out by the candidate and should constitute a significant contribution to knowledge characterized either by discovery of new facts or re-interpretation of known facts, or development of new techniques/methodologies/ models.
- 13.3 The first page of the thesis shall be as per **ANNEXURE – II**.
- 13.4 The thesis shall also contain a certificate as per **ANNEXURE - III** to the effect that the thesis incorporates the results of investigations carried out by the candidate herself / himself and that the results are not submitted earlier to any other institution / university for the award of any degree.
- 13.5 There shall also have to be an undertaking from the research scholar and a certificate from the Research Supervisor attesting the originality of the work, vouching that there is no plagiarism as per **ANNEXURE IV**. This certificate shall be signed by the candidate as well as the supervisor(s) and shall certify that the work has not been submitted for the award of any other degree/diploma of the same institution where the work was carried out, or to any other institution.
- 13.6 The candidate shall also be required to submit a “No Dues Certificate” from concerned offices of the University prior to the submission of his/her thesis.
- 13.7 The candidate shall be required to submit four hard copies of the thesis and its soft copy on four CDs along with four copies of the approved synopsis and the summary of the research work not exceeding 5000 words to the Controller of Examinations through the Head of the Department / Director of the Centre for evaluation purposes.
- 13.8 The thesis shall be written in Hindi or English. However, when the subject matter relates to or is based on a language other than Hindi or English, it may be written in the relevant language.
- 13.9 The candidates admitted during the year 2019 or prior to 2019 and who wish to submit their PhD thesis are required to fill-up/submit PhD thesis submission-related forms as prescribed by the Office of the Controller of Examinations as per previously notified PhD admission guidelines at the time of PhD admission/ concerned admission year. However, the

candidates admitted in 2020 and afterwards shall be required to submit/fill-up PhD thesis submission-related forms as prescribed under these Ordinance/guidelines notified vide Notification No. 3-3/ CUHP/GA/2010/Vol.IV/ 6744-59 dated 18.10.2021.

- 13.10 The anti-plagiarism report at the time of submission of thesis shall be required to be issued and certified by the University Librarian or the person authorised by the University Librarian for this purpose after due approval from the competent authority. Only such a certificate of anti-plagiarism report shall be accepted for thesis submission.

14. Appointment of Examiners and Evaluation of the Thesis:

- 14.1 The PhD thesis submitted by a research scholar shall be evaluated by his/her research supervisor and at least two external examiners. Once a candidate has submitted the thesis for the award of a PhD degree, the supervisor concerned shall prepare a panel of 10 external examiners not below the level of Professor and who are not in the service of the CUHP and/or are not Members of the RDC of the concerned department. In exceptional circumstances, such as the unavailability of Professors in certain disciplines, the panel of external examiners may include one or two (at the most) persons of the rank of Associate Professor in the concerned subject. This panel of examiners shall be submitted by the research supervisor to the Research Degree Committee (RDC) through the Head/Director of the department/center so that it may be recommended by RDC through the office of the Controller of Examinations to the Vice Chancellor for appointment of examiners for thesis evaluation and for viva-voce examination. Such recommendations of the panel for external examinations by RDC shall be submitted to the Office of the Controller of Examinations in a sealed envelope by the Head/Director of the department/center. The Office of the Controller of Examinations shall carry out the procedure for appointment of external examiners for thesis evaluation as well as for conducting PhD viva-voce examination.
- 14.2 The Vice-Chancellor shall, from the panel so recommended by RDC, appoint two examiners to evaluate the thesis. Provided that, if the Vice-Chancellor is not satisfied with the Panel submitted to her/him, she/he may appoint examiner from pool of examiners already available with Vice-Chancellor. The examiner for conduct of Viva-Voce examination shall be appointed by the Vice-Chancellor out of two examiners after receiving reports of thesis evaluation from them. The examiner for Viva-voce shall only be appointed if both evaluation reports are satisfactory.
- 14.3 After obtaining the consent of the examiners so appointed by the Vice-Chancellor, the Controller of Examinations shall arrange to dispatch the thesis along with the approved synopsis and summary to each examiner for the evaluation of the thesis and submission of their report.
- 14.4 Each examiner shall be required to submit a detailed report to the Controller of Examinations containing a clear recommendation whether in her/his opinion: (i) the thesis be accepted for the award of the degree of PhD and viva-voce examination of the candidate be held; or (ii) the thesis be referred back to the candidate for revision; or (iii) the thesis be rejected.
- 14.5 The examiner(s) shall not recommend that the thesis be accepted for the award of the degree and viva-voce examination be held unless he/she is satisfied that the thesis constitutes a contribution to knowledge characterized either by the discovery of new facts or by re-interpretation of known facts or development of new

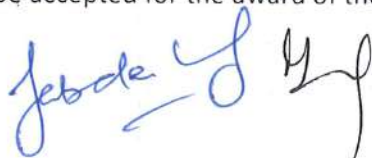


techniques/methodologies/models and that the methodologies pursued by the candidate are sound and its literary presentation is satisfactory.

- 14.6 In case an examiner recommends that the thesis be referred back to the candidate for revision, he/she shall be required to give in his detailed report the reasons for such a recommendation and also clearly delineate the details of the revision that is required to be made by the candidate in the thesis.
- 14.7 In case an examiner recommends that the thesis should be rejected, he/she shall be required to give detailed reasons in her/his report justifying the recommendation.

15. Viva-Voce Examination:

- 15.1 The public viva-voce of the research scholar to defend the thesis shall be conducted only if both the evaluation report(s) of the external examiner(s) on the thesis are satisfactory and include a specific recommendation for conducting the viva-voce examination.
- 15.2 The evaluation reports of the thesis submitted by two external examiners in sealed envelopes shall be opened and scrutinised by the concerned Head of Dept. /Centre and research supervisor in the office of CoE. On the basis of scrutiny of the recommendations given by external examiners, the Head/Director of the Department/Center and supervisor shall forward the evaluation reports to the Vice-Chancellor for further necessary action (as the case may be) through the office of CoE. The external examiners for viva-voce shall be appointed by the Vice-Chancellor, and all necessary formalities in this regard shall be undertaken by the CoE office. Afterwards, the CoE office shall inform the Head/Director to make arrangements for the conduct of the viva-voce examination (to be conducted at the department level) after finalising a date with mutual consent of the external examiner, Head of the department, Research Supervisor and RD Scholar.
- 15.3 In case the examiners of the thesis have not unanimously recommended that the thesis be accepted for the award of the degree and the holding of the viva-voce examination, the CoE office shall be required to act as under:
 - i. In case an examiner has recommended that the thesis be referred back to the candidate for revision, the candidate shall be required to submit the revised thesis within a period of six months and that the revised thesis shall be sent for evaluation to the same examiner who had recommended the revision. If upon revision, the examiner recommends that the thesis be accepted for the award of the degree and viva-voce examination be held, the CoE office shall arrange to hold the viva-voce examination of the candidate as per procedure explained earlier
 - ii. In case the examiner, after evaluation of the revised thesis, recommends either that the thesis be further revised or be rejected, the CoE office shall recommend to the Vice-Chancellor that a third examiner be appointed for the evaluation of the thesis and that any further action in this context be carried out in accordance with the recommendation of the third examiner.
 - iii. If one of the evaluation reports of the external examiner is unsatisfactory and does not recommend viva-voce, the University shall send the thesis to another external examiner to be appointed by the Vice-Chancellor, and the viva-voce examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the thesis shall be rejected, and the research scholar shall be declared ineligible for the award of the PhD degree.
 - iv. No thesis shall earn a degree unless two external examiners have recommended that the thesis be accepted for the award of the degree and viva-voce examination be held.



- 15.4 The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the external examiner in the presence of the DRC, including the Head of the Department/ Director of the centre, Research Supervisor and shall be open to all faculty members, research scholars and other interested experts/researchers across different departments/centres of the university. The viva-voce examination shall be conducted under the supervision of the Head of the Department/Director of the Centre.
- 15.5 The external examiner appointed for conducting the viva-voce examination and the DRC, having satisfied itself that the thesis submitted by the candidate is his/her own work and that the candidate has defended his/her thesis satisfactorily, shall recommend for the award of the degree of PhD to the candidate. In case of any difference of opinion in this regard, the decision of the external examiner shall be considered final.
- 15.6 The recommendation of the external examiner appointed for conducting viva-voce examination together with all other relevant documents shall be forwarded by the Head/ Director to the Controller of Examinations (CoE) for submission and approval from the Vice-Chancellor. After due approval from the Vice-Chancellor, the CoE office shall issue a notification regarding the award of the PhD degree. The PhD degree to a candidate shall be awarded from the date of approval by the Vice-Chancellor. The PhD degree to the candidates shall be awarded at the Convocation of the University organised from time to time. However, on the specific request of the candidate, the CoE office, after observing all codal formalities, may issue the candidate the Provisional Degree/Certificate or Original Degree (in Absentia) mentioning to the effect that the Degree has been awarded in accordance with the provisions of the relevant UGC Regulations (2009 or 2016 or 2022 or 2024 as the case may be). This shall be further placed before AC for approval.
- 15.7 The University shall make efforts to complete the entire process of evaluation of PhD thesis and conduct of viva-voce examination within a period of six months from the date of submission of thesis. An extension of three months can be granted by the Vice-Chancellor in this context.

16. Removal of Name of a PhD Student from the Rolls of the University:

- 16.1 The name of a PhD scholar shall be removed from the rolls by the department/centre if s/he:
- does not clear the coursework within the first two semesters of admission to the PhD programme (extension of three more months may be given by the Vice Chancellor in highly exceptional circumstances).
 - does not submit the thesis within the maximum permissible period of time.
 - does not pay university fees and other dues in time.
 - indulges in any behaviour/conduct that violates university rules/discipline leading to punishment, or removal of the name from the rolls of the university as per relevant Ordinances / Regulations of the university.
- 16.2 In case a candidate is removed from the rolls of the University as per Clause 16.1 above, the name of the candidate along with her/his registration number shall be placed before the DSC, RDC, Board of Studies and the School Board for information.
- 16.3 The Vice Chancellor on the recommendations of DSC may, however, subsequently accept the request of a candidate, whose name has been removed from the rolls of the University under Clause 16.1(c) above, to get re-enrolled and become eligible for submission of her/his

thesis by paying fee as prescribed by the University from time to time, provided that s/he submits her/his thesis as per Clause 3 of these provisions. Such candidate shall also be required to pay the unpaid fee and late fee as per University norms.

17. Award of PhD Degree Prior to Gazette Notification of UGC Regulations 2016:

- 17.1 The candidates enrolled/registered for PhD programme on or after 11 July 2009 till the date of notification of UGC Regulations (Minimum Standards and Procedures for award of M.Phil./PhD Degrees), 2016 or 2022 or 2024 in Govt. of India Gazette shall be awarded PhD degree in relevant subject in accordance with UGC Regulations, 2009.
- 17.2 The candidates enrolled/registered for PhD degree on or after 05th May 2016, i.e. the Date of Notification of UGC Regulations (Minimum Standards and Procedures for award of M.Phil./PhD Degrees), 2016 in Govt. of India Gazette shall be awarded PhD degree in relevant subject in accordance with the aforementioned provisions of this Ordinance 42 framed according to UGC Regulations, 2016 (2022).

18. Depository with INFLIBNET (Shodhganga):

- 18.1 Following the successful completion of the evaluation process and before the announcement of the award of the PhD degree, the University shall submit an electronic copy of the PhD thesis to INFLIBNET (Shodhganga) for hosting the same on it so as to make it accessible to all institutions/colleges.

19. Central University Employees (Teaching & Non-Teaching):

- 19.1 Any employee (Teaching & Non-Teaching) of Central University of Himachal Pradesh, if he/she wishes to enroll in a PhD programme in the relevant subject studied by him/her at PG level, has to seek prior permission from the University on the recommendation of the concerned controlling officer. Such employees have to mention clearly in his/her application for seeking permission for admission in PhD Programme that in what manner his/her admission in PhD programme vis-à-vis improvement of educational/professional qualification will contribute to his/her personal development, institutional development and make him/her skilled to perform his/her respective teaching/non-teaching duties and responsibilities in current/future portfolio. Such applicants shall be required to follow all the admission-related rules and formalities as framed under these guidelines in letter and spirit.
- 19.2 Internal Teaching and Non-Teaching employees of the University pursuing the PhD Programme shall complete the prescribed coursework concurrently with their regular official duties/assignments. They shall ensure that their PhD studies do not adversely affect the discharge of their official responsibilities or the teaching, administrative, or other institutional work of the University.

