

जामिया मिल्लिया इस्लामिया
(केन्द्रीय विश्वविद्यालय)

मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

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कुलसचिव कार्यालय

F.No. 3-AL&O/RO/JMI/2019

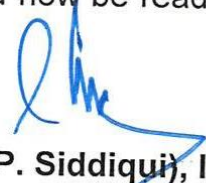
Office of the Registrar

16.10.2019

NOTIFICATION

This is to notify that the Shaikhul Jamia (Vice-Chancellor), in anticipation of the approval of the Majlis-i-Muntazimah (Executive Council), has approved the amendment in **Ordinance-9 [Academic]** captioned, "**The Degree of Master of Philosophy (M.Phil.)/ Doctor of Philosophy (Ph.D.)**" duly recommended by the Majlis-i-Talimi (Academic Council) in its meeting held on 08.08.2019 vide Resolution No. 7.


The amended **Ordinance-9 [Academic]** as approved would now be read as shown in the Annexure.


(A. P. Siddiqui), IPS
Registrar

Encl.: As above

Copy for information to:

1. All Deans/Heads/Directors/Honorary Directors of Centres /Head of offices.
2. The Secretary to the Vice-Chancellor, JMI
3. The Finance Officer, JMI
4. The Controller of Examinations, JMI
5. The Hony. Director, FTK-CIT for uploading on University's website.
6. The Joint Registrar, JMI
7. The Assistant Registrar, Registrar's Secretariat, JMI
8. The Assistant Registrar, A&C Section for reporting the matter in ensuing meeting of Executive Council.
9. All Assistant Registrars, JMI
10. The Media Coordinator, JMI
11. The Hindi Officer, JMI – with request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
12. File concerned.


Incharge (L&O)

M.Phil/Ph.D Regulation of [Ordinance 9 (IX)]

**THE DEGREE OF MASTER OF PHILOSOPHY (M.Phil.)/ DOCTOR OF
PHILOSOPHY (Ph.D.)**

Definitions: Unless otherwise provided for

1. University means a University defined under Section 2 (f) of the University Grants Commission Act 1956.
2. JMI means Jamia Millia Islamia.
3. BoS means the Board of Studies of a Department.
4. CoS means the Committee of Studies of the Centre/Faculty.
5. Supervisor means main research guide of an M.Phil./Ph.D. scholar.
6. Co-Supervisor means an additional research guide of an M.Phil./Ph.D. scholar.
7. MOU means Memorandum of Understanding.
8. DRC/CRC means Departmental Research Committee/ Centre Research Committee.
9. RAC means Research Advisory Committee for a scholar.
10. Candidate means individual who applies for admission to an M.Phil./Ph.D. programme.
11. Regular Scholar means a candidate admitted to an M.Phil./Ph.D. programme and henceforth will be called Scholar
12. In-service/Part-time Scholar means a candidate who will devote only part of his/her time for pursuing research while in service
13. External means outside of the JMI.

1. Eligibility Criterion for Admission

- a) A candidate seeking admission to the M.Phil./Ph.D. must have obtained a Master's Degree with not less than 55% of marks in aggregate or its equivalent grade 'B' in the UGC seven point scale (or equivalent CGPA wherever grading system is followed) or an equivalent degree from a Foreign University/institute* or a Degree recognized by the University as its equivalent *in the subject/allied subject* in which the candidate wishes to pursue a course of research or in a subject allied *thereto*.
- b) Provided that the Majlis-i-Talimi (Academic Council), on the recommendations of the BoS/CoS of the Department/Centre/Faculty concerned, may from time to time approve the list of allied subjects.
- c) Provided further that if a Department/Centre/Faculty desires to incorporate additional eligibility requirements to cater to the specific need of the course, the concerned BoS/CoS will be authorized to do so, subject to the approval of the concerned Faculty Committee/ Board of Management.
- d) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade/CGPA, may be allowed for candidates belonging to SC/ST/OBC (non- creamy layer)/Differently-abled or for those who had obtained their Master's degree prior to 19th September,1991.

*Prior approval of Standing Committee/Equivalence Committee shall be necessary.

2. Admission Procedure

- a) The admission procedure to M.Phil./Ph.D. shall start with a notification on JMI website and an advertisement in at least two leading national newspapers, of which one shall be in the regional language. The candidate shall apply online for admission to the M.Phil./Ph.D. programme of the JMI, as and when advertised, shall also have to pay the requisite fee. The candidate should also take the printout of the filled online application form (Annexure – I) and submit the hard copy/soft copy (by email) to Head/Director of the Department/Centre/Faculty concerned. The list of candidates found eligible to appear for the entrance test, along with the admission schedule, shall be notified on the notice board of the concerned Department/Centre/Faculty and on the JMI website.
- b) The notification/advertisement shall be issued in advance. The criteria of admission, the admission schedule, entrance test centres, and other relevant information shall also be notified.

Provided that the following categories of candidates may be exempted from taking entrance test for M.Phil./Ph.D. programme:

- (i) Candidates who have qualified UGC/CSIR-NET/AYUSH-NET/JRF examination (*in the relevant area of research and it shall be examined by the concerned DRC/CRC*) or any other equivalent examination conducted by the recognized Governmental Department/ Institute/ Agency/ SLET/ valid GATE score (with qualifying marks).
- (ii) The teacher fellowship holders of recognized colleges/ universities/ institutions, provided that the competent authority issues a 'No Objection Certificate' (NOC) to the candidate to join the M.Phil./Ph.D. Programme.
- (iii) ICCR- Sponsored candidates, DST-INSPIRE or any other equivalent fellowship holder.*
- (iv) Candidate possessing an M.Phil. degree with 55% marks from a recognized Indian University/Institute of minimum three semesters or its equivalent degree from a foreign educational Institute* (for the direct Ph.D. programme).

Provided the candidate has done M.Phil. degree in the same subject as per UGC norms, i.e., his/her admission to the M.Phil. Programme must be through an entrance test and he/she must have completed the course work as per provisions in Para 4 (a) & (b).

- (v) JMI permanent teachers / staff with research or professional background with at least 3 years of service in JMI.

Provided that he/she submits an affidavit making a self-declaration for his/ her availability and successful completion of the course as and when conducted by the concerned Department/Centre/Faculty. Further that no relaxation shall be given in this respect.

The candidates seeking entrance test exemption shall have to submit a documentary proof of the same at the time of the submission of the application form for M.Phil./Ph.D. admissions.

Provided that all the above candidates who have been granted entrance-test exemption will have to follow the rest of the admission process as per schedule and fulfil all other requirements as per the Ordinances and the Ph.D. regulations.

- c) The admission to M.Phil./Ph.D. programme shall be held twice in a year, i.e., one in winter (January-February) and another in summer (June-July). The winter admissions shall be available only to the candidates who are exempted from entrance test as per provisions in Para 2 (b).

*Prior approval of equivalence/standing committee shall be necessary.

- d) **Entrance Test:** The Controller of Examinations/ Coordinator of Admissions shall be responsible for advertising and conducting the entrance test for the M. Phil./Ph.D. programme. The entrance test shall be conducted for short-listing the applicants for the purpose of consideration by the DRC/CRC. Qualifying the entrance test shall in no way entitle the candidate right of admission into the M.Phil./Ph.D. programme.

The validity of the entrance test results will be for a period of one year and a candidate, who has cleared the entrance test, will be eligible to be called for Interview(s) for admission to M.Phil./Ph.D. programme which is/are held within one year of declaration of the result of the entrance test in which the candidate appeared.

The entrance test for admission to the M.Phil./Ph.D. Programme shall be in English, except in the language departments, which may set the question paper in the concerned language.

The entrance test shall be based on two question papers: Paper 'I' and 'II' of equal weightage and each of two hours duration.

The Paper 'I' shall include 100 multiple choice (objective type) questions of one mark each on research methodology and shall be common to all applicants for admission to the M.Phil./Ph.D. programme at the level of each Faculty and the associated centres. The list of the Centres associated to each Faculty is provided in the Annexure R-V to this Ordinance.

The Vice-Chancellor, on the recommendation of the concerned Dean, shall appoint examiner(s) for preparing the syllabus (if required) and setting the question Paper 'I'.

The Paper 'II' of the entrance test shall deal with the advanced knowledge of the subject concerned. It shall have a weightage of 100 marks out of which 50 marks shall be assigned to 50 multiple choice (objective type) questions of one mark each and a set of subjective type questions having a weightage of another 50 marks.

The DRC/CRC shall appoint examiner (s) for setting the question paper for Paper 'II' and the evaluators for its evaluation from amongst the permanent faculty members of the Department/Centre/Faculty concerned. The question paper shall be moderated by a moderation committee, which shall comprise the Head/ Director/Dean, as the case may be, one Professor and one Associate Professor of the Department/Centre/Faculty concerned in order of seniority by rotation and one nominee of the VC from amongst the Professors of the Faculty concerned. The Head/Director/Dean of the Department/Centre/Faculty concerned shall be the chairperson of the moderation committee.

- e) **Criterion to Qualify the Entrance Test:** Only those candidates who obtain at least 50 per cent marks in aggregate shall qualify for the interview.
- f) **Shortlisted candidates:** The list of qualified candidates to be called for interview shall be prepared by concerned Department/Centre/Faculty, which shall also include the candidates who have been exempted from entrance test under Para 2 b (i)-(v).
- g) **Interview:** The shortlisted candidates shall be called for interview by the concerned Department/Centre/Faculty. They will be required to discuss their broad research interest/area, through a presentation, before the concerned DRC/CRC. In the interview, the DRC/CRC shall ensure that the candidates possess required competence to pursue research, which can be carried out in the Department/Centre/Faculty and that the proposed research can contribute to new/additional knowledge.

The DRC/CRC concerned, based on the performance of the candidates, shall recommend the names of the candidates, in order of merit and on the basis of available vacant seats, for provisional registration to M.Phil./Ph.D. programme, along with the name(s) of supervisor and co-supervisor (s), if any, for each candidate. The recommendations of the DRC/CRC shall be endorsed by the BOS/COS, and communicated to the Dean of the

concerned Faculty for further necessary action.

- h) **Reservation:** While granting admission to M.Phil./Ph.D. programme, the Department/ Centre/ Faculty shall pay due attention to JMI reservation policy and procedure to be adopted for the purpose of admission as per details given in the Ordinance or as may be decided from time to time by the Majlis-i-Talimi (Academic Council). If suitable candidates are not available as per JMI reservation policy, the seats shall not be filled.
- i) **In-Service/Part-time Scholar:** Candidates working in government institutions/ industry / defence/development sector/bilateral or multilateral institutions/ research laboratories (DRC shall examine feasibility and suitability), who wish to pursue the M.Phil./Ph.D. programme, while continuing their duties in service, shall be permitted to work as in-service/part-time scholars but must fulfill the requirement of the admission procedure laid down in Para 2 and the requirement of course work as per Para 4.

Provided that

- (i) To the satisfaction of DRC/CRC the duties in his/her service permits him/her to devote part of his/her time to research.
 - (ii) The facilities, in the case of experimental work, for research are available at his/her organization.
 - (iii) The candidate must produce 'NOC' from his/her employer/parent organization at the time of interview.
 - (iv) **No candidate shall be allowed to pursue M.Phil./Ph.D. programme through distance education mode.**
- j) **Foreign Scholars:** Foreign scholars/ICCR sponsored candidates shall be admitted departments/centres under category of supernumerary seats. The total number of supernumerary seats shall not exceed 10% of the total intake of the department/centre.
3. a) **M.Phil./Ph.D. Programme:** M.Phil./Ph.D. programme of JMI can be pursued through a single admission procedure. A candidate shall have the option to exit with M.Phil degree, by writing a dissertation after the successful completion of Course Work. The scholar shall complete the M.Phil. as per provisions in Para 14 and is required to spend *at least* two semesters.

After successful completion of Course Work with a minimum of 55% marks or above in the examination or its equivalent grade in the UGC seven point scale (or equivalent CGPA wherever grading system is followed), the scholar shall be eligible to proceed to research work leading to a Ph.D. degree.

b) **Departmental/Centre's Research Committee (DRC/CRC)**

Each Department/ Centre/ Faculty shall have DRC/CRC with Head/ Director/ Dean as ex-officio chairperson and one of the members as convener. The DRC/CRC shall play a crucial role from admission to submission of the thesis. It shall have one member each from Assistant Professors and Associate Professors, two professors by seniority and rotation, two external members, as in BoS/CoS and one VC's nominee. The DRC/CRC shall be approved by the VC on the recommendation of chairman BoS/CoS for a term of three years.

Provided that

- (i) The chair and members of DRC/CRC must hold Ph.D. degree. Otherwise, VC nominee who can be from any other Department/Centre/Faculty or University, shall act as the chair of DRC/CRC.
- (ii) The eligible supervisor(s) shall be a special invitee(s) member of DRC/CRC for all purposes.
- (iii) The research experience and Ph.D. supervision should be the basis while considering a faculty member to be a member of DRC/CRC.

In case of non-availability of a member from the category of Professors/Associate Professors/Assistant Professors in DRC/CRC, the Chairperson may nominate a member from any other available category by seniority.

- c) **Research Advisory Committee (RAC):** There shall be an RAC for each scholar. It shall comprise the chairperson of the BOS/COS, his/her supervisor as convener, and two members from the Department/Centre/Faculty, one nominated by the supervisor and the other by the BOS/COS. The RAC of each scholar shall be formed during the tenure of course work. However, its functionality shall begin after the successful completion of course work by the scholar.
- (i) The RAC shall review the research and finalize the topic of research.
 - (ii) The RAC shall periodically monitor and also provide necessary help, if required, in the progress of research work of the scholar.
 - (iii) The convener of RAC shall maintain attendance/leave record, progress report, and any other relevant information of the concerned scholar.
 - (iv) The RAC's role is to advise; it will not have any role to decide whether the work is suitable for submission or not.

4. a) **Course Work:** All scholars, including in-service/part-time ones, shall have to do 'Course Work' which will be treated as a prerequisite for the M.Phil./Ph.D. programme for which they shall have to meet the minimum requirement of 75% attendance during the Course Work offered by the Department/Centre/Faculty concerned and will be required to complete the course work within one semester or two-semesters, depending on the need of the discipline and the domain. If found necessary, the Course Work, on recommendation of DRC/CRC, may be carried out in other Departments or Centres within JMI, subject to the approval of BoS/CoS.

Provided that if a scholar fails to pass the examination of any subject(s), he/she shall be given only one opportunity to sit for compartmental examination. Failure in the compartmental examination shall result in automatic cancellation of registration.

The course work shall be of 08-16 credits, which may consist of the following:

- (i) A specially designed programme of one or two-semesters duration offered by the Department/Centre/Faculty concerned, consisting of several courses/papers that will help the scholar gain a thorough theoretical grounding of the domain and allow her/him to earn a minimum of 08 credits and a maximum of 16 credits. One of these MUST be a course on research methodology, which may include quantitative/qualitative methods and computer applications.
- (ii) If Departments/Centres desire to have more courses, beyond 16 credits, they shall be allowed to do so, but those will be non-credit/audit courses. They will be named in the mark sheet, but no credit/marks will be assigned to them.
- (iii) For M. Phil, the minimum credit shall not be less than 24, including dissertation.

The details and the modalities of (i) and (ii) above, for each scholar, shall be decided by the concerned BoS/CoS.

- b) **Evaluation of Course Work:** The course work as listed in Para 4(a) above shall comprise an internal assessment of 25 marks and a semester-end examination of 75 marks for each course. A scholar having obtained a minimum of 55 percent of marks in aggregate of internal assessment and semester-end examination or its equivalent grade in the UGC seven point scale (or equivalent CGPA wherever grading system is followed) in each course shall be declared to have successfully completed the Course Work.

Provided further that if a scholar fails to complete the course work in the stipulated

period, his/her admission shall stand automatically cancelled.

After successful completion of course work the scholar shall either pursue M.Phil. dissertation (if he/she wishes to exit) or proceed to Ph.D by preparing a research proposal. The research proposal shall include: (i) Topic of research, (ii) Objectives, (iii) Current state of the literature related to the specific topic, (iv) Methodology (v) References/ Bibliography and (vi) any other relevant information the researcher would like to submit in support of the proposed research. The research proposal shall be assessed by the RAC through presentation and if found satisfactory, it shall be recommended to DRC/CRC for further processing. Thereafter on the approval of DRC/CRC followed by the endorsement of BOS/COS, the concerned Dean of the Faculty shall notify the regular admission of candidate to the Ph. D programme.

- c) Each Department/Centre/Faculty shall maintain the list of M.Phil. / Ph.D. scholar on year-wise basis. The Chairman of the DRC/CRC shall ensure that the list is displayed on the JMI website in the following format:

Sr. No.| Name of the Scholar| date of Birth | Name of Supervisor / Co-Supervisor| Date of Registration / Admission| NET/SLET or any other fellowship holder / Indian or Foreigner.

5. Appointment of Supervisors and Co-Supervisors

- a) The allocation of supervisor for a selected scholar shall be decided by the DRC/CRC, on the basis of available faculty members who have vacancies and possess the requisite specialization in the research area of the scholar as indicated at the time of interview.
- b) Any regular professor of the university with at least five research publications in refereed journals and any regular Associate/ Assistant professor with a Ph.D degree and at least 2 research publications in refereed journals may be recognized as research supervisors. The research personnel like Ramalinga Swami/Ramanujan Fellows/DST – Inspire Faculty, UGC-FRP Fellows with at least five years tenure in JMI may be considered for appointment as a research supervisor.

Provided that in some subjects/disciplines where there are limited refereed journals, the above may be relaxed by concerned BoS/CoS for a supervisor with valid reasons recorded.

- c) An external supervisor, i.e. outside of JMI, shall not be allowed.
- d) If the proposed topic of research so warrants, the DRC/CRC may also appoint co-supervisor(s), either from within or outside JMI. However, the appointment of a co-supervisor shall not be permitted after a lapse of three years from the date of registration of the scholar.
- e) If an academic staff is on a long leave of one year or more, the BoS/CoS shall not recommend him/her as supervisor/co-supervisor.
- f) If an academic staff/research personnel whose superannuation/term-end is due in less than three years, the BoS/CoS may only appoint him/her as Co-supervisor of a Ph.D. scholar.

6. Supervision in Special Circumstances

- a) If a scholar's supervisor leaves the university the DRC/CRC shall recommend a new supervisor for him/her.

Provided that if there is a co-supervisor of the said scholar from the same Department/ Faculty/ Centre, he/she shall be appointed as the supervisor and the original supervisor may be appointed as co-supervisor after obtaining the latter's consent.

- b) If a supervisor retires after supervising a scholar for three or more years, the DRC/CRC may recommend him/her as the co-supervisor after obtaining his/ her consent.

- c) If a supervisor retires after completion of pre-Ph.D. seminar of a research scholar, he/she may continue as supervisor for 6 months from the date of retirement. Thereafter, HoD/Director shall be the ad-hoc supervisor till DRC/CRC appoints the regular supervisor. The original supervisor, then, may be appointed as co-supervisor.
- d) In case of death or resignation of a supervisor from the University, the chair of BoS/CoS of the Department/Centre/Faculty concerned shall discharge the duties of the supervisor till such time the DRC/CRC appoints a new supervisor of the said Ph.D. scholar.
- e) Where the supervisor, because of long absence due to illness or any other cause, is unable to supervise his/her scholar, the Head of the Department/ Director of the Centre/ Dean of the Faculty concerned shall be deemed to be the supervisor, till the DRC/CRC recommends a new supervisor.
- f) Where a faculty member, who is the supervisor of a Ph.D. scholar registered under him/her, is shifted from one Department to another in the same Faculty or from one Centre/Faculty to another Centre/Faculty, the said scholar will be deemed to have been transferred to the same department in which the supervisor has got shifted, subject to the completion of necessary formalities by the concerned DRC/CRC.

7. Additional Knowledge of a Language

In case the DRC/CRC considers that additional knowledge of language(s) and/or subject(s) is necessary for pursuing the study on the subject of research approved by it, the DRC/CRC will recommend the admission of the scholar only when he/she satisfies the DRC/CRC that he/she possesses an adequate knowledge of language(s) and/or subject(s) concerned.

8. Maximum Number of Scholar to be supervised

- a) The maximum number of Ph. D. Scholar that may be supervised at a given time by a Professor/ Associate Professor/Assistant Professor shall be governed by the following norm:

Designation	No. of Ph.D. scholar permitted
Professor	8
Associate Professor	6
Assistant Professor	4

- b) The supervision of foreign scholars/ICCR sponsored candidate shall be over and above the ceiling mentioned in 8(a). The maximum number of foreign scholars (admitted in supernumerary category) under one supervisor shall not be more than one at a time. All supervision above the ceiling [8(a)] shall be subjected to the approval of the Vice Chancellor.
- c) If a scholar has submitted his/her Ph.D. thesis, it will be presumed that a vacancy has been created and the concerned faculty member may register another Ph.D. scholar for supervision in lieu of such vacancy.

9. General Guidelines for Scholar

- a) The minimum period for a scholar to complete a Ph.D./ M.Phil.-Ph.D. programme shall be 3 years inclusive of course work and the maximum period shall be of 6 years.
- b) The minimum period for in-service/part time scholars to complete a Ph.D./ M.Phil.-Ph.D. programme shall be 4 years inclusive of course work and the maximum period shall be of 6 years.

- c) If the scholar fails to submit his/her thesis within extended period mentioned in a) and b), an extension of one more year may be granted by the Vice Chancellor on the recommendation of RAC and DRC/CRC.
- d) A woman scholar or a scholar with more than 40% disability may apply, to the Vice Chancellor, for an additional extension of one year for M.Phil. and two years for M.Phil.-Ph.D. over and above the allowed period on the recommendation of RAC and DRC/CRC.
- e) In addition, women candidates may be provided Maternity/Child Care Leave once in the entire duration of Ph.D./ M.Phil.-Ph.D. for up to 240 days.
- f) The RAC shall ensure the scholar's availability during the entire period of Ph.D. programme and also ensure his/her attendance as per applicable rules.
- g) A scholar shall reside in NCR during the first two years of his/ her registration. He/ she may, however, be permitted by the Head/Director/Dean of the Department/Centre/Faculty concerned, on the recommendation of the RAC and the satisfaction of the DRC/CRC, to go out of station in connection with his/ her research work.
- h) No scholar shall take admission in any regular/part-time course in any other university/ institution when he/she is registered for a Ph.D. course in JMI. However, the DRC/CRC may permit the scholar to take admission in a Certificate/ Diploma course whose duration does not exceed one academic year, subject to the condition that such a course is helpful in his/her research and that it will not affect his/her research.
- i) No scholar shall, without taking prior permission of the DRC/CRC, appear at any Examination, except for UGC/CSIR (NET/JRF)/SLET or GATE or any other similar examination conducted by a public body.
- j) A regular, i.e., full-time scholar shall not take any employment during the first two years of registration. If a scholar wishes to take up employment after two years he/she must apply, through RAC, to DRC/CRC for conversion of status into in-service/part-time scholar.
- k) Every scholar shall submit a 'Detailed Progress report' twice a year (latest by 30th October and 30th April), in the format of Annexure – II, to the concerned RAC and give an oral presentation of his/her work.
- l) In case of unsatisfactory report, the RAC shall make note of it and also suggest corrective measures.
- m) Provided that if a scholar fails to submit the Progress report of his/ her research work within the specified period of time, his/ her fellowship may be withheld till he/she submits the Progress report, and the matter be reported, in writing, by RAC to DRC/CRC for necessary action.
- n) Provided further that no fellowship shall be paid to a scholar if he/she fails to submit the progress report of his/her research work within two months of the time set above for the submission of the Progress report.
- o) Relocation of a woman scholar: In case of relocation of a woman scholar registered in Central /State Govt. Universities due to marriage or otherwise, she shall apply as per format given in Annexure – III, and, thereafter, on recommendation of the DRC/CRC, the research data, and work may be allowed to be transferred to the university which the woman scholar wants to join.

Provided that the research carried out is not under funded/sponsored project from any funding agency.

Provided the scholar shall give an undertaking that she will give due credit to the original supervisor and JMI for the research already carried out.

10. Cancellation of Registration

- a) The admission of a Ph.D. scholar shall be deemed to be cancelled if he/she has not submitted his/her thesis within the stipulated time limit, including extensions, as given in Para 9.
- b) The DRC/CRC shall recommend to the BoS/CoS the cancellation of the registration of a scholar on:
 - (i) His/her unsatisfactory progress reported by the concerned supervisor.
 - (ii) Provided he/she fails to submit three consecutive progress reports of his/her research work.
 - (iii) He/she has taken admission in any undergraduate/post-graduate programme in any University/Institution.
 - (iv) His/her admission will be liable to be cancelled if he/she fails to deposit the dues within the period of two months after the due date of payment.
 - (v) If he/she does not apply for extension before expiry of stipulated maximum period mentioned in Para 9.
 - (vi) He/she has taken employment within two years of registration.
- c) The DRC/CRC can recommend for registration cancellation if a scholar is found guilty of misconduct.
- d) On recommendation of the BoS/CoS, the Dean concerned shall clearly state the reason for cancellation and notify the scholar.

11. De-Registration

A scholar, through his/her supervisor, can submit an application (Annexure – IV) to DRC/CRC for de-registration after two years from the date of his/her registration to the programme due to some valid reason(s).

- a) If satisfied with the reason for de-registration, through RAC, the DRC/CRC may recommend de-registration of the scholar to the BoS/CoS. The concerned Dean shall de-register and notify the scholar.
- b) The scholar who has been granted extension will not be allowed to de-register.
- c) A de-registered scholar may apply for re-registration, in the requisite format (Annexure – V), to the concerned chairman DRC/CRC, after payment of the re-registration fee, and having the thesis ready for submission.
- d) The gap period between de-registration and re-registration shall not exceed five years. If the gap exceeds five years, the scholar's admission in the programme shall automatically stand cancelled.
- e) The scholar shall not pay the requisite Ph.D. fee during the de-registered period.
- f) The re-registered scholar has to make his pre-Ph.D presentation immediately after re-registration. He/she shall have a maximum period of six months from the date of re-registration to submit the thesis.
- g) A re-registered scholar shall be treated over and above the set ceiling for Professor/Associate Professor/Assistant Professor as mentioned in Para 8.

12. Ph.D. Thesis and its Submission

- a) On completion of research, a scholar shall prepare a draft thesis and submit it to the RAC through the supervisor, for assessment and scheduling the Pre-Ph.D seminar presentation.
- b) Every scholar shall give a pre-Ph.D. submission seminar on the thesis before the

DRC/CRC which will be open to other members of Department/Centre/Faculty. The thesis may be submitted any time within 6 months from the date of the Pre-Ph.D presentation. If a scholar fails to submit the thesis within the stipulated period, he/she will have to make a fresh pre-Ph.D presentation.

- c) The RAC of the said scholar shall ensure that the scholar includes the relevant suggestion(s) made during the Pre-Ph.D. submission seminar in his/ her thesis before the thesis is finally submitted.
- d) Before the thesis submission, the Ph.D. scholar shall have to publish at least one research paper based on his/her Ph.D. research work in a refereed journal and present at least two research papers in national/ international conferences/workshops.
- e) The language of a thesis shall generally be typed in English with 1.5 line spacing on both sides of the page. However, a scholar enrolled in the Faculty of Humanities & Languages may write the thesis in a language other than English with the prior approval of the DRC/CRC.
- f) Each scholar shall submit four soft-bound printed or typed copies of his/her thesis to the Controller of Examinations, through the concerned supervisor and the Head/Director/Dean of the Department/Centre/Faculty concerned, subject to fulfilling the conditions as laid down in Para 9.
- g) At the end of the thesis and also the Synopsis of the thesis, the scholar shall give his/her brief profile mentioning the date and place of birth, nationality, e-mail address, and academic qualifications.
- h) The scholar shall also submit soft copies of the M.Phil/Ph.D. thesis and the Synopsis of the thesis to the Controller of Examinations for the purpose of digital repository.
- i) The Synopsis of the thesis shall be in English, in addition to the language in which the thesis has been written, and it will be submitted in the format given in Annexure-VI. The format of the cover page of the PhD Thesis will be as given in Annexure VII and M. Phil dissertation as per Annexure VIII, however, the format of the inner cover page of the Ph.D. Thesis will be as given in Annexure VII A.

The thesis shall be accompanied by a 'Declaration' signed by the scholar in the format given at Annexure – IX. The scholar shall also submit a 'Certificate' testifying that the thesis is a record of research carried out by the scholar himself/herself, signed by the supervisor and co-supervisor (if any), and countersigned by the Head/Director/Dean of the Department/Centre/Faculty concerned, as given in Annexure – X.

- j) A scholar shall be required to submit a "No Dues Certificate" from various offices concerned of the University along with his/her thesis.
- k) The thesis shall be accompanied with the plagiarism test report/Certificate and the plagiarism test shall be performed considering the following steps:
 - (i) The research scholar shall submit the soft copy of the thesis for the plagiarism check to the designated person of the Departmental Academic Integrity Panel (DAIP)/ Centre Academic Integrity Panel (CAIP) through a CD after successful completion of pre-PhD seminar.
 - (ii) The soft copy of thesis in a single file containing abstract and all chapters excluding the cover page, certificates, declaration, acknowledgement, table of content/Index, list of tables, list of figures, list of symbols, list of abbreviations and references/bibliography and appendices shall be submitted to the designated person (Coordinator) of his/her Department/Centre.
 - (iii) The plagiarism check of the thesis shall be performed at concerned

department/centre through a designated person (Coordinator) using anti-plagiarism software such as 'Turnitin', 'Urkund (Provided by INFLIBNET)'.

- (iv) The plagiarism check shall be applied from abstract to last page of the last chapter of the thesis with matches up to 14 word count).
- (v) The 'introduction and review part of self citations' shall be included in the similarity check. However, the methodology and results and discussion/conclusions of self- citations shall be excluded from the similarity check.
- (vi) The research scholar shall obtain duly signed detailed plagiarism check test report from the designated person of DAIP/CAIP and submit to the department/centre concerned.
- (vii) The supervisor of the student and Head of Department/director shall verify that the similarity index is within the permitted level through prescribed verification certificate (Annexure XI – A, XI – B, XI – C, XI – D as applicable).
- (viii) The permissible similarity index shall not be more than 10%. However, the permissible limit for similarity from any single source shall not be more than 3%. Provided that a thesis with an overall similarity index of more than permissible limit (10%) due to repetitive expression/formulations or chemical equations may also be accepted, if the duly constituted DRC/CRC approves the thesis with proper justification/reasons (Annexure XI – B).
- (ix) In case of similarities of more than 10% and up to 40%, other than the reasons described in para viii, the scholar shall be asked to submit a revised script of the thesis within a stipulated time period not exceeding 6 (six) months. Furthermore, this time period shall be within the stipulated time period of PhD thesis submission and no extra time shall be given.
- (x) The research scholars of departments/centres of non-English languages whose database as well as suitable software for plagiarism check, is not available for similarity check, the supervisor shall assure that the thesis is not plagiarised and he/she shall be fully responsible. In case, plagiarism is detected in such thesis at a later stage, strict action as per UGC norms will be taken against the supervisor and the scholar. The research scholar shall submit affidavit of plagiarism on non-judicial stamp paper of 10.00 Rupees (Annexure XI – C). Furthermore, his/her thesis shall also be verified by the supervisor and endorsed by duly constituted DRC/CRC (Annexure XI – D).
- (xi) The thesis shall be submitted to the office of the Controller of Examinations along with the above duly signed certificates.

13. Evaluation of the Ph.D. Thesis and Examiners' Report

- a) A panel of 4 examiners who are working in similar area(s) of research (in format of Appendix – XII) shall be prepared by the thesis Supervisor and sent through Chairperson, DRC/CRC/HoD/Director and Dean of the faculty (Annexure XII) for the approval of the Vice Chancellor. A brief resume of the proposed examiners shall also be submitted along with the list of examiners. The supervisor will act as the third examiner for evaluation of the thesis and will submit his/her own report to the office of Controller of Examinations before the notification of the Viva Voce examination.
- b) The Vice Chancellor shall select 2 examiners from the panel for evaluating the thesis and one out of them shall be indicated for conducting the VIVA VOCE examination. In addition, the VC may also select one more examiner for a situation mentioned in Para 12 (f).
- c) After receiving copies of the thesis the Controller of Examinations shall send the

abstract/synopsis of the thesis to the Examiners for obtaining consent to evaluate the thesis. The consent from the Examiners shall be obtained on the prescribed format (Annexure –XII) mentioning therein that the maximum time for submitting the report is eight weeks. The consent from the examiners may be obtained using any communication channel, preferably through e-mail.

- d) If a report is not received from an examiner within the stipulated period of two months, the Controller of Examination shall send reminder, and if required, two more reminders, with a time gap of 15 days.

If an examiner does not send a report, despite three reminders, the Controller of Examinations, after seeking the approval of VC, shall send the thesis to another examiner.

- e) The Examiners shall satisfy themselves that the thesis is a piece of original research characterized by the discovery of new facts or by a fresh interpretation of facts. It must evince the scholar's research acumen and capacity for critical examination and judgment.
- f) After the Examiners have evaluated the thesis, they shall each submit a detailed report in the prescribed format (Annexure – XIII) and make a clear recommendation that:
- (1) the thesis be accepted
 - (2) the thesis be revised and submitted again
 - (3) the thesis be rejected

Provided that the Controller of Examinations shall intimate the scholar and the supervisor about the points raised by the Examiner(s) for revision of the thesis.

In case of Para 12 (d) (2) above, the scholar shall be asked to submit his/her revised thesis within six months to the Controller of Examinations who shall then send the revised Ph.D. thesis to the original Examiner(s).

- g) If both the external Examiners unanimously recommend acceptance of the thesis then the Controller of Examinations, in consultation with the supervisor/HoD, shall arrange for a VIVA VOCE Examination, as soon as possible.

Provided that if any of the examiners, while recommending the thesis, also suggest some revisions to be made in the thesis, the scholar shall be required to make necessary corrections therein in consultation with his/her RAC. The details of the corrections made in the thesis by the scholar will be placed before/conveyed to the Examiner at the time of the VIVA VOCE examination.

If one of the examiners recommends acceptance and the other recommends revision/rejection, the thesis shall be sent to a third examiner from the original panel submitted to the Vice Chancellor. If the third examiner suggests acceptance, the thesis will be accepted. However, if the third examiner suggests revision/rejection of the thesis, the matter shall be placed before DRC/CRC for further action in the matter.

- h) If both the Examiners recommend rejection, the thesis shall be rejected.
- i) The Controller of Examinations shall inform the scholar and the supervisor about the points raised by the Examiner(s) for the revision of the Thesis. In case of the rejection of the thesis, the Controller of Examinations shall inform the scholar and the supervisor about the reason for the rejection of the Thesis.

14. Ph.D. VIVA VOCE Examination

- a) Subject to fulfilling the conditions as laid down in Para12 and after ensuring that necessary corrections, as suggested by the examiner(s) who evaluated the thesis, have been incorporated therein, the VIVA VOCE Examination shall be conducted by two Examiners, one of whom shall be the supervisor/ Co-supervisor and the other shall be one

of the External Examiners as nominated by the VC, who has evaluated the thesis. Head/Director/Dean of the Department/Centre/Faculty concerned will be in the chair when the VIVA VOCE Examination shall be conducted. In exceptional cases where the supervisor(s) is/are not available, one of the Co- supervisor(s), if any, shall act as one of the Examiners. In case, none of the supervisor(s) is/are available, the chair DRC/CRC of the Department/Centre/Faculty concerned shall act as one of the Examiners in place of the supervisor.

After the scholar fulfils all the requirements for appearing in the VIVA VOCE, the Controller of Examination shall provide chair DRC/CRC copies of the reports of the Examiners of the Ph.D. thesis.

The VIVA VOCE may also be conducted through Skype. All other rules will remain the same. Only the external examiner will conduct the VIVA VOCE from his place of convenience through skype. At the end of the VIVA VOCE, the chair will report to the Controller of Examinations that the VIVA VOCE was conducted satisfactorily, mentioning date, time and the duration of the VIVA VOCE. The external examiner also will send his brief report/marks of the VIVA VOCE by email/surface mail to the Controller of Examinations, mentioning that the M. Phil. dissertation/ Ph.D thesis has been successfully defended. If any department/centre has techno/connectivity issues regarding the conduct of the VIVA VOCE through skype, the FTK Centre for IT, JMI, will facilitate it or arrange to hold it in its premises.

It shall be open to all members of the Faculty and research scholars of the University to attend the proceedings of the VIVA VOCE Examination.

- b) The VIVA VOCE Examiner shall write his report as per Annexure – XIV to Controller of Examinations that the thesis has been successfully defended by the scholar.

After the VIVA VOCE Examination of the scholar has been held and he/she has been recommended for the award of Ph.D. degree, two hard-bound copies and two soft copies of the corrected Ph.D. thesis along with the two softcopies of the synopsis of the thesis will be submitted by the concerned department to the Controller of Examinations together with the Report of the Examiner (Annexure – XIV) who conducted the VIVA VOCE Examination. One of the softcopies of the thesis and the synopsis will be submitted by the Controller of Examinations to INFLIBNET digital depository and another for posting on the University's portal.

- c) On the basis of reports on the thesis and VIVA VOCE Examination for the award of Ph.D. degree, the Controller of Examinations shall announce the result after obtaining confirmation from the Academic Council.

15. Guidelines for M.Phil.

The provisions in Para 9(d), (e), (f), (h) and (i) shall be also applicable for an M.Phil. Scholar.

a) **Promotion of Scholars:**

- (i) No scholar shall be allowed to proceed to writing the M.Phil. dissertation unless he/she has successfully completed the Course Work.

b) **M.Phil. Dissertation and Submission**

- (i) The provisions in Para 11(i), (j), (k) and (l) shall be also applicable for M.Phil. dissertation.
- (ii) A candidate who has completed writing his dissertation, shall submit two soft-bound printed copies of it to the Controller of Examinations along with the prescribed fee.
- (iii) The M.Phil. dissertation will be submitted by the student through his/her supervisor by end of the 3rd semester.
- (iv) A student who fails to submit the Dissertation by the end of the 3rd semester of the programme will be given further extension/s to submit it, on recommendation of

the concerned supervisor and approval of the concerned DRC/CRC.

- (v) In case he/she still fails to submit the dissertation after the expiry of six semesters, his/her admission shall stand cancelled.

c) Evaluation of M.Phil. Dissertation

- (i) The M. Phil. dissertation shall be evaluated by a single examiner.
- (ii) The DRC/CRC, on recommendation of RAC, shall submit a panel of two examiners to the Vice Chancellor who shall approve one examiner from the panel which will be forwarded to the Controller of Examinations to seek the Examiner's consent and for dispatching the dissertation to the examiner for evaluation.
- (iii) The examiner shall submit a detailed report on the dissertation in the prescribed format as given in Annexure – XIII.
- (iv) If the Examiner recommends acceptance of the dissertation then the Controller of Examinations shall arrange for a VIVA VOCE Examination, as soon as possible.
- (v) If the Examiner recommends revision of the dissertation, the candidate shall revise the dissertation in consultation with his/her RAC and submit it to the Controller of Examinations within two months after receiving intimation for revision.
- (vi) If the Examiner recommends rejection, the dissertation shall be sent to the second Examiner in the panel. The decision of the second Examiner shall be final. If he/she, too, recommends rejection, the candidate will be declared as failed and his admission to M.Phil. Programme shall stand cancelled.

d) VIVA VOCE Examination

- (i) The VIVA VOCE shall be conducted by the External Examiner who evaluated the M.Phil. Dissertation. It may also be conducted through skype as stipulated in 13 (A).
- (ii) The examiner conducting the VIVA VOCE examination shall submit his/her Report in the prescribed format as given at Annexure–XIV
- (iii) In case the scholar fails in the VIVA VOCE Examination, the matter will be placed before the DRC/CRC which will then constitute a three-member committee to conduct the VIVA VOCE Examination of the candidate. The decision of the committee will be final.
- (iv) After successful completion of the Course Work and VIVA VOCE Examination, the Controller of Examinations may recommend to the Majlis-i-Talimi (Academic Council) that the Degree of Master of Philosophy may be awarded to the candidate.

e) Moderation of Examination Results and Redressal of Grievances

The composition of the “Examination Results Moderation-cum-Grievance Committee” will be as per the provision laid down in Para 9 of Ordinance 15-A {academic}.

16. Provisional Certificate

Prior to the actual award of the degree, just after declaration of M.Phil. result/Ph.D. notification, the Controller of Examinations may issue a provisional certificate to the effect that the degree has been awarded in accordance with provisions laid down in UGC Minimum Standards and Procedures for Award of M.Phil/Ph.D Degree Regulations 2016.

17. Depository with UGC: Following the successful award of M.Phil./ Ph.D. degree to the concerned scholar, the Controller of the Examination shall send soft copies of theses and synopsis to the Nodal Officer, Shodh Ganga, for uploading them to INFLIBNET.

18. Publication of M.Phil. Dissertation/Ph.D. Thesis and Research Work

- a) A scholar who wishes to get his/her thesis published as a research monograph or a book, may do so with the permission of the JMI wherein he/she shall clearly mention that it is

based on his/her M.Phil. dissertation/Ph.D. thesis submitted to JMI.

- b) For the publication of research papers based on the M.Phil. dissertation/Ph.D. thesis in refereed journals, no permission from JMI will be required. However, the scholar shall have to mention in his/her publication that the research work was part of his/her M.Phil. dissertation/Ph.D. thesis submitted to JMI.

19. Fees

- a) Every research scholar shall be obliged to pay the required fees prescribed by the Academic Council from time to time.
 - (i) Enrolment Fee to be paid at the time of registration by a scholar, who is joining the University for the first time;
 - (ii) Caution Money to be paid at the time of registration;
 - (iii) Course Fee to be paid for the full duration of registration;
 - (iv) Library Fee to be paid per annum for the period a scholar is on the rolls of the University;
 - (v) Examination Fee to be paid at the time of submitting the thesis.
 - (vi) Any other type of fee as decided by the Academic Council from time-to- time.
- b) Employees of the JMI shall not be required to pay the Course Fee, Library Fee and Caution Money.
- c) Those who are exempted from the payment of the Course Fee, shall be required to pay the prescribed Special Annual Fee at the beginning of each academic year.
- d) Every scholar (except students admitted to M.Phil stand-alone programme), shall pay the prescribed fees annually. However, students admitted to M.Phil stand-alone programme shall pay the prescribed fees semester-wise.
- e) The in-service/part-time scholar's fee shall be twice the amount of a regular scholar's fee.
- f) The name of the scholar, who fails to pay an installment of the Course Fee by the prescribed date, shall be struck off the rolls by DRC/CRC on recommendation of finance office. He/She may, however, be readmitted by DRC/CRC on the payment of the prescribed Fee, with a fine as per JMI rules.

20. Format of Ph.D. Degree: The degree of Doctor of Philosophy shall be in the format as given at Annexure – XV.

21. M.Phil as a Stand-alone Programme: M.Phil as an independent, stand-alone programme may also be conducted by departments/centres, if they so desire. The Entrance Test for M.Phil (Stand-alone) shall be held along with the Entrance tests for other post-graduate courses, followed by an interview. Departments/Centres shall announce number of intake/seats.

- a) The duration of this programme shall be 3 semesters consisting of 24 credits, including dissertation. The scholars will do course work for 2 semesters and write their dissertation in the 3rd semester. The maximum duration in which an M.Phil candidate must complete M.Phil shall not exceed 6 semesters.
- b) Faculty members employed in permanent capacity and a minimum experience of 3 years of teaching shall be eligible to guide an M.Phil candidate.
- c) The maximum number of M.Phil Scholar that may be supervised at a given time by a Professor/ Associate Professor/Assistant Professor shall be governed by the following norm:

Designation	No. of M.Phil scholar permitted
Professor	3

Associate Professor	2
Assistant Professor	1

- d) All other rules governing the programme will be the same as stipulated in M.Phil/Ph.D programme.

22. Ph.D. Regulations and Amendment in the Ordinance

- a) Subject to these Ordinances, the Academic Council may frame Regulations, whenever required.
- b) These Ordinances may be amended subject to the Act and Statutes of Jamia Millia Islamia.

JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025

**PROFORMA - ONLINE APPLICATION FOR ADMISSION TO THE
M.Phil./Ph.D. PROGRAMME**

The Chairman,
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,

I am applying for admission to the M.Phil./ Ph. D.. programme in
.....under the Faculty of / Centre for
..... and submitting the following particulars in support of my
application along with a crossed Demand Draft of Rs. 1000/- vide no
..... dated, issued by (Bank)

Yours faithfully,

Date.....

(Signature of the Candidate)
Name:.....

(PARTICULARS TO BE FILLED BY THE CANDIDATE)

Category (see Note (B) for category code):
Name of the Candidate
Father's Name.....
Mother's Name
Name of Spouse (if married)
Date of Birth (as given in the Secondary School Certificate) or its equivalent.....
Nationality..... Jamia Enrolment No. (if any).....
Permanent Address.....
.....
Local Address (with proof of residence)
.....
.....
Telephone with STD code: Mobile:
E-Mail:

DETAILS OF PREVIOUS EXAMINATIONS

Exam Passed	Name of the University	Year of Passing	Division & Percentage	Subjects
PG Course				
M.Phil., if applicable				
Any Other				

Proposed Research Area

Details of Research experience, if any (Attach separate sheet, if necessary).....

Languages, which the candidate knows.....

If employed, write the name of the institution and the position held.....

.....

Dated.....

(Signature of the Candidate)

Recommendation of the DRC/CRC

The DRC/CRC held on..... recommended

Mr./Ms For admission to the Ph.D.

Course in..... in the Research Area..... with

.....

as Supervisor

Chairperson DRC/CRC

Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted at the time of submitting the application form.

Attested copies of Mark Sheets of the qualifying Examination.

Proof of the date of birth.

Proof of claimed reserved category.

An attested copy of M.Phil. Marks Sheet/ Degree (in case of exemption from the Entrance Test is required).

An attested copy of UGC NET/SLET or an equivalent examination (in case of exemption from the Entrance Test is required).

An attested copy of valid GATE Score Card.

(B) Category Code:

G: General

M: Muslim

MW: Muslim Women

MO: Muslim OBC

MT: Muslim Scheduled Tribe

PD: Persons with Disability

J: Candidates qualifying from Jamia Schools

**Format for submission of Six-Monthly Progress Report*
(To be submitted by the Ph.D. Scholar*)**

1. Name of the Scholar:
2. Name(s) of the Supervisor and Co-Supervisor(s):
3. Topic of Research:
4. Six-monthly Progress Report for the period, from: to:.....
5. Progress Report to be submitted in detail on separate sheet(s) (Please add separate sheet, if necessary)
6. Quantum of Ph.D. work completed (applicable after coursework):
(Please tick the appropriate box)
(a) 0 – 10% (b) 11 – 20% (c) 21 - 30%
(d) 31 - 50% (e) 51 - 75% (f) 76 - 100%

.....
(Signature & Name of the Scholar)

7. Remarks of the Supervisor:
.....
- Remarks of the Co-Supervisor(s):
.....
- Remarks of the other RAC members:
.....

Name & Signature of
Supervisor

Name & Signature of
Co-Supervisor(s)

Name & Signature of
Other RAC members

Recommendation of the DRC/CRC

.....
.....

**Signature of the Chairman
DRC/CRC**

***It is mandatory for RAC to maintain the record of each student. The progress report to be endorsed in BoS/CoS.**

JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025
APPLICATION FOR RELOCATION OF Ph.D.
WOMAN SCHOLAR TO JMI

(as per the provisions under Para 9(d) of JMI Ordinances (Academic) - 9 (IX))

The Chairman
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,

I am applying for relocation to the M.Phil./ Ph. D./ Integrated M.Phil.-Ph.D. programme in under the Faculty of / Centre for and submitting the following particulars in support of my application along with a crossed Demand Draft of Rs. 1000/- vide no

..... dated, issued by (Bank)

Yours faithfully,

Date.....

(Signature of the Candidate)
Name:.....

(PARTICULARS TO BE FILLED BY THE SCHOLAR)

Category (see Note (B) for category code):.....

Name of the Scholar.....

Father’s Name.....

Mother’s Name

Name of Spouse (if married).....

Date of Birth (as given in the Secondary School Certificate) or its equivalent.....

Nationality..... Jamia Enrolment No. (if any).....

Permanent Address.....

.....

Local Address (with proof of residence).....

.....

.....

Telephone with STD code: Mobile:

E-Mail:

DETAILS OF QUALIFYING EXAM

Exam Passed	Name of the University	Year of Passing	Division & Percentage	Subjects
PG Course				
M.Phil.				
Any Other				

PRESENT M.Phil/Ph.D. REGISTRATION DETAILS

Name of the University/Institute.....

Date of registration.....

Topic of research.....

Whether applied earlier for JMI M.Phil./Ph.D. program (Yes/No)

Mode of Admission.....

(Entrance followed by Interview/Direct Interview)

If employed, write the name of the institution and the position held.....

.....

Dated.....

(Signature of the Scholar)**(RECOMMENDATION OF THE DRC/CRC)**The **DRC/CRC** held on..... recommended

Mr./Ms For admission to the Ph.D.

Course in..... in the Research Area..... with

.....

as Supervisor

Chairman DRC/CRC**Department/ Centre/ Faculty****(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)**

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

Copies of Mark Sheets and Degree of Post-Graduation Examinations.

Proof of the date of birth, Proof of claimed reserved category.

Copy of M.Phil. Marks Sheet/ Degree and Course work.

Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATE Score Card.

JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025
APPLICATION FOR DE-REGISTRATION OF Ph.D. SCHOLARS
(as per the provisions under Para 10-A of JMI Ordinances (Academic) - 9 (IX))

The Chairman
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here
a Recent
Self-Attested
Photograph

Sir,
I am applying for De-registration to the Ph.D. programme in under
the Faculty of / Centre for..... and submitting the
following particulars in support of my application.

Name of the Scholar:
Registration No.:Date of Registration.....
Topic of Research:.....
Faculty/Department/Centre:
Name/s of the Supervisor/s:
Present status of research work:
(Attach additional sheet, if necessary)
Reason for de-registration:
Whether the No Due Certificate is enclosed: Yes/No

(Note: If the No Dues Certificate is not enclosed with this application, the request for de-registration will not be considered)

DECLARATION BY THE SCHOLARS

I have read the provisions of Para ... Ordinances (Academic) – 9 (IX). I would be permitted to re-register by making a written application to the JMI within a maximum period of 5 years from the date of de-registration and I shall be required to submit the thesis within a maximum period of 1 Year from the date of re-registration.

Yours faithfully,

Date.....

(Signature of the Scholar)

Name:

CONSENT OF THE SUPERVISOR

I am satisfied with reasoning of Scholar to de-register and I hereby agree to extend guidance to the student and correct his/her thesis and enable him/her to submit the same as per the rules of the University, if he/she re-register.

Date:

Signature of the Supervisor

RECOMMENDATION OF THE DRC/CRC

The **DRC/CRC** held on..... recommended Mr./Ms
For de-registration to the Ph.D. Programme in... in the Research Area.....
..... with..... as Supervisor

Chairperson DRC/CRC
Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

1. Copies of Mark Sheets and Degree of Post-Graduation Examinations.
2. Proof of the date of birth, Proof of claimed reserved category.
3. Copy of M.Phil. Marks Sheet/ Degree and Coursework.
4. Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATES core Card.

JAMIA MILLIA ISLAMIA
Jamia Nagar, New Delhi-110025
APPLICATION FOR RE-REGISTRATION OF Ph.D. SCHOLARS
(as per the provisions under Para 10-A of JMI Ordinances (Academic) - 9 (IX))

The Chairman
DRC/CRC,
Department/ Centre of
Faculty of
Jamia Millia Islamia, New Delhi – 110025

Affix here a Recent Self-Attested Photograph

Sir,

I am applying for Re-registration to the Ph.D. programme in..... under the Faculty of / Centre for..... and submitting the following particulars in support of my application along with a crossed Demand Draft of Rs. 2000/- vide no datedissued by (Bank)

Yours faithfully,

Date.....

(Signature of the Scholar)
Name:

Name of the Ph.D. Scholar:.....

Registration No.:.....

Topic of Research:.....

Faculty/Department/Centre:.....

Date, Month and Year of Admission:.....

Name/s of the Supervisor/s:.....

Present status of research work:

Date of de-registration:

Whether the re-registration fee receipt is enclosed: Yes/No

(Note: If the re-registration fee receipt is not enclosed with this application, the request for re-registration will not be considered)

DECLARATION BY THE SCHOLAR

I have read the provisions of Para 11 Ordinances (Academic) – 9 (IX). I may be permitted to re-register and hereby declare that I shall submit the thesis within a maximum period of one year from the date of re-registration.

Date:

Signature of the Scholar

Name.....

CONSENT OF THE SUPERVISOR

I hereby certify that the above scholar is pursuing his/her Ph.D. degree under my supervision, and that he/she shall be able to submit his/her thesis within one year from the date of re-registration.

Date:

Signature of the Supervisor

RECOMMENDATION OF THE DRC/CRC

The DRC/CRC of Studies held onrecommended Mr./Ms..... For re-register to the Ph. D. Course in in the Research Area..... with as Supervisor

Chairman DRC/CRC
Department/ Centre/ Faculty

(APPROVAL OF THE DEAN OF THE FACULTY/ DIRECTOR OF THE CENTRE)

Dated.....

Signature of the Dean/ Director with Seal

Note:

(A) The following documents will have to be submitted with Application

- I. Copies of Mark Sheets and Degree of Post-Graduation Examinations.
- II. Proof of the date of birth, Proof of claimed reserved category.
- III. Copy of M.Phil. Marks Sheet/ Degree and Course work.
- IV. Copy of UGC NET/SLET or an equivalent examination, Copy of valid GATE Score Card.

Format for submitting the ‘SYNOPSIS’ of the Ph.D. Thesis

Cover page



(Title of the Ph.D. Thesis)

**SYNOPSIS
of the Ph.D. Thesis**

Submitted to
Jamia Millia Islamia

for the award of the Degree of Doctor of Philosophy

Submitted by

(Name of the Ph.D. Scholar)

*(Name of the Supervisor
with Affiliation)*

*(Name of the Co-Supervisor
with Affiliation)*

(Name and full address of the Department/ Centre/ Faculty)

(Month and Year of Submission)

Inner Pages
of the Synopsis of the Ph.D. Thesis

(Title of the Abstract)


Five Keywords: ..., ..., ..., ..., ...
(Content of the Abstract)

Last page

*Brief Profile of the Ph.D. scholar with date and place of birth, nationality, e-mail address,
and academic qualifications*

(Not exceeding 200 words)

Format of the Cover Page of the PhD Thesis

<p>PhD Thesis</p>	 <p>(Title of the Ph.D. Thesis)</p> <p>Ph.D. Thesis</p>
<p>(Name of the Candidate)</p>	<p>By</p> <p>(Name of the Ph.D. Student)</p> <p>(Name of the Department/Centre/Faculty)</p>
<p>Year</p>	<p>Jamia Millia Islamia New Delhi</p> <p>(Month and Year of submission)</p>

Format of the Inner Cover Page of the PhD Thesis

Title of the Ph.D. Thesis

**Thesis
submitted to**

Jamia Millia Islamia



In partial fulfillment of the requirements of the award of the
Degree of Doctor of Philosophy

.....
(Subject)

By

.....
(Name of the PhD Student)

Under the supervision of

.....
Name of the supervisor
and Institution

.....
Name of the Co-supervisor
and Institution

.....
Name of the Co-supervisor
and Institution

(Name of Department/Centre and Faculty)
Jamia Millia Islamia
New Delhi

Format of the Cover Page of the M. Phil Dissertation

(Title of the M. Phil Dissertation)

Dissertation
submitted to

Jamia Millia Islamia



In partial fulfillment of the requirements of the award of the
Degree of Master of Philosophy

.....
(Subject)

By
.....
(Name of the M. Phil. Student)

Under the supervision of

.....
Name of the supervisor Name of the Co-supervisor Name of the Co-supervisor
and Institution and Institution and Institution

(Name of Department/Centre and Faculty)
Jamia Millia Islamia
New Delhi

(Month Year of Submission)

**Declaration by the scholar to be included in the M. Phil.
Dissertation/Ph.D. Thesis**

Declaration

I,....., student of M. Phil/Ph.D. hereby declare that the dissertation/thesis titled “.....” which is submitted by me to the Faculty of / Centre for, Jamia Millia Islamia, New Delhi, in partial fulfillment of the requirement for the award of the degree of Master of Philosophy/Doctor of Philosophy has not previously formed the basis for the award of any Degree, Diploma, Associateship, Fellowship or other similar title or recognition, This is to declare further that I have also fulfilled the requirements of Para 11 ((a) to 11 (l)) of the Ph.D. Ordinance, the details of which are enclosed at the end of the Dissertation/Thesis, and that there is no plagiarism.

Place & Date:

(Signature and name of the Applicant)

**Format of the Certificate by the Supervisor(s) to be included in the M. Phil.
Dissertation/Ph.D. Thesis of the Scholar**

CERTIFICATE

On the basis of declaration submitted by.....,
student of M. Phil/Ph.D., I hereby certify that the dissertation/thesis titled “.....
.....
” which is submitted to the Faculty of / Centre for
....., Jamia Millia Islamia, New Delhi in partial fulfillment of the requirement
for the award of the degree of Master of Philosophy/Doctor of Philosophy, is an original
contribution with existing knowledge and faithful record of research carried out by him/her
under my guidance and supervision.

To the best of my knowledge this work has not been submitted in part or full for any Degree
or Diploma to this University or elsewhere, and that it is free from plagiarism.

Place & Date

Signature and name(s) of the Supervisor(s)

Signature of chairman DRC/CRC

Director of the Centre /
Dean of the Faculty

PLAGIARISM VERIFICATION

1. Name of Research Scholar: _____ Registration No.: _____
2. Course (Master/M.Phil/PhD): _____
3. Title of the Thesis: _____
4. Department/Centre: _____
5. Faculty: _____
6. Name of Supervisor: _____
7. Name of Co-Supervisor (s) If any: _____

The above thesis has been scanned for similarity check at 14 word count by the designated person of departmental academic integrity panel (DAIP)/ Centre academic integrity panel (CAIP). The summary of similarity test report is as follows:

Software used		Dated	
Total Word Count		Similarity Index	

The similarity test report issued by designated person of DAIP/ CAIP is attached for the review.

Designated Signatory of DAIP/ CAIP

Sign. of Research Scholar

The plagiarism report of the above thesis has been reviewed by the undersigned and the similarity index is within university norms. The thesis may be considered for submission followed by necessary action to the University. The similarity check report generated by turnitin/urkund software is attached herewith.

Sign. of Supervisor

Sign. of Co-Supervisor

Sign of HoD/Director

PLAGIARISM VERIFICATION
(In case of more than 10% similarity as per para 4h*)

1. Name of Research Scholar: _____ Registration No.: _____
2. Course (Master/M.Phil/PhD): _____
3. Title of the Thesis: _____
4. Department/Centre: _____
5. Faculty: _____
6. Name of Supervisor: _____
7. Name of Co-Supervisor (s) If any: _____

The above thesis has been scanned for similarity check at 14 word count by the designated person of departmental academic integrity panel (DAIP)/ Centre academic integrity panel (CAIP). The summary of similarity test report is as follows:

Software used		Dated	
Total Word Count		Similarity Index	

The similarity test report issued by designated person of DAIP/ CAIP is attached for the review.

Designated Signatory of DAIP/ CAIP

Sign. of Research Scholar

The plagiarism report of the above thesis has been reviewed by the undersigned. The similarity index is above the university norms, because of the following reasons:

.....

The thesis may be considered for submission to the University. The similarity check report generated by turnitin/urkund software is attached herewith.

Sign. of Supervisor
Supervisor

Sign. of Co-

MEMBER DRC/CRC
DRC/CRC

MEMBER DRC/CRC

MEMBER

Sign of DRC/CRC Chairperson

(To be submitted on a RS. 10/- Non-Judicial Stamp Paper dully notarized)

AFFIDAVIT

I, Son/Daughter of Mr.
Resident of
....., Mobile No.

do hereby take oath and state :

(i) That, I am registered for the Ph.D. programme on the topic titled
.....
..... in the Department/Centre of
Faculty of of Jamia Millia Islamia, New Delhi – 110025. My
Registration no. is

(ii) That, the contents of my thesis submitted to the Jamia Millia Islamia, New Delhi –
110025, for the award of Ph.D Degree are original and my own work, and is not plagiarized.

(iii) That, if, my thesis is found copied or come under plagiarism, I will be solely responsible
for it and the University shall have sole right to cancel my research work ab-initio.

(iv) That, I shall be responsible for any legal dispute/case(s) for violation of any provisions of
the Copyright Act relating to my thesis.

DEPONENT

Date :

Place :

VERIFICATION

I, the above named deponent, do hereby take oath and verify that the contents of para (i) to (iv) of
the above affidavit are true and correct to my personal knowledge and nothing has been concealed
by me. No part of it is incorrect.

DEPONENT

PLAGIARISM VERIFICATION

1. Name of Research Scholar: _____ Registration No.: _____
2. Course (Master/M.Phil/PhD): _____
3. Title of the Thesis: _____
4. Department/Centre: _____
5. Faculty: _____
6. Name of Supervisor: _____
7. Name of Co-Supervisor (s) If any: _____

I, hereby declare that the thesis as a whole or in part is neither copied nor plagiarised from others' work/sources by me.

Sign. of Research Scholar

The above titled thesis has been reviewed and checked for plagiarism. We, the members of the DRC/CRC, hereby endorse that the thesis is free from plagiarism and satisfies the university anti-plagiarism norms. The thesis may be considered for submission followed by necessary action to the University.

Sign. of Supervisor
Supervisor

Sign. of Co-

MEMBER DRC/CRC
DRC/CRC

MEMBER DRC/CRC

MEMBER

Sign of DRC/CRC Chairperson

Proforma for the Proposed List of M.Phil./Ph.D. Examiners for Approval of the Vice-Chancellor

Name of the Scholar:.....

Name of the Department/Faculty/Centre:.....

Name(s) of the Supervisor/Co-Supervisor(s).....

.....

Title of M.Phil. Dissertation/Ph.D. Thesis:

.....

.....

Broad Area of Specialization:

Proposed List of M.Phil./Ph.D. Examiners:

S.No	Name of the Examiner* with full Postal and e-Mail Address, Telephone No. and Fax	Approval dissertation/thesis Evaluation	Approval for Examination
1	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:
2	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:

3	Name: Designation: Address:..... E-Mail: Telephone: Fax: Mobile:.....
4	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:
5	Name: Designation: Address: E-Mail: Telephone: Fax: Mobile:

★ *Brief profiles of the proposed Examiners to be submitted on separate sheets along with the completed proforma.*

The Vice-Chancellor may kindly select:

1. Two examiners (and one alternate examiner) for evaluating the Ph.D. Thesis and one out of these two, one examiner should be indicated for conducting Viva-Voce Examination.
2. One examiner and one alternate examiner for evaluating the M.Phil. dissertation and for conducting Viva-Voce Examination.

Signature and Name of
The Ph.D. Supervisor
(Office Seal)

Signature and Name of
The Chairman DRC/CRC
(Office Seal)

Signature and Name of
The Dean
(Office Seal)

**Proforma for Examiner's Consent to evaluate the M.Phil.
Dissertation/Ph.D. Thesis**

Dated:

To
The Controller of
Examinations Jamia
Millia Islamia
Jamia Nagar
New Delhi-110025

Sir,

With reference to your letter No. dated
....., I hereby give my consent to evaluate the
M.Phil. Dissertation/Ph.D. Thesis of Mr./Ms... ..and submit my
Report within 8 weeks from the date of receipt of the Dissertation /Thesis.

(.....)
(Name and Signature)

Address:.....

Proforma for Examiner’s Report on M.Phil. Dissertation/Ph.D. Thesis

**Jamia Millia Islamia
Jamia Nagar, New Delhi-110025**

Examiner’s Report on the M.Phil. Dissertation/Ph.D. Thesis

Title of Dissertation/Thesis:.....
.....

Name of the Scholar:

Subject/Field of Research:

Department/Faculty/Centre:.....

1. The dissertation /thesis be accepted, (YES / No)
2. The dissertation /thesis be revised and submitted again in the revised form. (YES / No)
(Please clearly specify the grounds on which the thesis is to be revised).
3. The dissertation /thesis not acceptable in the present form. (YES / No)
(Please clearly specify the reason for rejection)

(1) In case the examiner makes the recommendation (1) stated above:

The Examiner will give a detailed report on separate sheet(s) on the following points:

- a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the scholar’s capacity for critical examination and second judgment.
- b) It must be satisfactory from the point of language and presentation of the subject matter.

However, if the Examiner feels that some minor corrections in the Thesis are needed, which should be incorporated therein before the VIVA VOCE Examination is held, he/she should attach a separate sheet, giving his suggestions/details of corrections to be made in the Thesis.

- c) The questions to be asked will be based on the evaluation of the dissertation /thesis. The Examiner may also indicate in the enclosed proforma [Annexure-VIII (A)] the questions which he/she would like the scholar to answer at the time of the VIVA VOCE examination.

(2) In case the examiner makes recommendations (2) stated above:

He/she may kindly state reasons and suggests the lines on which the dissertation/thesis is to be revised. These comments will be conveyed to the scholar through his/her supervisor to enable him/her to revise the dissertation/thesis [Please attach separate sheet(s)].

(3) In case the examiner recommends rejection of the dissertation/thesis:

He/she may kindly state the reasons for doing so [Please attach separate sheet(s)].

Note: Additional sheet(s) may be attached, if necessary.

Date:

Place:

(Signature of the Examiner)

Full Name & Address:.....

.....

Telephone No: Mobile No:

E-Mail:.....

Questions for the Viva-Voce Examination

(to be submitted by the Examiners on a separate sheet)

Title of the dissertation /thesis:

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

Submitted

by:

.....

Department/Centre/Faculty:

QUESTIONS

[if the space is not sufficient, please attach extra sheet(s)]

- 1.
- 2.
- 3.
- 4.
- 5.

(Signature of the Examiner)

Name of the Examiner:.....

Address:.....

.....

Date:

Proforma for Examiner’s Report on Viva-Voce Examination of the Scholar

Jamia Millia Islamia

Jamia Nagar, New Delhi-110025

Examiner’s Report on Viva-Voce Examination

Title of dissertation/thesis:.....
.....

Name of the Scholar:

Subject/Field of Research:

Department/Faculty/Centre:.....

- | | | |
|-------|---|-----------|
| (i) | Whether the scholar is acquainted with the literature on the subject? | Yes |
| | | No..... |
| (ii) | Whether the dissertation/thesis is genuinely the work of the scholar? | Yes..... |
| | | No..... |
| (iii) | Whether the scholar possesses capacity for critical Examination and judgment? | Yes..... |
| | | No..... |

Specific Recommendation:
.....
.....
.....
.....
.....
.....

.....
(Signature and Name of the Examiner)

.....
(Signature and Name of the Supervisor)

.....
(Signature of the Chairman DRC/CRC)
(Office Seal)

Format of Ph.D. Degree



Enrolment No.

تصدیق کی جاتی ہے کہ کو
..... میں
پر تحقیقی مقالہ منظور ہونے کے بعد انہیں اس یونیورسٹی
نے ڈاکٹر آف فلاسفی کی سند عطا کی۔

JAMIA MILLIA ISLAMIA
(A Central University by an Act of Parliament)

DOCTOR OF PHILOSOPHY

This is to certify that (Name of the scholar).....after approval of his/her Thesis on.....(topic) from the Department/Centre of.....in the Faculty ofof this University has been admitted to the Degree of Doctor of Philosophy in this University in the Year

Musajil (Registrar) مسجل	 SEAL	Shaikhul Jamia (Vice-Chancellor) شیخ الجامعہ
Jamia Nagar, New Delhi, Dated the _____		