

जामिया मिल्लिया इस्लामिया

(केन्द्रीय विश्वविद्यालय) (नैक प्रत्यायित 'A++' ग्रेड)
मौलाना मोहम्मद अली जौहर मार्ग, जामिया नगर, नई दिल्ली-११००२५

JAMIA MILLIA ISLAMIA

(A Central University) (NAAC Accredited 'A++' Grade)

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कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجل

C&O-5(7)/RO/2025

17th October, 2025

NOTIFICATION

The Vice-Chancellor, JMI in accordance with Section 11(3) of the Jamia Millia Islamia Act, 1988, and on behalf of the Academic Council (*Majlis-i-Talimi*), has approved the revised **Ph.D. Ordinance - 9 (IX)** titled '**Degree of Doctor of Philosophy (Ph.D.) (Academic)**'. The revised ordinance will be implemented with immediate effect.

A copy of the revised ordinance is enclosed for reference and record.

The Vice-Chancellor's action shall be formally reported in the next meeting of the Academic Council.

Prof. (Dr.) Md. Mahtab Alam Rizvi
Registrar

Encl.: as above.

Copy to:

1. All Deans of Faculties / DSW / HoDs / Directors of Centres, JMI
2. The Controller of Examinations/Finance Officer, JMI
3. The Offg. Director, FTK CIT, JMI - with the request to kindly get the above revised Ordinance - 9 (IX) uploaded on Jamia's website.
4. The Hony. Deputy Controller of Examinations, JMI
5. The Secretary to Vice-Chancellor/Secretary to the Registrar, JMI
6. The Section Officer, C&O Section, JMI - for reporting the matter to the next meeting of *Majlis-i-Talimi* (Academic Council).
7. Concerned File/folder

(Dr. Shivendra Prasad)
Deputy Registrar (C&O)

Ph.D. Ordinance - 9 (IX) DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)

DEFINITIONS

JMI	Jamia Millia Islamia (A Central University).
Applicant	means an individual who applies for admission to the Ph.D. programme of Jamia Millia Islamia, Delhi.
Course Work	means courses of study prescribed by the Department/Centre/Faculty to be undertaken by a student registered for the Ph.D. programme.
CGPA	Cumulative Grade Point Average.
Scholar	means a person provisionally/regularly registered for the Ph.D. programme.
Full-time Scholar	means a person registered for the Ph.D. programme devoting full time to completing the degree requirements.
Part-time Scholar	means a person who is registered for the Ph.D. programme and will devote part of his/her time towards PhD programme and the rest of his/her time to his/her official obligations.
RAC	means Research Advisory Committee for the continuous support and assessment of individual research scholar.
DRC	means Departmental Research Committee responsible for all PhD related matters.
CRC	means Centre Research Committee responsible for all PhD related matters.
BOS	means Board of Studies.
COS	means Committee of Studies.
Supervisor	means a member of the academic staff of the Department/Centre/Faculty approved by the BOS/COS on the recommendation of DRC/CRC to guide/supervise research.
Co-Supervisor	means an additional supervisor approved by BOS/COS on the recommendation of DRC/CRC to help scholar in his/her area of expertise.
Plagiarism	means the practice of taking someone else's work or idea and passing them as one's own.
Academic Integrity	is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property
Author	includes a student or a faculty or a researcher or staff of the University who claims to be the creator of the work under consideration
DAIP	Departmental Academic Integrity Panel shall mean the body constituted at the departmental level to investigate allegations of plagiarism
CAIP	Centre Academic Integrity Panel shall mean the body constituted at the Centre level to investigate allegations of plagiarism
UAIP	University Academic Integrity Panel shall mean the body constituted at university level to consider recommendations of the departmental academic integrity panel/centre academic integrity panel and that takes appropriate decisions with respect to allegations of plagiarism and decides on the penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the university level.

1. Eligibility Criterion for Full Time PhD Admission

- (a) A candidate seeking admission to the Ph.D. programme must have obtained a Master's Degree with not less than 55% of marks in aggregate or its equivalent grade 'B' in the UGC 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 concerned subject/allied subject in which the candidate wishes to pursue a course of research or in a subject allied thereto. A candidate is allowed to select maximum 03 allied subjects from the allied list approved by the BoS/CoS of the concerned Department/Centre.

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 relevant allied subjects within the faculty.

- (b) 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.
- (c) Candidate possessing an M. Phil. degree with 55% marks from a recognized Indian University/Institute of minimum two 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 through entrance examination.
- (d) Provided further that if a Department/Centre/Faculty desires to incorporate additional eligibility requirements to cater to the specific needs 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.
- (e) Provided that a candidate seeking admission after completing a 4-year/8-semester bachelor's degree programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed. A relaxation of 5% marks or its equivalent grade may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time.

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

2. Eligibility Criterion for Part-Time PhD Admission

Applicants/working professionals working in govt./non-govt. organisations, who wish to pursue Part-Time Ph.D. programme shall fulfill the eligibility mentioned in para 1 (a) – 1(d). Provided that –

- (a) (i) The residence/workplace/organization of the applicant must be located within India.
- (ii) Indian citizen working overseas on govt. assignment

- (iii) The duties in his/her service permits him/her to devote part of his/her time to research and he/she is able to satisfy the DRC/CRC of the same.
 - (iv) his/her official duties permit him/her to attend the required classes as per the Time-Table of Jamia Millia Islamia and he/she is able to satisfy the DRC/CRC of the same.
 - (v) The facilities, in the case of experimental work, for research are available at his/her organization.
 - (vi) The candidate must produce 'NOC' from his/her employer/parent organization at the time of interview.
- (b) (i) JMI permanent teachers/staff with research or professional background who fulfills above eligibility criteria mentioned in para 1 (a), (b), (c) and (d) shall be eligible for part time PhD programme. Provided that he/she submits an affidavit making a self-declaration for his/her availability and successful completion of the course work as and when conducted by the concerned Department/Centre/Faculty.
- (ii) A member of the non-academic staff of the JMI who satisfied eligibility qualifications may be considered for admission to the PhD programme as a part time applicant provided he/she has been given administrative clearance by the head of Institution and subject to fulfilling the criteria 3.a, b and c of this ordinance.

Note: Jamia Millia Islamia does not offer the Ph.D. programme through distance education mode.

3. Admission Procedure

- a. All Ph.D. applicants (Full time and Part-time & other than exempted category applicants) shall be admitted through an Entrance Test conducted at university level followed by Interview at the level of individual Department/Centre/Faculty concerned. The shortlisted applicants from entrance and exempted categories as listed in para 3(c) shall be called for interview.
- b. The admission procedure to Ph.D. programme shall start with a notification on JMI website and an advertisement in at least two leading national newspapers, of which one shall be in regional language. The candidate shall apply online for admission to the Ph.D. programme of JMI, as and when advertised, and 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 interview, along with the interview schedule, shall be notified on the notice board of the concerned Department/Centre/Faculty and on the JMI website.

- c. The notification/advertisement shall be issued in advance. The admission schedule and other relevant information shall also be notified. Provided that the following categories of candidates shall be exempted from taking entrance test for Ph.D. programme:
- (i) Candidates who have qualified for fellowship/scholarship in UGC-NET I, II & III/UGC-CSIR NET/GATE*/CEED and similar National level tests.
 - (ii) ICCR- Sponsored candidates or any other equivalent fellowship holder.
- *(Qualified under general category)

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 the schedule and fulfill all other requirements as per the Ordinances and the Ph.D. regulations.

- d. The teacher fellowship holders such as QIP (Quality Improvement Programme) awardees of recognized colleges/ universities/ institutions, provided that the competent authority issues a "No Objection Certificate" (NOC) to the candidate to join the Ph.D. programme and applicant shall appear for interview committee i.e. DRC/CRC of the Department/Centre to discuss the research proposal. Also, such teacher candidates/staff shall produce sanctioned study leave letter as per Government of India rules or relevant regulatory bodies as applicable at the time of admission. All such candidates under this category must fulfil the criteria as mentioned in Clause 3. a, b & c.
- e. **Entrance Test:** The Controller of Examinations shall be responsible for advertising and conducting the entrance test for the Ph.D. programme. The entrance test shall be conducted for short-listing the applicants to be called for the interview by the DRC/CRC. The validity of the entrance test results will be for a period of one year and a candidate, who has cleared the entrance test, shall be eligible to be called for the Interview(s) for admission to the Ph.D. programme.

The entrance test for admission to the 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 of two hours duration each. 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 Ph.D. programme at the level of each Faculty and associated Centres. The list of Centres associated with each Faculty is provided in 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 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 as also 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.

- f. **Criterion to Qualify the Entrance Test:** Only those candidates who obtain at least 50 per cent marks in aggregate shall qualify for the interview. A relaxation of 5% marks will be allowed in the entrance test examination for the candidates belonging to SC/ST/OBC/differently-abled category, and other categories of candidates as per the decision of the Commission from time to time.
- g. **Shortlisted candidates:** The list of qualified candidates to be called for interview shall be prepared by the Controller of Examinations Office, which shall also include the candidates who have been exempted from entrance test under Para 3 c (i), (ii).
- h. **Interview and Provisional Registration to the PhD Programme**
The shortlisted candidates shall be called for interview by the concerned Department/Centre/Faculty. The candidates called for interview have to bring original documents for verification at the time of interview. 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 – thematic/methodological expertise available for supervision in the Department/Centre and, which can be carried out in the Department/Centre/Faculty and that the proposed research can contribute to new/additional knowledge. Based on the performance of the candidates, the concerned DRC/CRC shall recommend the names of the candidates, in order of merit and on the basis of available vacant seats and expertise in the Department/Centre, for provisional registration to the 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.
- i. **Reservation:** While granting admission to 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).

- j. **Foreign Scholars:** Foreign scholars/ICCR sponsored candidates shall be admitted in the Departments/Centres/Faculty under the category of supernumerary seats.
- k. The **admission to Ph.D. programme** shall be held twice 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 3 (c). However, special permission may be given by the Vice-Chancellor to the candidate who have 100% external fellowship, following other procedures of admission laid out in this Ordinance.

4. a. Departmental/Centre's Research Committee (DRC/CRC)

Each Department/ Centre/ Faculty shall have DRC/CRC with Head/ Director/ Dean (Having PhD Degree) as ex-officio chairperson and one of the members as convener. The DRC/CRC shall play a crucial role from admission to the PhD programme 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 (Professors, from outside Jamia Millia Islamia) 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 the composition of the DRC/CRC is as per rules, the Vice-Chancellor may add or delete any name in case of any violation found in the composition.

- (i) The chair and members of DRC/CRC must hold Ph.D. degree. If chairperson does not have a PhD degree, VC nominee who can be from any other Department/Centre/Faculty shall act as the chair of DRC/CRC.
- (ii) All eligible supervisor(s) shall be a special invitee(s) member of DRC/CRC for all purposes.
- (iii) The research experience (desired number of publications) 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.
- (iv) The DRC shall recommend the change of supervisor/co-supervisor provided there is/are valid reason(s) for the same.

b. Research Advisory Committee (RAC)

There shall be an RAC for each scholar. It shall comprise of the following:

- (i) The chairperson of the DRC/CRC as the Chairperson of RAC
- (ii) Candidate's supervisor as Convener

- (iii) Two members from the Department/Centre/Faculty concerned, one nominated by the supervisor and the other by the DRC/CRC. In case where the number of faculty members is inadequate, the RAC members from cognate disciplines may be nominated with the approval of the DRC

The RAC of each scholar shall be formed just after admission and its role is started immediately after admission is done. The functions of RAC are as follows:

- (a) The RAC shall recommend the coursework to be done by the Research Scholar and review the research proposal and finalize the topic of research
- (b) The RAC shall periodically monitor and also provide necessary help, if required, in the progress of research work of the scholar. The RAC may be convened by the Supervisor, as and when required, but not less than two meetings each year, held on a half yearly basis for progress review
- (c) The convener of RAC shall maintain attendance (leave record, progress report, and any other relevant information) of the concerned scholar.
- (d) The RAC shall ensure that the changes/edits suggested in the pre-submission presentation have been incorporated in the final thesis before submission.
- (e) The RAC can modify the research topic till pre-Ph.D, if needed.

5. 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 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, as the case may be in the department/Centre/faculty. If found necessary, and on the recommendation of BoS/DRC/CRC, the course work 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.

- (a) The course work shall be of 12 credits, which may consist of the following:
 - (i) One Course of 4 credits on RESEARCH METHODOLOGY, which may include quantitative/qualitative methods and computer applications, as the case may be.
 - (ii) One Course of 4 credits, RELEVANT TO BROAD AREA OF RESEARCH, which will help the scholar to gain a thorough theoretical grounding of the domain.

- (iii) One Course of 2 credits on RESEARCH AND PUBLICATION ETHICS for awareness about publication ethics and publication misconduct.
- (iv) One Course of 2 credits on ANNOTATED BIBLIOGRAPHY or TERM PAPER reviewing the research papers in his/her area of research.
- (v) Three Courses of 4 credits each, for those who are interested to apply for Prime Minister's Research Fellowship (PMRF).

(b) Evaluation of Course Work

Evaluation of the course work as listed in Para 4(a) above shall comprise an internal assessment of 40% and a semester-end examination of 60%. 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, (i.e. at least in 01 semester and not more than 02 semesters) his/her admission shall stand automatically cancelled.

(c) Regular Registration in PhD Programme

After successful completion of course work, the scholar shall proceed to the process of regular registration in the Ph.D. programme by preparing a research proposal. The supervisor shall ensure that the research proposal is prepared in accordance with the norms of the discipline concerned. 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. The DRC/CRC shall approve the proposal, if scholar fulfills all the requisite criteria and send it to the BOS/COS for endorsement. The BOS/COS endorsed proposal along with relevant documents shall be sent to the concerned Dean of the Faculty who shall notify the regular registration of candidate to the PhD programme.

(d) Display of the List of Ph.D. Scholars on Website

Each Department/Centre/Faculty shall maintain the list of Ph.D. scholar on year-wise basis. The Chairperson 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.

Attendance will be recorded by the concerned Supervisor and one copy of other records such as leave record, progress report and any other relevant information will be kept in the Faculty/Department/Centre also.

6. 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/Associate Professor of the university with a PhD degree and at least five research publications in refereed journals and Assistant professor with a Ph.D degree and at least 3 Research Publications in refereed journals may be recognized as research supervisors.
- (c) An external supervisor, i.e. outside of JMI, shall not be allowed, however, he/she may act as co-supervisor of the research scholar.
- (d) If the proposed topic of research so warrants, the DRC/CRC may also appoint permanent faculty members (Professors/Associate Professors and Assistant Professors) who fulfils the criteria laid down in para 6(b) as co-supervisor(s), either from within or outside JMI. However, the appointment of a co-supervisor shall be permitted till pre-Ph.d. seminar.
- (e) If an academic staff is on a long leave of more than one year or more, the DRC/CRC shall not recommend him/her as supervisor (for new admission only). Other faculty member shall be appointed as supervisor, however, he/she shall be allowed to become co-supervisor, if interested.
- (f) If an academic staff/research personnel (Ramalingam Fellow/DST Inspire Fellow) whose superannuation/term-end is due in less than three years, the DRC/CRC may only recommend him/her as Co-supervisor of a Ph.D. scholar.
- (g) For all the research scholars, there shall also be a provision to appoint co-Supervisor from those foreign universities and institutions with which the faculty members of the university or the university itself have research collaboration. Provided that the foreign faculty shall be academician/practicing professional holding regular/tenure position with established research credentials.

7. 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 shall not continue as supervisor. Thereafter, HoD/Director shall be an ad-hoc supervisor till DRC/CRC appoints a regular supervisor. The original supervisor, in such cases, may be appointed as co-supervisor, after receiving consent.
- (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 among those eligible supervisors who are not on long leave.
- (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 appoints a new supervisor. However, in the case of non-availability of Supervisor/Co-Supervisor in the concerned Department/Centre, the Vice-Chancellor shall take the appropriate decision to appoint the Supervisor/Co-Supervisor on the recommendation of BoS/Cos of the concerned Department / Centre.
- (f) Where a faculty member is shifted from one Department/Centre/Faculty to another Department/Centre/Faculty, the PhD scholar(s) will be transferred to the same Department/Centre/Faculty in which the supervisor has got shifted, subject to prior consent from the PhD Scholar(s) and the completion of necessary formalities by the concerned DRC/CRC.
- (g) If a permanent faculty is on govt. assignment i.e. either on deputation or lien etc. shall continue to supervise his/her Research Scholars, if the supervisor desires.
- (h) If an eligible supervisor is on assignment within the University (on deputation/lien etc.) he/she will be considered as an eligible supervisor.

8. 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.

9. Maximum Number of Scholars 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 9(a). The maximum number of foreign scholars (admitted in supernumerary category) under one supervisor shall not be more than two at a time. All supervision above the ceiling [9(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.

10. General Guidelines for Scholar

- (a) The minimum period for a scholar to complete a 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 part-time scholars to complete a 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 the period mentioned in para 10(a) and 10(b), an extension of two more years may be granted. One more year (extension of 7th Year) may be granted by concerned BOS/COS on the recommendation of RAC followed by DRC and further, one more year (Extension of 8th Year) may be granted by the Vice Chancellor on the recommendation of RAC and DRC/CRC followed by BOS/COS. The total time period for the completion of PhD programme shall be 8 Years from the date of admission to the PhD programme. For the extension from 7th to 8th year, the application should be routed through proper channel and should have copy of all progress reports and minutes of DRC/CRC & BoS/CoS in which this progress reports are endorsed.
- (d) A woman scholar or a scholar with more than 40% disability may apply, to the Vice Chancellor, for an additional extension of two years for Ph.D., over and above the

allowed period (maximum 8 Years) on the recommendation of the RAC and DRC/CRC followed by BOS/COS. The total time period for a woman scholar or a scholar with more than 40% disability for the completion of PhD programme shall be 10 years from the date of admission to the PhD programme.

- (e) In addition, women candidates may be provided Maternity/Child Care Leave once in the entire duration of the Ph.D. programme 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 Ph.D program in any other university/ institution when he/she is registered for a Ph.D. program in JMI. However, the DRC/CRC may permit the scholar to take admission in any programme, subject to the condition that such a course is helpful in his/her research and that it will not affect his/her research/coursework, and it should be as per the regulations passed by the Academic Council AC-(I)/2023; Item-05 dated 08 Feb 2023.
- (i) 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 his/her status to a part-time scholar. However, in special circumstances the Vice-Chancellor is authorized to take appropriate decision provided the application is received through proper channel.
- (j) Every scholar shall submit a 'Detailed Progress Report' twice a year in the format of Annexure – II, to the concerned RAC. The timeline is given in the below table:

Six Monthly Progress Report Duration	Last Date of Submission
First Progress Report (1 st January to 30 th June)	31 st July
Second Progress Report (1 st July to 31 st December)	31 January

- (k) In case of unsatisfactory report, the RAC shall make note of it and also suggest corrective measures to the scholar.
- (l) 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.

- (m) 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.

(n) Relocation of a Woman Scholar

- (i) In case of relocation of a woman scholar registered in Central Universities, IITs, NITs, Institutions of National Importance and Eminence only due to marriage or otherwise, she shall apply as per format given in Annexure – III.
 - (ii) The DRC/CRC shall assess the area of research and available expertise/research facilities in the Department/Centre/Faculty concerned.
 - (iii) The DRC/CRC shall assess whether the procedure of admission of the candidate was as per UGC Regulation, 2016. The DRC/CRC shall also check the progress of scholar, status of work completed, data available and future scope. The “No Objection Certificate” from parent institution and permission to use previous data base will also be required.
 - (iv) Furthermore, the research carried out shall not be under sponsored/funded 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.
 - (v) On satisfaction of the above, DRC/CRC shall recommend the relocation of woman candidate and after the endorsement from BOS/COS, the Dean of concerned faculty will notify the relocation.
- (o) The general guidelines mentioned in the prospectus of the University shall also be applicable to Ph.D. admissions.

11. 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 10.
- (b) The DRC/CRC shall recommend to the BoS/CoS to issue a show cause notice prior to the cancellation of the registration of a scholar on:

- (i) His/her two continuous unsatisfactory progress reported by the concerned supervisor through RAC.
 - (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 without the permission of DRC/CRC.
 - (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.
 - (vii) If a Ph.D student is found guilty of misconduct/breach of discipline or disturbing academic environment of the University, his admission will be cancelled immediately with the recommendation of the Disciplinary Committee and approval of the DRC/CRC & BoS/Cos. However, in special circumstances the Competent Authority shall take appropriate action.
- (c) On the recommendation of the BoS/CoS, the Dean concerned shall clearly state the reason for cancellation and notify the scholar.
 - (d) For cancellation of registration, principles of natural justice shall always be followed.

12. (a) De-Registration of Scholar

- (i) 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 citing valid reason(s).
- (ii) If satisfied with the reason for de-registration, recorded in and 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.
- (iii) The scholar who has been granted extension will not be allowed to de-register.
- (iv) The scholar shall not pay the requisite Ph.D. fee during the de-registered period.

(b) Re-Registration of Scholar

- (i) 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 with the thesis ready for submission.
- (ii) The gap period between de-registration and re-registration shall not exceed five years. If the gap exceeds five years, the scholar's admission to the programme shall automatically stand cancelled.
- (iii) The re-registered scholar has to make his/her 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.
- (iv) A re-registered scholar shall be treated over and above the set ceiling for Professor/Associate Professor/Assistant Professor as mentioned in Para 9.

13. 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 of 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 submission, of the thesis, 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 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 10.

- (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 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, however, the format of the inner cover page of the Ph.D. Thesis will be as given in Annexure VIII. 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/Pen drive after successful completion of pre-Ph.D. seminar.
 - ii. 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' or any other software proposed by the UGC and adopted by JMI.
 - iii. 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).
 - iv. 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.

- v. The research scholar shall obtain duly signed detailed plagiarism check test report from the designated person of DAIP/CAIP and submit to the Faculty/Department/Centre concerned.
- vi. The supervisor of the student and Dean of the Faculty/Head of Department/Director of Centre 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).
- vii. The permissible similarity index shall not be more than 10%. Moreover, 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).
- viii. In case of similarities of more than 10%, 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.
- ix. In the case of the research scholars of Department/Centre 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 for the same. 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 anti-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).
- x. The thesis shall be submitted to the office of the Controller of Examinations along with the above duly signed certificates.

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

- i. A panel of 6 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 of, DRC/CRC/HoD/Director of Centre and Dean of the Faculty (Annexure XII) for the approval of the Vice Chancellor. A brief profile 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.

- ii. The examiners shall be Professor/Associate Professor of relevant area of research and the supervisor will also be one of the examiners of PhD thesis. All examiners shall be from Government Institutions/Universities. Senior scientists from Government research organizations, having pay scale of Associate Professor and having high research credentials, may also be permitted.
- iii. The Vice Chancellor shall select 2 examiners from the panel of 06 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).
- iv. 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 e-mail.
- v. If an examiner does not send a report, despite three reminders, the Controller of Examinations, will send the thesis to third examiner already ticked by the VC as standby. If Third examiner is also fails to submit the report in the given stipulated time after seeking the approval of VC, shall send the thesis to another examiner.
- vi. 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.
- vii. 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 accepted for the award of the Ph.D. degree subject to the incorporation of minor revision, needs not to re-submitted
 - (3) The thesis be revised and submitted again
 - (4) 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 14 (vii) (3) 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).

- viii. 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 rejection of the thesis, the thesis will be treated as rejected. The decision of the same will be conveyed to the supervisor and the head/director of the concern Department/Centre from office of the CoE. In case third examiner recommends revision, then the Controller of Examinations will convey the same to DRC/CRC of the concerned Department/Centre.
- ix. If both the Examiners recommend rejection, the thesis shall be rejected.
- x. 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.

15. Ph.D. VIVA VOCE Examination

- (a) Subject to fulfilling the conditions as laid down in Para 14 and after ensuring that necessary corrections, as suggested by the examiner(s) who evaluated the thesis, have been incorporated, 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. Head/Director/Dean of the Department/Centre/Faculty concerned will be in the chair when the VIVA VOCE Examination is 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 the Chair, DRC/CRC copies of the reports of the Examiners of the Ph.D. thesis. The VIVA VOCE may also be conducted

through online mode. All other rules will remain the same. Only the external examiner will conduct the VIVA VOCE from his/her place of convenience through online mode. 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 Ph.D thesis has been successfully defended. If any Faculty/Department/Centre has techno/connectivity issues regarding the conduct of the VIVA VOCE through online mode, the FTK Centre for Information Technology, 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.
- (d) There should be a gap of minimum 10 days between fixing of Viva voce date and the date to conduct of Viva-Voce.

16. Provisional Certificate

Prior to the actual award of the degree, just after 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 Ph.D Degree Regulations, 2022.

17. Depository with UGC

Following the successful award of 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 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 Ph.D. thesis submitted to JMI.
- (b) For the publication of research papers based on the 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 Ph.D. thesis submitted to JMI.

19. Fees

- (a) Every research scholar shall be obliged to pay the required fees approved by the Academic Council, JMI 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) 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 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. Fellowship

- The Non-Net Fellowship (Or any other fellowship from JMI) will be given to candidate from the date of admission.
- In case of fellowship of from outside funding agency like NET, PMRF etc. the rules of the funding agency shall be followed.

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.